

**1.0 Definitions**

- **Assess** – Review of information to determine if further action is required.
- **Validate** – Confirm accuracy of information and compliance with rules, e.g. Score, Fouls, and Possession match between the Scorebook and Scoreboard; Game played in accordance with applicable rules.

**2.0 Pre-Game Time**

<b>Scorekeeper</b>	<b>Timer</b>
Indicate Game Rules. <b>Division</b> <ul style="list-style-type: none"> <li>• Vertical squiggle line-out All-Net Time Outs.</li> </ul> <b>All-Star</b> <ul style="list-style-type: none"> <li>• Circle Foul 7.</li> </ul> Vertical squiggle line-out All-Net Time Outs. <b>All-Net/High School</b> <ul style="list-style-type: none"> <li>• Circle Foul 7.</li> <li>• Vertical squiggle line-out Division Time Outs and 5th Period.</li> </ul>	Set and start time. <ul style="list-style-type: none"> <li>• Horn to sound 2 minutes prior to scheduled start time.</li> <li>• Allow minimum of 5 minutes for warm-up.</li> <li>• Do not start game early.</li> <li>• Extend time as required for Scorekeeper to finish recording Game and Team information.</li> </ul>
Record Game Information: <ul style="list-style-type: none"> <li>• Date/Time (see Gym Ledger)</li> <li>• Place (see Gym Ledger)</li> <li>• Scorekeeper Name</li> <li>• Timer Name</li> <li>• Referee 1 Name (see Gym Ledger)</li> <li>• Referee 2 Name (see Gym Ledger)</li> </ul>	
Record Team Information: <ul style="list-style-type: none"> <li>• Team Designation (see Gym Ledger)</li> <li>• Team Color</li> <li>• Coach Name</li> <li>• Jersey Numbers                             <ul style="list-style-type: none"> <li>○ All Jerseys</li> <li>○ In ascending order</li> </ul> </li> <li>• Player Name</li> </ul>	
Review Rule Interpretation and Enforcement. <ul style="list-style-type: none"> <li>• Know where Rules are located in Gym Binder.</li> <li>• Know NJB Rules and their affect on performing your duties correctly.</li> </ul>	Review Rule Interpretation and Enforcement. <ul style="list-style-type: none"> <li>• Know where Rules are located in Gym Binder.</li> <li>• Know NJB Rules and their affect on performing your duties correctly.</li> </ul>

**NOTE:** Name format in order of preference:

- First Initial and Last Name
- First Name and Last Initial
- First or Last Name.

**DO NOT** start before Pre-Game activities have been completed.

## 3.0 Game Time

## 3.1 Period Start

Scorekeeper	Timer
Record Player Stat (Periods Played) with "X".	Identify Players for current period.
Validate <ul style="list-style-type: none"> <li>Player Participation</li> </ul>	Set Clock <ul style="list-style-type: none"> <li>Time</li> <li>Period</li> </ul>
Assess <ul style="list-style-type: none"> <li>Player Advantage</li> <li>Bonus</li> <li>Mercy</li> </ul>	Assess <ul style="list-style-type: none"> <li>Player Advantage</li> <li>Bonus</li> <li>Mercy</li> </ul>

## 3.2 Tip-Off / In-Bound

Scorekeeper	Timer
	Start Clock
Record Possession with Period and Time. <ul style="list-style-type: none"> <li>Start on Home (left) score sheet</li> <li>If Visitor wins tip, horizontal squiggle line first Home possession.</li> </ul>	Tip-Off: set Possession on catch. In-Bound: set Possession on touch.
Validate <ul style="list-style-type: none"> <li>Possession</li> </ul>	Validate <ul style="list-style-type: none"> <li>Possession</li> </ul>

## 3.3 Substitution

Scorekeeper	Timer
Record Player Stat (Periods Played) with "X".	Ensure Substitute is kneeling in front of table.
Validate <ul style="list-style-type: none"> <li>Player Participation</li> </ul>	Notify Referee at dead ball as required.
Assess <ul style="list-style-type: none"> <li>Player Advantage</li> <li>Bonus</li> <li>Mercy</li> </ul>	Assess <ul style="list-style-type: none"> <li>Player Advantage</li> <li>Bonus</li> <li>Mercy</li> </ul>

## 3.4 Made Basket

Scorekeeper	Timer
Identify Jersey and point value.	Identify Jersey and point value.
Record Running Score with Jersey and preceding "X" as required.	Add points.
Record Player Stat (Period Score) <ul style="list-style-type: none"> <li>Point value for Field Goal</li> <li>"X" within "O" for Free-Throw</li> </ul>	
Assess <ul style="list-style-type: none"> <li>Mercy</li> <li>Close Game</li> </ul>	Assess <ul style="list-style-type: none"> <li>Mercy</li> <li>Close Game</li> </ul>
Validate <ul style="list-style-type: none"> <li>Score</li> </ul>	Validate <ul style="list-style-type: none"> <li>Score</li> </ul>

## 3.5 Whistle – Violation

Scorekeeper	Timer
	Stop/Start Clock per Game Rules.
Validate <ul style="list-style-type: none"> <li>Score</li> <li>Fouls</li> <li>Possession</li> </ul>	Validate <ul style="list-style-type: none"> <li>Score</li> <li>Fouls</li> <li>Possession</li> </ul>

**3.6 Whistle – Time Out**

Scorekeeper	Timer
	Stop/Start Clock.
Identify Time Out charge and duration.	Identify Time Out charge and duration.
Record Time Out with Period, Time, and Jersey.	Start egg timer or NEVCO controller.
Assess <ul style="list-style-type: none"> <li>Remaining Time Outs</li> <li>Notify Referee when Zero Time Outs</li> </ul>	Sound Horn with 15 seconds remaining.
	Sound Horn with 0 seconds remaining.

