

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

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

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"> Player Participation 	Set Clock <ul style="list-style-type: none"> Time Period
Assess <ul style="list-style-type: none"> Player Advantage Bonus Mercy 	Assess <ul style="list-style-type: none"> Player Advantage Bonus Mercy

3.2 Tip-Off / In-Bound

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

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"> Player Participation 	Notify Referee at dead ball as required.
Assess <ul style="list-style-type: none"> Player Advantage Bonus Mercy 	Assess <ul style="list-style-type: none"> Player Advantage Bonus Mercy

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"> Point value for Field Goal "X" within "O" for Free-Throw 	
Assess <ul style="list-style-type: none"> Mercy Close Game 	Assess <ul style="list-style-type: none"> Mercy Close Game
Validate <ul style="list-style-type: none"> Score 	Validate <ul style="list-style-type: none"> Score

3.5 Whistle – Violation

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

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"> Remaining Time Outs Notify Referee when Zero Time Outs 	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"> Possession 	Validate <ul style="list-style-type: none"> Possession

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"> Foul-Out, notify Referee as required. Bonus, notify Referee as required. (see 3.8) 3rd Foul, notify Coach as required. 	Sound Horn as required.
Validate <ul style="list-style-type: none"> Fouls 	Validate <ul style="list-style-type: none"> Fouls

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"> Foul-Out, notify Referee as required. 3rd Foul, notify Coach as required. 	Sound Horn as required.
Record Player Stat (Period Score) with “O” for Free-Throw Attempt.	
Record Made Basket (see 3.3)	Record Made Basket (see 3.3)

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"> Score Fouls Possession 	Validate <ul style="list-style-type: none"> Score Fouls Possession
Begin Period Start (see 3.1)	Begin Period Start (see 3.1)

3.11 Half-Time

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

3.12 Special Incidents

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

4.0 Post-Game Time

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