



BCBOA

British Columbia Basketball Officials' Association



Scorers & Timers Manual

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Duties of Official Scorer

Responsibilities:

1. The accuracy of the scorer is of utmost importance. The result of the game depends on it.
2. The scorer must clearly understand all communication from the floor officials. If there is any doubt, the scorer must clarify the information with the floor official immediately.
3. **Do not guess or assume.**

Equipment:

Scorebook, pencils, and possession arrow. The scorebook must remain at the scorer's table and be available for inspection from 10 minutes prior to the game until the Referee has approved and signed the final score.

Before the game:

1. 10 minutes before scheduled game time, the scorer shall be in possession of each team's roster and starting lineup.
2. The head coach shall approve the starting line-ups and roster by signing the score sheet 10 minutes prior to the start of the game.
3. The scorer must notify the referee if rosters and starting lineups are not received in time, or if any alteration is made to the rosters or lineups.
4. The Head coach and one assistant coach's names must be on the score sheet.

During intermissions:

Either an official scorer or a delegated assistant must remain at the scorer's table with the scorebook at all times.

During the course of the game:

1. The scorers should:
 - a. Repeat to each other the accumulated running score.
 - b. Repeat to each other the name and number of a player that scores.
 - c. Verify that the scoreboard is correct.
 - d. Total the individual scores and compare with the running score after each period.
 - e. Repeat to each other the name and number of a player that is charged with a foul and indicate the number of fouls charged to that player.
 - f. Set the possession arrow in favor of the team that did not gain initial possession following the opening jump ball. The arrow shall point towards the basket where that team is attempting to score.
 - g. Change the possession arrow after each throw-in that starts each quarter and after all throw-ins resulting from a jump ball.
2. The scorebook is deemed to contain the official record of score, unless the referee has knowledge, which permits him or her to change it.

Basketball Officials' Association**Scoring:** (use the following recommended symbols)

1. P for personal fouls
2. T for technical fouls
3. U for unsportsmanlike fouls
4. D for disqualifying fouls
5. Charge one bench (B) technical foul to the head coach for every technical foul charged to any bench personnel or substitute.
6. Draw a circle for each free-throw attempt
7. Mark an X in the circle when the free-throw is made
8. Record all time-outs.
9. Points scored in the wrong basket are awarded to the appropriate team, but are not credited to any player.
10. Points awarded for goaltending or basket interference by the defense are credited to the shooter.
11. When a live ball goes in the basket, the last offensive player to touch it causes it to go in.

Notify the nearer official:

1. When the 4th and 5th team fouls are being charged in each quarter.
2. When any head coach is charged with a second (C) technical foul.
3. When any player is charged with a fifth personal foul. (Including technical fouls)
4. When any player has committed two U fouls.
5. When a head coach has accumulated three technical fouls, or one (C) technical foul and two (B) technical fouls.
6. When either team has used all of its allotted time-outs.
7. When the ball is dead or in control of the offending players team if:
 - a. A substitute enters the game without reporting to the scorer.
 - b. A player has changed numbers.
 - c. A player is in the game illegally.
8. When the ball is dead and there is doubt about an official's decision or there is a score dispute.
9. When the ball is dead and the clock stopped, or immediately after a basket, if the coach requests that a correctable error, a timing mistake, scoring or alternating-possession mistake be prevented or rectified.

Substitutions:

1. A substitution may be made when the ball is dead and the clock is stopped, with the exception that in the final 2 minutes of the 4th quarter and the final 2 minutes of any over-time period, the team that is scored upon shall initiate any substitution(s).
2. A player who leaves the game may not re-enter before the next opportunity after the clock has started.
3. Substitutes must report to the scorer, and the scorer must ensure that the substitute is on the score sheet, before the table notifies the official of the substitution request.
4. A substitute may replace a designated starter in case of illness or injury, or to attempt a technical-foul free throw.

Duties of Official Timer

Responsibilities:

The timer shall:

1. Ensure that the game clock is set and running at least 10 minutes prior to the scheduled start time.
2. Sound the warning signal when there are 3 minutes remaining before the start of the first and second halves.
3. Sound the warning signal when there one minute remaining, and at the end of each charged time-out (after 50 seconds has elapsed) and end of each intermission.

