

Scorekeeper & Timekeeper Training 2007-2008 Season



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RPB



The objective of Rancho Penasquitos Basketball (RPB) is to provide and promote a wholesome recreational basketball program for the youth of our community.

Within this objective, RPB was formed to encourage and foster positive sportsmanship, cultivate good playing skills, and promote friendly relationships among the participants, coaches, and parents.

Thank you for volunteering to help!



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Your Purpose

- Help the games run smoothly and fairly
- Rules Review
- Game Procedures
- Record the game

- PLEASE SIGN IN



Coaches Manual

- "Coaches Manual" is the official rulebook for RPB.
 - READ IT !
 - "Rules" link on website.



- One parent from each team as scorekeeper or timekeeper for each game.
- One scorekeeper and one timekeeper (only one each) sit at the sideline table at half court during the game.
- Children may not sit at the table.



Timekeeper Duties

- Run the Scoreboard
- Start/stop clock during play
- Change possession arrow
- Track points, quarters (automatic), bonus situations
- Ring bell at end of quarters (automatic)
- Remind referees: 4 min left in 4th quarter
- Remind coaches: 3 min/1 min left in each quarter
- ASSIST THE SCOREKEEPER



Scorekeeper Duties

- Scoresheets for both teams
 - Running scores
 - Individual points
 - Fouls (personal/team/technical)
 - Timeouts
 - Player points, fouls, playing-time requirements (min/max), scoring limits
- Notify officials of foul bonus or maximum point total (per player) situations
- ASSIST THE TIMEKEEPER



Game Day - Arrive early!

- 1st week only: Write player numbers on scoresheets next to appropriate names.
- No visitors at table during game
- NO COACHING
- Show restraint in "cheering."
- You are a member of the officiating team.
- If you want to coach your players, you must find a replacement scorekeeper or timekeeper.



Time of Games

- Boys 3,4,5 & Girls 3-4:
7 minutes per QTR
- Boys 6,7,8-9,10-12
& Girls 5, 6-7,8-12:
8 minutes per QTR
- Special divisional rules summary table is on page 15 of Coaches Manual. (**To be revised slightly for 2008 season.*)



When to Stop the Clock

- We use a running clock.
- Clock stops only for:
 - Timeouts, called by referee (*not coaches or players*)
 - Shooting fouls
 - Player gets fouled while shooting, or
 - Any foul in bonus situation
 - Notification of player reaching scoring limit
 - Each whistle during last 1 minute of 4th quarter & during entire overtime periods



When to Start the Clock

- Clock starts when:
 - Jump ball or in-bounds pass touched by a receiving player on either team
 - Referee signals by moving hand down
- Breaks
 - 1 minute between 1st/2nd and 3rd/4th
 - 3 minutes at half-time (between 2nd/3rd)



Time-outs

- Timeouts (be sure to mark on scoresheet)
 - Two per half
 - One per overtime period
 - Timeout starts when referee signals timeout (not coach or player)
- No carryovers previous periods.
- "Referee timeouts" don't count against limits – e.g., injuries, problem resolutions, stray balls, etc.
 - Referee also calls brief timeout for substitutions during last 4 minutes of 4th quarter



Fouls

- Each personal foul = a team foul
 - Mark in both places on scoresheet
- Technical Fouls
 - Result in 2 automatic points (without free throws) and subsequent possession of ball by fouled team
 - A technical foul on a player = a personal foul = **and** a team foul
 - A technical fouls on a coach = a team foul
 - Two technicals against same player or coach:
 - Ejection and suspension from next game
 - Three technicals against same team:
 - Forfeit the game



Bonus Situation (Team Fouls)

- Bonus
 - Begins on 7th team foul in each half
 - Fouled player gets a 1-and-1 at the line
 - Make first shot - earns second shot
 - Miss first shot - no second shot
- Double Bonus
 - Begins on 10th team foul in each half
 - Any player fouled will have 2 foul shots
- Clock stops on all fouls on team "in the bonus"



Playing Time Rules (7-8 players)

- For teams with 7 or 8 players
 - Each player must play two (2) full quarters, from start to finish
 - Each player must sit out one (1) full quarter, from start to finish
- Mid-QTR substitutions usually cause trouble
- *The sit-out rule takes precedence if both cannot be satisfied by the end of the game.*



Playing Time Rules (Foul-outs, teams with 7 players)

- If a team has seven players available and a player fouls out in the 1st QTR:
 - The rest of the game is treated as if the team has six players (i.e., the opposing coach can pick who sits out the 2nd QTR).
 - All remaining players must play three (3) full quarters.



