INSTRUCTIONS TO AND DUTIES OF THE SCORER FOR BASKETBALL GAMES

RULES COVERAGE:

Rule 2-4-3: The referee designates the official scorebook and the official scorer.

Rule 2-11: The duties and responsibilities of the official scorer are indicated. In case of doubt, signal the floor official as soon as conditions permit to verify the official's decision.

The rules committee strongly recommends that only the official scorer wear a black-and-white striped garment and the official scorer and timer be seated next to each other. The scorer's location at the scorer's and timer's table must be clearly marked with an "x."

RESPONSIBILITY:

The scorer's responsibility is so great that floor officials must establish the closest cooperation and understanding with them. The scorer must be accurate.

EQUIPMENT:

Scorebook, pencils, possession arrow and signaling device with sound different from that of the timer. The scorebook must be available for inspection at the table from 10 minutes prior to game time until the referee has approved the final score.

BEFORE THE GAME:

1. Ten minutes before scheduled game time, the scorer shall be supplied with each team's roster and numbers.
2. Ten minutes before scheduled game starting time, the scorer shall be supplied with the starting lineup.
3. Notify the referee if either list is not submitted on time or is altered after time specified.
4. If there are discrepancies, notify the referee before the ball is tossed.
5. Have coach sign that lineup is correct.

DURING INTERMISSIONS:

1. Either the official scorer or a delegated assistant must be at the scorer's table with the official scorebook at all times.
2. Verify the lineup after all intermissions and notify either floor official if a player, who has not reported, has entered the court.

DURING THE COURSE OF THE GAME:

1. The nonofficial scorers should check each entry with the official scorebook.
2. The scorers should:
   a. Announce to each other and record the total running score.
   b. Announce the name and number of the player who scores.
   c. Verify the scoreboard score.
   d. Compare the summary of individual scores with the total running score at the end of each half.
   e. Exchange the name and number of the player committing a foul and indicate the total fouls charged to the player.
   f. Be responsible for the alternating-possession arrow.
   g. Record warnings reported by an official.
3. In case of controversy, the record of the official scorebook is accepted unless the referee has knowledge which permits him or her to rule otherwise.

SCORING: (Use the following recommended symbols)

1. P for personal foul, followed by proper numeral indicating number of personal fouls charged to player as P^1, P^2, etc., or cross out appropriate number.
2. T for technical foul (direct or indirect on coach).
3. Successful field goal: figure 2 or 3.
4. Free-throw attempt: ○
5. Successful free throw: ⊗
6. Two or three free throws awarded: ○ ○ ○ ○ ○
7. First of one-and-one: ○
   First made, bonus awarded: ⊗ ○
   Bonus free throw made: ⊗ ⊗
8. Record the number of charged time-outs (who/when) for each team.
9. Check the scoreboard often and have the progressive team totals available at all times. Points scored in the wrong basket are never credited to a player, but are credited to the team in a footnote. Points awarded for basket interference or goaltending by the defense are credited to the shooter. When a live ball goes in the basket, the last player who touched the ball causes it to go there.

NOTIFY THE NEARER OFFICIAL WHEN:

1. The bonus penalty is in effect for the seventh, eighth and ninth team foul in each half. The bonus display indicates a second free throw is awarded for all common fouls (other than player-control) if the first free throw is successful. The proper bonus panel, such as (H for home and V for visitor) shall be displayed after the penalty for the sixth team foul has been administered. Another method is to activate a light or device nearest the basket of the team which is to receive the bonus.
2. The tenth team foul occurs each half. Thereafter, the bonus (second free throw) is awarded for a common foul (except player-control) whether or not the first is successful.
3. Any player is charged with his or her fifth foul (personal or technical), the second technical foul is charged to any team member, bench personnel, directly to the head coach, or the third technical foul is charged to the head coach.
4. Either team has been granted its allotted charged time-outs or an excess time-out.
5. The ball is dead or in control of offending players team if:
   a. Player has not reported.
   b. Player's number changed.
   c. Player is illegally in game.
6. The ball is dead, if there is a score dispute or doubt about an official's decision.
7. Any player enters while wearing an illegal number.
8. The ball is dead and the clock is stopped or running, if the coach requests that a correctable error as in 2-10, or a timing, scoring or alternating-possession mistake be prevented or rectified.

SUBSTITUTIONS:

1. A substitution may be made when the ball is dead and time is out. A player who has been withdrawn may not re-enter before the next opportunity to substitute after the clock has been started properly following the player's replacement.
2. A substitute who is entitled and ready to enter must report to the official scorer. However, substitutions between halves shall be made to the official scorer by the substitute(s) or a team representative prior to the 15-second warning.
3. Following a time-out or intermission, the substitute must report or be in a position to report prior to the warning signal.
4. A substitute may enter the court only when beckoned and must do so at once.
5. If a substitute reports to enter for a designated jumper or free thrower, the substitute may not enter until the next dead ball and time is out.
6. A substitute may not be beckoned, if multiple free throws are awarded, until the last throw is to be attempted or the final throw is successful (unless a player has been directed to leave the game by an official).
7. A substitute may replace a designated starter in case of illness or injury or to attempt a technical-foul free throw.

