



MHCBA Scorekeeper

The scorekeeper is responsible for tracking the score sheet and recording the substitutions. Also, the scorekeeper will be responsible for ensuring the score sheet has been filled out correctly regarding the place, location, time, teams' nickname and coaches' name(s).

Recording points – The official score is the running total at the top of the score sheet. The running total is kept by circling the additional points scored.

- **Foul shots** will be counted as 1 point and
- **Normal shots** will be counted as 2 points.
- If a **3-point line** appears on the basketball court then the 3 points will be awarded.

In most circumstances, the officials, using their fingers, will hold up the number of points scored and the scorekeeper will record the points appropriately on the score sheet. If there is doubt by the scorekeeper, then it is up to the scorekeeper to ask the official.

On the score sheet, following the recording of the running score, a number recognizing the point(s) scored by that player, (1, 2, or 3) will be written beside the player's name that scored the basket. This must be recorded in the appropriate quarter on the score sheet. The last circled number for the team should equal the total points beside the player's names for both halves of the game.

Recording Timeouts - each time a coach calls a timeout (the official confirms) the scorekeeper will circle the number for that quarter/half. If the coach has used all his/her timeouts, it is the responsibility of the scorekeeper to inform the official and the coach. In addition, a coach will ask the scorekeeper for a timeout and the scorekeeper shall at the next stoppage of play (generally a whistle) indicate to the officials a request for a time-out has been made. If a basket is scored, only the team scored upon can call a time out. Two (2) timeouts are allowed in each half (no matter the quarter). One timeout is allowed for each team in the overtime. There is no carry-over of timeouts.

Fouls – Each personal foul will be recorded by circling the appropriate player foul or bench technical. All personal & bench fouls will also be recorded as team fouls. The scorekeeper will inform the official when a player has committed his/her 5th foul and the player will be removed from the game. If a player receives a technical foul the foul should be marked with a T and recorded on the back of the score sheet by the official. If a player or team receives a warning it should be recorded by placing a W beside the foul column.

Penalty Shots or 'Bonus' –The scorekeeper will inform the referee on the 5th team foul per quarter so that penalty shots can be awarded. If overtime occurs, the penalty situation/fouls carry over to the overtime from the fourth quarter.



MHCBA Timekeeper

The timekeeper is responsible for monitoring the game clock, calling for substitutions at the appropriate intervals and changing the possession arrow. Also, the timekeeper could assist the scorekeeper with the recording of player's jersey numbers by calling out the jersey numbers to the scorekeeper.

Playing time – shall comprise of four (4) stop time, nine (9) minute quarters. At the end of the quarter the time keeper might yell time if no buzzer is available. If a shot is being taken the ball must have left the players hand at the end of the quarter, the official may ask your opinion. Half time will be between the 2nd and the 3rd quarters for a five (5) minute interval. Also, there will be a one (1) minute interval between the 1st and 2nd quarters AND between the 3rd and 4th quarters. The clock will be stopped each time the whistle is blown and started when the referee drops their arm, which is when a player on the court touches the ball, not the person throwing it in. The clock is not stopped after a basket unless the whistle is blown.

Substitutions – will be made approximately every three minute mark. At the mark the time keeper will signal the referee by waving a flag, using the horn or using a verbal cue of the upcoming shift change. The time keeper will stop the clock but the game will continue until the referee makes the final decision to stop for substitutions. The game may continue in order to complete the scoring opportunity, a fast break or an established possession.

Timeouts – each team will be allowed two (2) timeouts in the first half, no matter quarter, and three (3) timeouts in the second half of the game, no matter quarter. One timeout for each team is offered in any overtime. Each time out will be 1 minute in length, and teams should be called back to play at the 50 second mark of the timeout.

Tie game – If a tie occurs at the end of a **regular league game** there will be **NO** overtime, the game shall remain a tie.

If it is a **playoff game** there will be a one (1) minute interval followed by a three (3) minute overtime period (ninth (9th) shift). If the game is still a tie after the overtime period addition 3 minute overtime periods will be played until the tie is broken. **The final game of the season will be left a tie at the end of regulation.**

Operating the Time Clock – On the main clock or on the fob, one starts the clock by flipping the switch to the right and stops the clock by flipping it back to the left.

- The clock is started when the official's arm comes down.
- Stop the clock when the official's whistle blows.
- Clock does not stop on a scored basket unless a timeout is called.

Possession Arrow – The possession arrow begins with the team that does not gain possession on the jump ball. The possession arrow changes on each jump ball called by the referee.