Playing Time Rules (Foul-outs, teams with 7 players)

- If a team has 7 players and a player fouls out in the 2nd or 3rd QTR (p. 11 of Coaches Manual):
 - Opposing coach may select the player off the bench who will replace the fouled out player.
 - Substitute will not have been deemed to have played in that QTR for purposes of minimum play/sit rules. Mark it on scoresheet with a unique symbol (with an explanatory note, if necessary)
 - Under these conditions, in all QTRs following the foul out, a player cannot sit out two QTRs unless every other player (except the player who fouled out) has sat out at least one QTR.



Playing Time Rules (6 players)

- All players must play three (3) quarters, from start to finish.
- The coach of the team with 6 players must *notify* the scorekeeper, referees and opposing coach prior to the start of the game.
 - Opposing coach (if s/he has 6 or more players) has option of choosing player to sit out 2nd period
 - Failure to notify all three (see above) results in:
 - Technical foul
 - Opposing coach can choose player to sit out 4th period



Playing Time Rules (5 or fewer players)

- 5 Players
 - All players will play the entire game
- Fewer than 5 players
 - Team must have at least 5 players to start a game (except Boys 3 and Girls 3-4 divisions)
 - Any team may finish the game (or a quarter) with fewer than 5 players if players have fouled out, become injured, or are otherwise unable to play (e.g., due to playing time rules).



Playing Time Rules



- Violations during a game = technical foul
- *Most violations occur after early substitutions.*
- **Scorekeeper** must notify each coach and the referee when a possible playing time violation is about to occur before the beginning of a period. (Ring the buzzer.)
- Mark quarters played (full or partial) on scoresheet
 - “/” for players who start quarter
 - “\” for players entering after start of quarter (subs)
 - “X” for players completing entire quarter



Players Arriving Late

- When a player arrives late, the rules for the larger number of players apply.
- Player arriving after the start of any QTR
 - may not play in that quarter.
- Playing Time Rules
 - Player arriving after start of 2nd QTR must play at least one full QTR and may play both 3rd & 4th QTRs.
 - Player arriving after start of 3rd QTR may play for part or all of 4th QTR only.



Scoring (Foul Shots)



- Free Throws Made
 - Mark a line thru the box in the **running score** for the team's score in the game. Also, put the jersey number of the player who scored the basket above the box.
 - Mark a closed circle, or a circle with a line through it, in the individual points section
- Free Throws Missed
 - Mark an open circle in the individual points section
- Paired Free Throws
 - Put a curved line between circles in the individual points area for paired (or triplet) free throws



Scoring (2-point FG)

- 2-point field goals
 - Mark in **running score** section by drawing a line through two boxes for the team's score. Write the jersey number of the player who scored the points above the boxes.
 - Mark a “2” in the individual points section of the scoresheet



Scoring (... more)

- 3-point shots
 - In effect if court has a 3-point circle (*all except Black Mountain half-court games*)
 - Mark 3-point baskets with a line across 3 boxes in the **running score** and a “3” in the individual score area. Write the jersey number of the player who scored the points above the boxes.



