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Revision:

Date	Changes
March 14, 2018	Formatting

Score Keeper and Time Keeper Instructions

CMBA has adopted FIBA rules for the 2007/2008 season in accordance with an initiative by Canada Basketball.

As a help to parents and friends, who from time to time, get asked to be the score keeper or time keeper for a game, the following is a brief job description of each position.

Please remember that both the score keeper and the time keeper are minor officials for the game. Please assist each other in your duties.

At the end of the game, the score keeper and the time keeper must sign the score sheet in the space provided.

Score Keeper Job Description

- The score keeper will be responsible for marking the score sheet and changing the possession arrow.
- It is recommended to use a different color ink to mark the score sheet for the first half and the second half.



- The score keeper is recognized as a minor official for the game. Proper decorum will be used at all times and includes no outward signs of bias, no coaching and no disrespectful conduct to the on-court officials, players, coaches and spectators.

1.1.1 Score Sheet

CMBA expects the home coach to arrive at the game with a score sheet filled in with the Game Number, Date, Location, Category, Team Name, Complete Team Roster, Players Numbers and Coach's Names. In the event the coach has not filled in the score sheet as described above please ask the coach to supply the information for you to fill in. Home team sits to the right of the score table and the visiting team sits to the left of the score table.

1.1.2 Baskets/Scoring

When a basket is made, write the players jersey number in the blank box above the running score.

Example:

Team A Player #15 scores a two point basket, Team B Player # 32 scores and three point basket, Team A player #10 scores a two point basket – The score at this point is 4 to 3 for Team A.

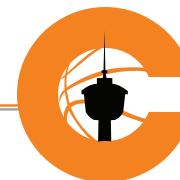
Team B Player # 8 is awarded two foul shots, make the first one, but misses the second one, Team A Player #4 scores a two point basket, Team B Player #32 scores a three point basket – The score is now 7 to 6 for Team B.

Team A Player #		15		10		4	
Running Score	1	2	3	4	5	6	7
	1	2	3	4	5	6	7
Team B Player #			32	8			32

- 1.1.2.1 In the space marked Score by Qtr: Fill in the total score for each team at the end of the first period. At the end of the second period, fill in the total score for each team. At the end of the third period, fill in the total score for each team and at the end of the game, fill in the total score for each team and fill in the winning team's name and Final Score in the spaces provided.

1.1.3 Timeouts

Each team is allowed two (2) 1-minute time-outs per half. Write in the game time when each time out is called in the box provided. Time-outs can only be called by a coach to the score keeper and/or time keeper. When a coach asks you for a time-out, let the referee know by showing the time out signal with your hands and pointing to the team requesting the time-out. Please do not yell at the referee



and cause a disruption to the game. Under FIBA rules, the referee can only grant a time-out when there is a dead-ball situation.

Example:

A time out is called at the 6:32 mark and the 9:14 mark of the first half.

In the second half the coach called for only one time out at the 5:52 mark.

Time-Outs	
1st Half	6:32 9:14
2nd Half	5:52
OT	

1.1.4 Fouls

1.1.4.1 Team Fouls

Each team is allowed four (4) team fouls per period. Each time a foul is assessed in a period, put an 'X' through the corresponding number. Advise the referee when a team has reached four fouls, because on the next (fifth) foul, the opposing team will shoot free throws.

Example:

Team A has three fouls in the 1st period, two fouls in the 2nd period, 0 fouls in 3rd period, and three fouls in the 4th period

Team Fouls					
Q1	1	2	3	4	5
Q2	1	2	3	4	5
Q3	1	2	3	4	5
Q4	1	2	3	4	5

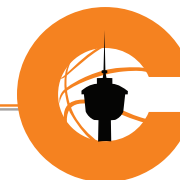
1.1.4.2 Player Fouls

Each player listed on the score sheet is allowed up to five personal fouls per game. When a player is given a personal foul, write an 'X' in the corresponding box opposite the player's name. When a player is given his fifth foul, he is disqualified from the game and may not play for the duration of the game. As a courtesy to the team please advise a coach when a player reaches four (4) fouls

Example:

Michael Jordan has three fouls

Shaquille O'Neil has two fouls



Larry Bird has one foul

Team A:			Fouls				
Player's Name	#	In	1	2	3	4	5
Michael Jordan	23	x	X	X	X		
Shaquile O'Neil	11	x	X	X			
Larry Bird	14	x	X				

1.1.5 Playing Time

Each player must play a significant and meaningful amount of time in each game. Mark a diagonal line in the 'In' box to indicate the first time a player enters the game in the first half and make the diagonal line into an 'X' when the player enters the game in the second half. See the example in 7 below.

1.1.6 Jump Ball

The game begins with a jump ball at centre court. The team that does not gain possession at the opening jump ball will be awarded the ball the next time it is tied up. Point the arrow in the direction of the basket to which the eligible team is shooting. Do not change the direction of the arrow until the ball is put into play.

Time Keeper Job Description

- The time keeper will be responsible for operating the time clock and showing the game score on a flip chart or electronic score clock.
- The time keeper is recognized as a minor official for the game. Proper decorum will be used at all times and includes no outward signs of bias, no coaching and no disrespectful conduct to the on-court officials, players, coaches and spectators.

1.1.7 Jump Ball

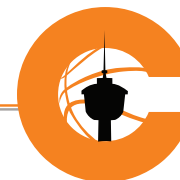
The game starts with a jump ball at centre court. Start the clock when the referee lowers his extended arm indicating the ball is live.

1.1.8 Running Time

All games will be played using a combination of running time and stop time. The game consists of four (4) periods. Each period is made up of eight (8) minutes running time and two (2) minutes stop time.

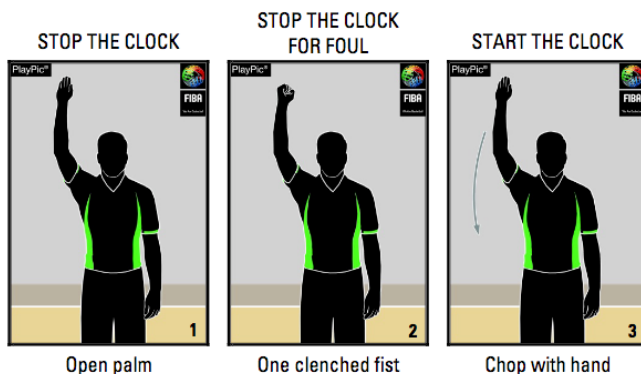
There is a one (1) minute break between the first and second periods and between the third and fourth periods

There is a three (3) minute break between the second and third periods (half time)



1.1.8.1 Stop Time

During the two (2) minute stop time of each period, the clock must be stopped every time the referee blows his whistle and raises his arm to indicate a dead-ball. The clock is restarted when the referee's extended arm is lowered. The clock is stopped during time-outs and injuries. Please make sure you pay attention to the game and start and stop the clock as required.



1.1.9 Score clock

When a basket is scored, please record the score on the flip chart or the electronic score clock. Please check with the score keeper often to confirm that the score you have indicated on the flip chart or electronic score clock corresponds with the official running score on the score sheet.

1.1.10 Time Out

Under FIBA rules, the referee will only grant a time-out to a team if the coach has requested one through either the time keeper or score keeper. When a coach asks you for a time out, let the referee know by making the time-out signal with your hands and pointing to the team requesting the time-out.

Please do not yell at the referee and cause a disruption in the game. The referee can only grant a time-out when there is a dead-ball situation.