It is not permissible for a substitute to replace a designated jumper, or a free thrower when the free throw is for a personal foul, unless such jumper or free thrower is disqualified or injured. The scorer should not signal after the free thrower or thrower has been handed the ball or the ball is at the disposal of such player or team or until the official has completed reporting a foul.

INSTRUCTIONS TO AND DUTIES OF THE TIMER FOR BASKETBALL GAMES

RULES COVERAGE:

Rule 2-4-2: The referee shall designate the official timepiece and its operator.

Rule 2-12: Duties and responsibilities of the timer are indicated. An efficient timer will carefully study these sections and become thoroughly familiar with all their aspects. The timer shall sound a warning signal 15 seconds before the expiration of an intermission, a time-out (60- or 30-second) and the 20-second interval to replace a disqualified, injured or player directed to leave the game. The timer shall also signal when the time has expired for an intermission, a charged time-out or a replacement interval.

EQUIPMENT:

Electric clock timer and one stopwatch, or a table-clock timer and one or two stopwatches. A gong, loud siren or electric air horn to signal the end of playing time. A red light is permitted behind each backboard to supplement the audible signal which ends a quarter or extra period.

BEFORE THE GAME:

1. The official timer should ascertain the game starting time and suggest that the referee and coaches synchronize their watches.
2. Review the official signals for starting the clock, time-out, a foul or violation.
3. Notify the scorer 10 minutes prior to the starting time.

TIMING REGULATIONS:

1. Playing time shall be:
   a. For teens of high school age — four quarters of eight minutes each with intermissions of one minute after the first and third quarters and 10 minutes between halves. Halftime may be extended to a maximum of 15 minutes upon proper notification.
   b. For teams younger than in (a) — four quarters of six minutes each with intermissions same as for (a).
2. Overtime Play:
   a. If the score is tied at the end of the second half, play shall continue without change of baskets for one or more extra periods, with a one-minute intermission before each.
   b. The length of each extra period shall be four minutes (or half the time of a regulation quarter for non-varsity contests).
   c. As many such extra periods as are needed to break the tie shall be played. Game ends, if, at end of any extra period, the score is not tied.
   d. Extra periods are an extension of the fourth quarter.
3. A time-out charged to a team is of either 60-seconds or 30-second duration unless both teams are ready to resume play sooner.
4. No time-out is charged to a team when:
   a. The floor official grants a player's request because of displaced eyeglasses or lens.
   b. A correctable error as in 2-10, or a timing, scoring or alternating possession mistake has been prevented or rectified.
5. The sounding of the scorer's signal or game horn does not cause the game timepiece to be stopped.

START THE OFFICIAL TIMEPIECE WHEN:

1. A tossed ball is legally tapped when play is started by a jump.
2. The ball touches a player on the court during a throw-in (if clock has been stopped).
3. An official signals "start the clock." If he or she neglects to do so, the official timepiece should be started unless an official specifically signals that it should not be started.
4. The ball touches or is touched by a player on the court provided the ball is to remain live if the free throw is missed. In these cases, the official will give the start-the-clock signal, but if he or she neglects to do so, the official timepiece should be started when it is apparent the ball touches a player and is to remain live.

STOP THE OFFICIAL TIMEPIECE WHEN:

1. Any period ends.
2. An official gives a time-out signal. The official will order time-out when:
   a. A foul is called by holding hand with fingers closed at arm's length above head.
   b. A jump/held ball is declared by giving the jump-ball signal (holding thumbs up at shoulder height away from body and motioning upward with both arms extended).
   c. A violation occurs by giving the time-out signal (holding hand with fingers extended at arm's length above head) after which the proper violation signal is given.
   d. There is to be a charged time-out, or an official's time-out for a technical foul, or other stoppage indicated by a floor official who holds a hand at arm's length above the head with fingers extended.

NEAR THE END OF PLAYING TIME:

1. If a watch is being used as the official timepiece, place it so that the timer may see it and the ball. The watch must be stopped the instant the signal ending the game is sounded.
2. When a timing device other than a watch is the official timepiece, the timer must assist in determining the position of the ball when time expires.
3. Some timers, in order to avoid misunderstanding concerning the position of the ball when time expires, have one person watch the official timepiece and count aloud 10 - 9 - 8 - 7, etc., while another person watches the ball and notes its position at the exact moment time expires.
4. If a quarter or extra period ends and:
   a. The timer has been unable to make an official hear the signal, the timer must immediately notify the official.
   b. The timing signal fails or is not heard by an official, the timer must be prepared to advise the referee as to whether the ball was in flight when time expired, or whether a foul occurred before or after the period had ended.
   c. The timing signal is not heard by the officials, testimony of the timer may determine whether a score shall count or a foul shall be charged, unless the referee has information which would alter the situation.