12-Point Rule

- 12-point rule
 - No team leading by 12 points or more may pressure the ball in the opponent's backcourt
 - Technical foul for 2nd and subsequent warnings



Pre-game Scoring



- Pre-game Free Throws
 - One shot per player
 - Mark in small column on left of 1st quarter section
 - To balance total team attempts:
 - Coach of team with fewer players designates a player who did not make first shot to take a second shot
 - No player may attempt a 3rd pre-game shot
- Pre-game points:
 - Do count for team's and player's point totals
 - Do not count against a player's scoring limit (Boys 3/4/5/6 and Girls 3-4,5 divisions only)



Scoring Limits

- No points after the shot by which a player's scoring limit is reached
- Boys 3/4 & Girls 3-4 : 12-point limit
- Boys 5/6 & Girls 5 : 16-point limit
- Exceptions
 - Pre-tip-off free throw points don't count toward limit
 - Foul shots made after foul on 12th/16th point.
 - Players fouled in bonus situation may score on these free throws
 - Scoring limits do not apply during overtime periods



Scoring Limit - Example

- A player in the Girls-5 division who scored one pre-tip-off free throw and 15 other points during the game may score another basket.
 - Only the 15 points scored during the regular game are counted against the limit.
 - The next basket will be the shot by which her 16th point is scored. This basket may be a foul shot or a 2- or 3-point field goal (which may be followed by a foul shot if the player is fouled).



Possession Arrow

- Indicates which team will get the ball next in a "jump ball" situation
 - Start game with no arrow.
 - Take note of which team first controls the ball.
 - Figure out which way they're going.
 - Arrow points toward the other direction (i.e., toward the basket at which the other team will be shooting)



Possession Arrow (cont.)

- Switch arrow just after ball is received in-bounds following a "jump ball" call by the referee.
- Switch arrow just after ball is received in-bounds at the start of the 2nd and 4th QTRs
- Do not switch the arrow at half-time. Ask the ref.
 - Some will switch the arrow during half-time and instruct you to switch it again once the ball is in-bounded at the start of the 3rd quarter.
 - *This is equivalent to not switching it at all, which is an acceptable alternative.*
- Good communication with referees is essential.



Scoreboard

- Press and hold the NEW GAME button for a few seconds. Be patient: the 1-0 score will change to a 0-0 score in a few more seconds.
- Avoid using <Select Game> or <Set Clock> buttons.
 - <Select Game>: Hold down for 3 sec, then hit <Minutes> button (upper left in group of 12 buttons) to select basketball.
 - <Set Clock>: Hold down for 3 sec, then use numeric keypad to enter period time in 4-digit format. (e.g., 0700 for 7-minute quarter)



Scoreboard (cont.)

- The side of the scoreboard used for each team depends on where each team sits, not on the direction of play.
- Horn key says <Basketball>
- <Start/Stop Clock> button is a toggle that turns the timer on or off.



Clock Operation

- Add or subtract time in case of timekeeping error
 - Add minutes or seconds, if necessary, with the <Minutes> or <Second> keys
 - Subtract minutes or seconds, if necessary, with the <-1 Min> or <-1 Sec> keys
 - Clock must be stopped to add or subtract minutes.
- If clock is counting up:
 - Press <Countdown> key, quickly followed by <Poss. Change> key.



Scoreboard Operation

- Scoring
 - Increase home or guest score by pressing the <Home Score> or <Guest Score> buttons
 - Decrease home or guest score by pressing the <-1 Home> or <-1 Guest> buttons
 - Scores on back of scoreboard should match those on the front (i.e., left/right sides)
 - If not, Press the RESET button, then the POSSESSION CHANGE button.



Scoreboard Operation

- Bonus Keys
 - <Home bonus> or <Guest bonus> to light
 - <Bonus clear> to turn off
- Possession Arrow
 - Toggles back and forth
- If clock is counting up:
 - <Countdown>, followed by <Poss. Change>



Scoresheet Signatures



- The opposing coach, both referees, scorekeeper, and timekeeper must sign scoresheet(s) after each game.
- Signature attests to the correctness of the scoresheet, including the official score, which is the "running score" at the top/bottom of each page.
- It's best to reconcile the scoring sections continuously during the game, rather than waiting until the end.
- If a coach wishes to protest the game, s/he should not sign it. Specific procedures for protests are included in the Coaches Manual.



Important Reminders

- "Running score" is the official score – mark it first and include the number of the player who scored, then mark the points in the individual player section.
- You are an official of the game. Restrain your cheering. Definitely no coaching from the table.
- If you have any questions, ask the referee!