Timing regulations:

1. Playing time shall be:
 - a. For junior and lesser-aged groups – 4 eight minute quarters with a one-minute intermission after the first and third quarters and 5 minutes between halves.
 - b. For seniors – 4 ten minute quarters with a one-minute intermission after the first and third quarters and ten minutes between halves.
2. Overtime play:
 - a. For junior and lesser-aged groups – if the score is tied at the end of the second half, play shall continue without change of baskets for as many three-minute periods as are required to break the tie.
 - b. For seniors - if the score is tied at the end of the second half, play shall continue without change of baskets for as many five-minute periods as are required to break the tie.
 - c. There shall be a one-minute intermission before each extra period.
 - d. Extra periods are an extension of the fourth quarter.
3. A time-out charged to a team is 50 seconds with a warning horn with 10 seconds left in the time-out.
4. All time-out requests shall be made by the coach or assistant coach to the scorer's table.
5. Whenever an official stops play for a foul, violation, jump-ball, injury, etc.; the Timer shall blow the horn to indicate that a time-out has been requested.
6. Whenever a team is scored upon from the field, the Timer shall stop the game clock and blow the horn to indicate that a time-out has been requested.
7. The sounding of the scorer's signal or the game horn does not cause the game clock to be stopped.

Start the game clock:

1. When a tossed ball is legally tapped when play is started by a jump.
2. When the ball touches a player on the court during a throw-in.
3. When an official signals to start the clock by chopping in time.
4. When the ball touches or is touched by a player after the ball strikes the ring on a final, unsuccessful free throw.

Stop the game clock:

1. When any period ends
2. Whenever an official's whistle is sounded
3. Whenever a basket is scored when there is 2 minutes or less remaining in the 4th quarter or there is 2 minutes or less remaining in any over-time period.

Near the end of playing time:

1. The timer should be prepared (if asked) to assist the officials in determining the position of the ball when time expires.
2. If a quarter or extra period ends and:
 - a. An official has not heard the signal; the timer must immediately notify an official by voice, gesture, or by entering the playing area.
 - b. The timing signal fails or is not heard by an official, the timer must be prepared (if asked) to advise the referee as to whether the ball was in flight when time expired, or if a foul occurred before or after the period had ended.
3. **Note the importance of these responsibilities; they may determine the outcome of the game.**

Duties of the Shot Clock Operator

Responsibilities:

1. The shot-clock operator shall:
 - a. Ensure that the timing device to be used is a 24/30 second clock.
 - b. Mentally note the existing time remaining, before resetting the shot clock.
 - c. If in doubt as to whether the clock should be reset or not, leave it and ask for help rather than guess.
2. In the event that the shot-clock signal fails or is not heard by an official, the shot-clock operator must be prepared to assist the referee (if asked) as to the status of the ball when the shot clock expired.
3. Turn off the shot clock when the game clock shows less than 24/30 seconds and a new shot-clock period should be started.
4. Allow the shot clock to continue to run during a loose-ball situation until the defense gains possession of the ball, or when a field-goal try is attempted at the wrong basket.
5. Allow the officials to make the final decision when there is doubt as to whether a score was made within the shot-clock period or whether a try for goal contacted the ring or flange.

Start the shot clock:

1. When after a jump ball, a non-jumper gains possession of the ball.
2. When during a throw-in, when the ball touches any inbounds player on the court.
3. When a player gains possession of the ball after a missed free throw, an unsuccessful try for goal, or when an opponent gains possession of the ball.

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Stop the shot clock and reset it:

1. When an opposing team gains possession of the ball.
 - a. When a foul occurs. (Exceptions: when double personal fouls or cancellation of fouls are called while that team has possession of the ball.)
2. When a jump ball occurs. (Exception: when during team control, a defensive player causes a jump ball and the possession arrow favors the offensive team.)
3. When the ball strikes the ring or flange while the shot clock is running.
4. When a violation occurs. (Exception)
5. When an opponent intentionally kicks the ball.

Note: The mere touching or deflecting of the ball by an opponent does not start a new shot-clock period when the same team retains possession of the ball, no matter how long the ball may appear to be loose.

Stop the shot clock and continue without a reset:

1. When a defensive player deflects the ball out of bounds.
2. When an offensive player is injured or loses a contact lens or glasses.
3. When a charged time-out has concluded.
4. When during team control, a defensive player causes a jump ball and the possession arrow favors the offensive team.
5. When double personal or cancellation of fouls are called, when there is team control.
6. When an inadvertent whistle occurs while there is team control.
7. When an opponent intentionally kicks the ball.
8. When a foul non-shooting foul is called in the front court.
9. When a defender kicks or strikes the ball with a fist while the ball is in the front court.

Note: do not guess ... when not sure about the situation, do not reset the clock!