**3.7 Whistle – Jump Ball**

Scorekeeper	Timer
	Stop/Start Clock per Game Rules.
Record Possession with Period and Time.	Set Possession on inbound touch.
Validate <ul style="list-style-type: none"> <li>Possession</li> </ul>	Validate <ul style="list-style-type: none"> <li>Possession</li> </ul>

**3.8 Whistle – Foul (non-shooting)**

Scorekeeper	Timer
Record Team Fouls with Jersey.	Stop/Start Clock per Game Rules.
Record Player Stat (Personal Fouls) with “X”.	
Assess <ul style="list-style-type: none"> <li>Foul-Out, notify Referee as required.</li> <li>Bonus, notify Referee as required. (<b>see 3.8</b>)</li> <li>3<sup>rd</sup> Foul, notify Coach as required.</li> </ul>	Sound Horn as required.
Validate <ul style="list-style-type: none"> <li>Fouls</li> </ul>	Validate <ul style="list-style-type: none"> <li>Fouls</li> </ul>

**3.9 Whistle – Foul (shooting)**

Scorekeeper	Timer
Record Team Fouls with Jersey.	Stop/Start Clock.
Record Player Stat (Personal Fouls) with “X”.	
Assess <ul style="list-style-type: none"> <li>Foul-Out, notify Referee as required.</li> <li>3<sup>rd</sup> Foul, notify Coach as required.</li> </ul>	Sound Horn as required.
Record Player Stat (Period Score) with “O” for Free-Throw Attempt.	
Record Made Basket ( <b>see 3.3</b> )	Record Made Basket ( <b>see 3.3</b> )

**3.10 Period Finish**

Scorekeeper	Timer
Mark Running Score with vertical line, Official may want to initial.	Start egg timer or NEVCO controller for 1 minute.
Mark Running Fouls with vertical line, Official may want to initial.	Sound Horn with 15 seconds remaining.
Vertical squiggle line with ~1” circle for period score.	Sound Horn with 0 seconds remaining.
Validate <ul style="list-style-type: none"> <li>Score</li> <li>Fouls</li> <li>Possession</li> </ul>	Validate <ul style="list-style-type: none"> <li>Score</li> <li>Fouls</li> <li>Possession</li> </ul>
Begin Period Start ( <b>see 3.1</b> )	Begin Period Start ( <b>see 3.1</b> )

**3.11 Half-Time**

<b>Scorekeeper</b>	<b>Timer</b>
Vertical squiggle line unused: <ul style="list-style-type: none"> <li>• Division 1<sup>st</sup> Half Time-Outs</li> </ul>	Set and Start time for 3 minutes.
Horizontal squiggle line unused: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Half Team Fouls</li> </ul>	Retrieve game ball.
	Sound Horn: <ul style="list-style-type: none"> <li>• 15 seconds remaining</li> <li>• 0 seconds remaining</li> </ul>
Begin Period Start ( <b>see 3.1</b> )	Begin Period Start ( <b>see 3.1</b> )

**3.12 Special Incidents**

<b>Scorekeeper</b>	<b>Timer</b>
Identify Incident, Period, and Time.	Identify Incident, Period, and Time.
Record Special Incident for Team: <ul style="list-style-type: none"> <li>• Forfeit; Player Advantage</li> <li>• Close Game; Mercy</li> </ul>	
Record Special Incident with Period, Time, and Jersey Number or "C" for Coach. Summarize Special Incident in 5-6 words. <ul style="list-style-type: none"> <li>• Forfeit; Late</li> <li>• Injury (Type and Body Part)                             <ul style="list-style-type: none"> <li>○ Type, e.g. Twisted, Bumped, etc..</li> <li>○ Body Part, e.g. Ankle, Head, etc..</li> </ul> </li> <li>• Unable to Continue (UTC)</li> <li>• Foul Out</li> <li>• Technical; Ejected; Blue Card                             <ul style="list-style-type: none"> <li>○ Sportsmanship</li> <li>○ Language</li> <li>○ Fighting</li> <li>○ (specify other)</li> </ul> </li> </ul>	

**4.0 Post-Game Time**

<b>Scorekeeper</b>	<b>Timer</b>
Record Final Score.	Retrieve game ball.
Horizontal squiggle line unused: <ul style="list-style-type: none"> <li>• Points</li> <li>• Team Fouls</li> </ul>	Collect Game Information: <ul style="list-style-type: none"> <li>• Date/Time (see Gym Ledger)</li> <li>• Place (see Gym Ledger)</li> <li>• Scorekeeper Name</li> <li>• Timer Name</li> <li>• Referee 1 Name (see Gym Ledger)</li> <li>• Referee 2 Name (see Gym Ledger)</li> </ul>
Vertical squiggle line unused: <ul style="list-style-type: none"> <li>• Time-Outs</li> <li>• Overtime Periods</li> <li>• Possession</li> <li>• Special Incidents</li> </ul>	Collect Team Information <ul style="list-style-type: none"> <li>• Coach Name</li> <li>• Roster</li> </ul>
Begin Pre-Game ( <b>see 2.0</b> )	Begin Pre-Game ( <b>see 2.0</b> )