

**TOWN OF CORNELIUS / DAVIDSON**  
**PARKS AND RECREATION DEPARTMENTS**

**2020-2021 YOUTH BASKETBALL**

**SCOREKEEPER PROCEDURES / TIME KEEPER PROCEDURES**

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**SCOREKEEPER**

Reports directly to site director. Responsible for entering team roster information into official scorebook prior to game. Also responsible for recording accurate scores into scorebook during games and monitoring substitutions.

- Record each team's participants into the official scorebook ten (10) minutes prior to tip-off for each game.
  - **USE TEAM NAME, NOT HOME/AWAY**
- Make sure both coaches have signed the team roster sheet. If assistant is new, record their contact information
- Only those players who are present may be entered into the official scorebook. Late arriving players must be present and entered into the official scorebook prior to the beginning of the second quarter
- Monitor substitutions throughout the game
- Record all personal fouls, technical fouls, timeouts, etc. in the official scorebook
- Keep track of team fouls and team timeout status
- Record all points scored in the official scorebook
- At the conclusion of the game, recount the final score in the official scorebook and ensure that it is accurate and correct
- Circle the winning the team and record the winning team and score in the binder

**TIME KEEPER**

Reports directly to site director. Responsible for keeping official game clock on main scoreboard while also ensuring that the period length accurately corresponds with age group. Also responsible for maintaining HOME/VISITOR scores on scoreboard

- Set the game clock with the age specific period length.
- Bring coaches and referees to the score table, welcome all, and ask if there are any questions. Remind coaches to keep it a clean game and be respectful of everyone.
- Start the clock at the beginning of the game.
- The clock is a running clock that will run continuously.
- The clock stops only on free throws, timeouts, and at the referee's discretion to retrieve loose balls, attend to injured players, or to make corrections to the official scorebook.
- During the last two (2) minutes of each half, the clock will stop on each whistle.
- **Additionally, the clock shall be stopped at the midpoint of the third quarter and also the fourth quarter for substitution purposes. At this point, the clock shall be stopped at the first dead ball after the midpoint of each quarter. The horn should sound and each team shall be given the opportunity to send in substitute players. As soon as substitute players are added to the book, the games shall resume play. THIS IS NOT A TIMEOUT FOR TEAMS.**
- Maintain HOME/VISITOR scores on main scoreboard
- Check with scorekeeper and the official scorebook periodically throughout the game to ensure that the scoreboard is accurate.
- Post the final score of the game for one (1) minute after the conclusion of the game
- Depending on how much time is left between the end of a game, and the scheduled start of the next game, set the clock to run down the amount of time, minus approximately two (2) minutes needed for set-up time. If there is no time remaining between the end of one (1) game and the beginning of another, do not post any time on the scoreboard.