

CYBA Score Keeping Manual 2016-2017



KEYS TO SUCCESSFUL SCORE KEEPING

Complete knowledge of the rules is essential. There is no substitute for rules study. The rules should be reviewed well before the opening of the season, and this study should be continued up to the final game. Knowing all phases of the rules at the end of the season is no guarantee that it will carry over to the next season. Discussion of situations in small groups is effective.

The general conduct and character of an official should be such as to inspire respect and admiration among those with whom he/she comes in contact. Officials should not comment or make predictions relative to games or have improper associations at the game site. Never discuss the play or players of an opponent with any coach.

Cooperation and Communication: Each official must give full cooperation to coworkers. The key to success for score keeping and refereeing is communication. Constant eye contact and situational communication is vital to a clean, successful game.

Personality: The same personality attributes which go to make up a successful supervisor or director is applicable to officiating. Conscientious attention to detail, alertness, firmness and quick reactions are items which must be cultivated. An apologetic attitude while making decisions creates lack of confidence.

Attentiveness: Score Keeping requires 100% attention to the task at hand.

Consistency: ALL scorecards should look just like the example template that has been provided to you (a copy will also be in each gym's bin). When in doubt, refer to the template!

Pre-Game Preparation:

- Score sheets need to be filled out by coaches well in advance of the game. Have 2 blank score sheets out for the next coaches to fill out at half time of the previous game.
- All players on the team roster should be filled in on the score sheet. If a player is out or injured, the coach should draw a line through the name indicating the player is not available.
- Score sheets should be completed so that the jersey number of the player matches the corresponding number on the score sheet.
- The Home Team (team closest to the scorer's table) should be on the top of sheet (Visitor on bottom)
- Ensure you are ready, and the score sheet is correct before you start the game. Do not allow the game to start if there is an issue; take time to fix it.

Keeping the Score:

- Always update the score of the game in this order:
 1. Running score at the bottom of the scoresheet (this is the bible)
 2. Players score
 3. Scoreboard
- Successful Field Goal – Enter a 2 (or 3) in the respective quarter for a player
- Free Throw Attempt – Enter a O for each free throw attempted and place an X through the O for a made free throw
- At the end of each quarter, total the number of points scored just in that quarter for each team, and then circle that number in the player's score area on the sheet. Do not perform a running total for these circled quarter figures, just the points scored in a quarter.
- In the running total at the bottom of the score sheet, place an X or fill-in the box for the running score at the end of each quarter. This serves as a point of reference for what the running score was at the end of the previous quarter.
- Confirm that at the end of each quarter, the scoreboard matches the score sheet.
- For 1st/2nd grade games, there will be half time/2 free throws by each player. Do not give more than 1 point to a player for made free throws (they may make 2) and add the points between the 1st and 2nd periods. When all players have reported their makes, add to the score board.

Fouls:

- Score Keepers will keep track of Player and Team fouls on the score sheet (all divisions), and team fouls on the score board (except for TOCC):
 - 7 Team fouls in a half – 1 and 1 shooting foul
 - 10 Team fouls in a half – 2 Shots
 - Offensive foul is a Team Foul but never results in free throws
 - Flagrant or Technical Fouls – Count as Team fouls and always result in 2 Free Throws
 - 5 fouls on a given player results in disqualification

- Be sure to reset the team fouls to 0 at half time
- Communication of Fouls: Coaches should NOT be surprised that a player has fouled out of a game!
 - Any time a player receives 2 fouls in the 1st half, COMMUNICATE to ensure the coach is aware.
 - Any time a player has 3 or more fouls at any point in the game, COMMUNICATE.

Alternating Possessions:

- There will be many jump balls resulting in alternating possession, especially in the lower grade divisions. It is the score keeper's job to keep track of whose ball it is, use a system to keep track on the score sheet. Remember that the 1st jump ball goes to the team that lost the jump ball. Alternating possession is also used to determine who gets the ball to start each quarter.

Playing Time:

- The score keeper is responsible for ensuring playing time requirements are adhered to. The cheat sheet can be used for reference, but use the following guidelines:
 - After players check in to start the 2nd quarter, ensure ALL players have played 1 full quarter
 - After players check in to start the 4th quarter:
 - If 6 players: All players have played 3 quarters or more
 - If 7 or more players: All players have played at least 2 full quarters and nobody has played more than 3 quarters
 - Do NOT start the game until you are confident that all playing time rules are correct
 - **Injuries:** If there is an injury forcing a player to come off the court mid-quarter, the score keeper will identify the replacement player(s) from the bench that have played the least at the time of the injury. Do NOT indicate on the score sheet that the player has checked in/ out as this does not count against the playing time rules for either player. Mark INJ on the score sheet over the quarter when the injury occurred for both the exiting and entering players.
 - While it's the coach's job to manage playing time, violations will be reflected poorly on the score keeper. Nobody wants a forfeit and you can prevent it from happening!

Time Outs and Intermissions:

- Look at rules and cheat sheet to determine how many time outs each team has
- Document time outs on the score sheet
- Notify referees or coach when team has 2, 1 and 0 remaining time outs
- For 3rd-8th grade games: 1 minute between quarters, 3 minutes between each half with the scoreboard set and run to ensure adherence
- For 1st and 2nd grade games see cheat sheet for clock management

Technical Fouls

- Technical Fouls called against a player counts toward their 5 fouls
- Technical Fouls count as a Team foul

End of Game Management:

- At the end of the game
 - Document the final score of the game and circle it.
 - All referees must review and sign the score sheet, **Nobody should sign off on the sheet until confirming the score sheet looks correct. If the score sheet is not correct, all referees in the game will hear about it!**
 - Provide a copy to the two coaches
 - File the score sheet in the appropriate section of the binder