

*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 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 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.

### 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.

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- 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 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.

### Scoring: (use the following recommended symbols)

1. **P** for *personal foul*
2. **T** for *direct technical foul*
3. **I** for *indirect technical foul*
4. Charge one indirect technical foul to the head coach for every direct technical foul charged to any bench personnel or substitute.
5. Draw a circle for each free-throw attempt
6. Mark an X in the circle when the free-throw is made
7. Record all time-outs by indicating the number of the player requesting the time-out or "C" for coach, as indicated by the official.
8. Points scored in the wrong basket are awarded to the appropriate team, but are not credited to a player.
9. Points awarded for goaltending or basket interference by the defense are credited to the shooter.
10. 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 sixth, seventh, ninth, and tenth team fouls are being charged in each half.
2. When any player, coach, or bench personal is charged with a second direct technical foul.
3. When any player is charged with a fifth personal foul. (Including direct technical fouls)
4. When a head coach has accumulated three indirect technical fouls, or one direct technical foul and two indirect technical fouls.
5. When either team has used all of its allotted time-outs.

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6. 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.
7. When the ball is dead and there is doubt about an official's decision or there is a score dispute.
8. 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 of the last minute of the second half and the last minute of all over-time periods. A player who leaves the game may not re-enter before the next opportunity after the clock has run.
2. 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.
3. Following a time-out or intermission, the substitute must report to the scorer before the 15-second warning signal.
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 are 15 seconds remaining, and at the end of each charged time-out and each intermission.
4. Sound the warning signal when there are 15 seconds remaining, and when the 30 seconds allowed to replace a disqualified player has elapsed.

### Timing regulations:

1. **Playing time shall be:**
  - a. For junior and lesser-aged groups – four eight minute quarters with a one-minute intermission after the first and third quarters and eight minutes between halves.
  - b. For seniors – four 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 of either 75 or 30 seconds duration unless the team granted the time-out is ready to play sooner. **In this case the warning signal must be sounded immediately.**
4. 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 59.9 seconds, or less remaining in the fourth quarter or 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 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 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, the ball touches any player on the floor.
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.

### Stop the shot clock and reset it:

1. When an opposing team gains possession of the ball.
2. When a foul occurs. (Exceptions: when double personal fouls, simultaneous personal fouls, or a technical foul against the team with possession, are called while a team has possession of the ball.)
3. 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.)
4. When a try for goal strikes the ring or flange.
5. When a violation occurs.

**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 a 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 simultaneous personal fouls are called, when there is team control.
6. When an inadvertent whistle occurs while there is team control.
7. When a technical foul is assessed to the team in control of the ball.
8. When opponents simultaneously gain possession of an unsuccessful shot that does not strike the ring or flange cause a jump ball.