

BASKETBALL SCOREKEEPER AND TIMER PROCEDURES

FOR

CYC SOUTH CENTRAL DISTRICT GAMES

BEFORE THE GAME

- A. Arrive at least 10 minutes before game time.
- B. Ask both coaches for their rosters, ID Cards and score sheets.
 - 1. For all leagues, all coaches must provide a coach's ID card. It must be a CYC picture ID card that includes the coach's number. If the coach does not have a physical card but has a printed or an electronic copy (e.g., phone), then that is acceptable. If the coach has no physical or electronic copy of an ID card, then a driver's license is acceptable and note the usage of the driver's license on the game report.
 - 2. For all leagues, the coaches must also provide all players' ID cards. If the player does not have a physical card but has a printed or an electronic copy (e.g., phone), then that is acceptable.
 - 3. A receipt from the CYC for a card is valid if it has not expired.
 - 4. A coach without a physical (or electronic) card cannot sit on the bench.
 - 5. If a player does not have a CYC ID card (physical or electronic), they may not play in the game.
 - 6. A one-game waiver for a card can be provided for one game. If that is the case, then confirm the waiver is for the game being played.
 - 7. Return all rosters, ID Cards and waivers to the coaches after verification is done.
- C. The score sheets should be completed as follows:
 - 1. Name of both teams and coaches.
 - 2. The player's full last name and his/her uniform number.
Enter the player numbers in numerical order for ease of scoring.
Ask the coach to confirm the list of players.
 - 3. Have the score sheets completed and ready to be checked by the officials prior to the start of the game. Notify an official when there is an issue regarding the submission of the roster/cards or completion of the score sheets.

PARTICIPATION

Each team must have five (5) players dressed and ready to play by the end of 10 minutes past the scheduled game time or the game is subject to forfeit. A team must start with 5, but may end with any number as long as the officials think they have a chance to win.

SCOREKEEPER AND TIMER PROCEDURES

MARKING THE SCORE BOOK / SCORE SHEETS

The **Running Score** of both teams across the top of the score sheet **is the most important part of scorekeeping. It is the official score.** To whom the points are credited is not of major importance.

A. TWO/THREE POINT BASKET:

FIRST: Mark the running score at the top of the page. The suggested mark is a slash (/).

SECOND: Mark a two (2) or three (3) on the line of the player who scored, in the correct quarter/half.

B. FREE THROW/FOUL SHOT:

FIRST: Mark a 0 for each shot awarded on the line of the player who is shooting in the correct quarter/half. (1, 2, or 3)

SECOND: For each shot made, mark the running score at the top of the page.

THIRD: Mark a slash or X through the 0 for each shot made on the player line.

C. FOULS:

1. **FIRST HALF** - Mark the number in the individual player's foul box area for all first half fouls committed by any player. Also mark the number in the team foul box area for all first half fouls committed by any player. The suggested mark is a slash.

2. **SECOND HALF** – Using a different mark, mark the number in the individual player's foul box area for all second half fouls committed by any player. Also mark across the number in the team foul box area for all second half fouls committed by any player. The suggested mark is an X.

3. ANY player obtaining a **TOTAL** of **FIVE (5) personal and technical** fouls is immediately disqualified from the remainder of the game. Notify the officials immediately.

4. All technical fouls called on players will count towards disqualification [five (5)] and towards the team bonus [seven (7)] and double bonus [ten (10)].

5. The bonus is in effect **ON** the seventh (7th) team foul (personal fouls and technical fouls). The double bonus is in effect on the tenth (10th) team foul. Notify the officials when reaching these numbers (7 and 10) before the next play.

D. TECHNICAL FOULS:

If it is called on a player, mark the **T box** in the individual player's foul box area. Also mark a **T** in the team foul box area. If it is called on the coach, mark "**T on coach**" at the top of the page. **Technical fouls are team fouls and personal fouls when called against players, and team fouls** when they are called against non-players.

A technical foul should be recorded on the game report including identification of the coach/player and the reason for the technical foul.

If you believe the technical foul will require follow-up by the district or if two technical fouls were called on the same player or coach, then document the incident immediately. Give the write-up to the gym monitor for submission to the district.

JUMP BALLS / CHANGE OF POSSESSION

In all CYC basketball leagues, a jump ball will occur only **at the beginning of the game and the beginning of any overtime period.** In all jump ball situations after the opening tap, teams shall alternate possessions so as to allow continuous play. The team losing the opening tap will put the ball in play from out-of-bounds in the first jump ball situation of the game.

AS THE OFFICIAL SCORER, you must keep track of the alternating possessions on your score sheet.

If there is a display arrow, you must make sure it is always pointing in the proper direction. Remember it must be switched at the half because the teams switch baskets. Make sure that the officials make this switch at halftime.

SCOREKEEPER AND TIMER PROCEDURES

TIMING PERIODS

A. All 3rd, 4th, 5th and 6th grade games will play four (4) – six (6) minute quarters with stopped clock. There will be a one (1) minute break between periods and a five (5) minute half time. If a team is losing by 20 or more points in the 4th quarter, then the clock will run in the 4th quarter. If the lead becomes fewer than 20 points at any time during the 4th quarter, then the clock is stopped as warranted by play. If the clock is running, then it is stopped only in the event of an injury or a time out. This means the clock would continue to run during a free throw.

