

**CHECKLIST FOR INDIVIDUALS**  
**OPERATING CLOCKS AND KEEPING SCOREBOOKS**  
**AT GREAT NORTHWEST BASKETBALL LEAGUE MEETS**

**Both the Clock Operator and the Scorekeeper**

- 1) Your jobs are as important as the referees' on the floor. No people other than the clock operator and official scorer are allowed to sit at or near the scorer's table during the game. During the game, your job must receive your undivided attention. Turn off all cell phones and other electronic devices during the game – which includes time-outs and breaks between the first and second, and the third and fourth periods. If you absolutely must make a cell phone call or text message, do so at halftime or between games.
- 2) You cannot engage in any activity which would suggest that you are in any way partial to one team or the other. This is particularly important when working a game involving the host team.
- 3) Decide which one of you will change the possession arrow. If it is done electronically, and is displayed on the scoreboard, the clock operator should handle it. If you are using a manual arrow, remember to switch after each change in possession.
- 4) Under League Rules, no one is allowed to shoot baskets between games or periods other than the teams that are currently competing. This rule is focused primarily at younger children and other teams not involved in that game. However, it applies to referees, clock operators and scorekeepers as well. There are safety and decorum reasons for this rule. Please make life easier for your community's meet director by not participating in shoot arounds between games or periods, so he/she doesn't need to remind anyone of this requirement while out on the floor.

**Clock Operator Only**

- 1) Even if you've used the clock before, make sure you know how to handle all the features you'll be using during the game. The time to experiment, get direction and get the "bugs out" is before the game starts – not during the game.
- 2) All quarters are 7 minutes in length, with clock stoppages for whistled time-outs, fouls, balls out of bound, etc. The one exception to this rule is in the 4<sup>th</sup> quarter where the losing team has the option of running the clock if down by more than 15 points at the beginning of the quarter (see Paragraph D-2 of Rules). The only time the losing team can be required to have the clock run if down by more than 15 points is if the meet is behind schedule and the Meet Director decides to run the clock in the fourth quarter to make up time.
- 3) All breaks between periods are 1 minute in length, except "halftime" (between periods 2 and 3), which is 3 minutes in length.
- 4) Immediately after each game (other than each team's first game of the day, which will start at the posted time), put 7:00 on the clock and let the clock run down to 0:00, at which point the next game should commence. Do not wait for the players from the previous game to clear their benches before setting the clock at 7:00 and starting it – the players in the next game can warm up while the previous game's players clear the benches – the referees will make sure the benches are cleared promptly. If a meet is significantly behind schedule, there will be only five minutes between games.

- 5) Games do not necessarily start at the listed time. Teams are expected to be ready to play within 7 minutes after the game before theirs ends, even if that means starting early (except as noted in the parenthetical note in #4 above).
- 6) In all overtime games, the first overtime is two minutes in length; if a second overtime is necessary, the clock is turned off and the first team to score three points, by any means, wins. There is one exception to this general rule: In the championship game of an eight-team meet, after the first 2-minute overtime, additional 2-minute overtime periods will be played until one team wins, unless both coaches agree to use the sudden death 3-point option at the beginning of the second or later overtime period.
- 7) While you should always concentrate carefully on stopping and starting the clock at the correct time during a game, this is particularly important at the end of the period when time is running out. If the ball is being inbounded and the clock is stopped, do not start the clock until someone other than the inbound passer touches the ball. If the ball is rolled or bounced from the inbound passer to the recipient of the pass, do not start the clock until a player (offensive or defensive) actually touches the ball once in-bounded.

After a made basket or free throw, the inbounding team is allowed to pass the ball from one inbounding player to another player standing out of bounds on the baseline; in these situations (which are rare), the clock is not started until the ball touches the body of a third player who is actually on the court of play.

### **Scorekeeper Only**

- 1) Before each game starts, write the numbers of each player from each team on their corresponding page of the scorebook. While you can also write in their names if you want, that's not necessary. If the coach can hand you a printed roster, you should write the numbers into the scorebook yourself (it's easier to read your own writing). If the coach has no printed roster, either have him/her write the numbers into your scorebook or catch each player's number as they are warming up.
- 2) Your most critical jobs are to keep track of fouls, time-outs and points:
  - Each player gets 5 personal fouls. Once a player gets their 3<sup>rd</sup> personal foul, you must warn that player's coach that they have foul #3. You must again warn the coach when they get the 4<sup>th</sup> foul.
  - If a player gets two technical fouls, he/she is ejected from the game, although that player can still sit on the bench. A technical foul, however, is not counted as a personal foul against the offending player.
  - If a coach gets two technical fouls, he/she is ejected from the game and must leave the gym area. If a referee issues a technical foul against someone other than a player who is not on the court at that time, make sure you clarify with the referee who received the technical. A technical issued against the bench, or against fans generally, should not be charged to any specific player or the coach.
  - Each team gets two time-outs per half and one in each overtime period. Unused time-outs cannot be carried over from the first half to the second half, from the second half to overtime, or from one overtime period to another. Warn each coach when they are using their last allotted time-out for the time period in question.

- Carefully record each point in the scorebook as scored. This is important not because we care how many points each player scored, but rather to make sure that both your scorebook and the scoreboard have the correct total score. Read Paragraph D-14 of the Rules. The League recognizes that official scorers at our meets do not do this for a living and will make errors. As a result, the score posted on the electronic scoreboard will take precedence over the score in your written official scorebook. While you should try extremely hard to keep the written book accurate, Rule D-14 explains how and when errors should be addressed. We discourage teams from keeping their own scorebooks, but some do so any way. Do not change a score on the electronic scoreboard because a team scorekeeper is badgering you to do so. If this happens, get the attention of the referees and stop the game so the referees can sort out the disagreement.
- 3) When the game is over, before the final score is removed from the clock, record it in the scorebook so that the Meet Director can record the exact score on the Meet Results Summary.