B. All 7th and 8th grade games will play four (4) - seven (7) minute quarters with stopped clock. There will be a one (1) minute break between periods and a five (5) minute half time. If a team is losing by 20 or more points in the 4th quarter, then the clock will run in the 4th quarter. If the lead becomes fewer than 20 points at any time during the 4th quarter, then the clock is stopped as warranted by play. If the clock is running, then it is stopped only in the event of an injury or a time out. This means the clock would continue to run during a free throw.

OVERTIME PROCEDURES

If the score is tied at the end of regulation time, there will be a two (2) minute overtime period in grades 5th through 8th. There is only one overtime in grades 5th through 8th. There are no overtimes in grades 3 or 4.

TIME-OUTS

A. Time-outs may be requested by a coach or any on court player. You stop the clock only when you are instructed by an official. The official must grant the time-out to the coach or team.

B. Time-outs are one (1) minute in length. Sound a warning horn with 15 seconds remaining and at the one (1) minute mark.

C. Record the time-outs on the score sheet and notify the officials whenever a team is granted its last time-out. Notify the coach when one time out remains for the team. Each team in a 3rd & 4th grade game has 3 timeouts and in a 5th-8th grade game has 4 timeouts.

DISCREPENCIES

Compare the score sheets and scoreboard after each goal, after each foul and at the end of each quarter. Make sure the score sheets match the scoreboard. The timer and the scorekeeper **MUST WORK TOGETHER** as a team to make sure the score is correct. Notify the officials immediately if you have a discrepancy.

SUBSTITUTIONS

When a team wants to substitute a player, the player must first report to the scorers' table. The player should be instructed to not block the vision of the scorekeepers. The player cannot enter the game until there is a dead ball whistle. (A dead ball whistle is a violation, foul, time-out, or anytime the official has the ball in his/her hand.) The official must be notified by the scorekeeper that there is a substitute and **THE OFFICIAL MUST SIGNAL** the player onto the playing surface.

DO NOT SOUND THE HORN TO NOTIFY THE OFFICIALS until you have a dead ball.

STARTING/STOPPING THE CLOCK (TIMING)

The first rule of timing is the B-B rule. B for ball, and B for body. Anytime the clock is not running, the contact of the ball with any part of anyone's body on the court from either team starts the clock. Do not anticipate the touch, especially in last second plays. The officials should help you by lowering their arm signaling to start the clock.

1. **JUMP BALL:** Start the clock when the hand of either jumper touches the ball.
2. **FOUL/VIOLATION:** Stop the clock as soon as the official raises his/her fist/hand, designating that a foul/violation has occurred. Exception, in the 4th Quarter when one team is ahead by 20 or more points, the clock will continue to run on all fouls or violations.
3. **THROW-INS and FREE THROWS:** Start the clock when the ball touches ANY player on the court.

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COMPLETING THE SCORE SHEETS

Upon completion of the game and after consulting with the game officials and/or gym monitor, mark the top line for Sportsmanship for each team. An overall ranking of Stellar, Average, or SubPar should be indicated for the team. If you mark SubPar, mark the participants contributing to the SubPar rating (Coaches, Players, and/or Fans). If the behavior was especially bad, then provide details on the Game Report. We will contact the Parish LD to follow up on the incident. We are tallying this information for all games.

COMPLETING THE GAME REPORT (Results Sheet)

- A. Enter the score in the boxes provided next to the appropriate team's name on the game report.
- B. Make sure one coach from each team signs the game report in the proper box. Since the coach is verifying the score, the scores must be present.
- C. **Enter your name and number under Game Officials in the boxes provided in order to be paid.**
- D. Document any issues on the back of the report regarding any incidents or reasons for the district to declare a forfeit.
- E. Document any issues with playing time not being shared or inappropriate fan behavior.
- F. Document any issues with technical and/or inappropriate behavior by coaches or players.

MISCELLANEOUS

As a timer/scorekeeper, you are a representative of the CYC and your parish.

Besides keeping score or timing the game, you are also responsible for the following:

1. Working with the officials and gym monitor to keep everyone off the courts per the rules of the gymnasium. Only the teams playing and their coaches are allowed on the court during the game. Some gyms allow young spectators to shoot during timeouts and at half time. **THE SCOREKEEPER AND TIMER** should NOT shoot baskets during time-outs or breaks. This is not to interfere with the job you are there to do.
2. You should report any unsportsmanlike conduct, whether it is players, coaches or fans, to the officials or gym monitor.
3. **Always cooperate with the officials.** They will call the game as they see it, so there should be no comments from the scorers' table.
4. If at anytime a coach, player, spectator, or official is rude or abusive to you, the scorekeeper or timer, it should be reported immediately to an official, gym monitor or the lay director.
5. Only the scorekeeper and timer are allowed at the scorers' table during the game. No friends distracting you, no cell phones or texting, no food or drink at the table. Keep it Clean!
6. **ALWAYS make sure the table has a copy of the CYC RULES FOR BASKETBALL, the South Central District Rules including the Instructional Rules for Third and Fourth Grades, and this document.**