



Instructions To Scorers...

PROCEDURES

- Obtain and have entered into official score book a roster of names, numbers & starters at least 15 minutes prior to scheduled start time
 - Report noncompliance to the referee at least 12 minutes prior to scheduled start time
 - Recommend that entries in score book be in numerical order
 - All names & numbers MUST be in the score book at least 10 minutes prior to game time to avoid a technical foul

SUBSTITUTES

- Substitutes must report to the scorer and wait at the table until beckoned on to the court by an official
- Timer is not to sound the horn for substitutes until scorer has performed his/her duties
- When a player is withdrawn from the game, she becomes a substitute. That substitute cannot reenter until the next available substitution opportunity after the game clock has properly started. Exception: a replaced player may reenter if the opponents commit a foul or violation before the game clock has properly started.
- During a time out and between quarters/half, substitutes must report to the scorer before the warning horn sounds.
- Substitutes during free throws for personal fouls:
 - Can only enter the game prior to the first attempt or after the final attempt, if successful

ABSOLUTES

- Be attentive and maintain focus. Cell phones are not to be used at the table for personal use during the game.
- Maintain eye contact with reporting official
- Maintain an appearance of impartiality throughout the game. Negative comments to/about officials, players or coaches may be penalized with a technical foul.
- Home team score book will be the official scorebook unless the referee rules otherwise.
- Scorebooks must remain at the table throughout the entire game including between quarters and halftime. A technical foul may be assessed to the home team if the book is removed from the table.
- After the final horn sounds, establish eye contact with an official for approval of final score
- Understand that you are part of the official game crew of the contest. Your service to the schools is greatly appreciated.



Instructions To Shot Clock Operator...

GENERAL INFO

- Shot clock shall be used for the entire game including all overtime periods
- Per NYSPHSAA and NCAA rules:
 - Shot clock period is 30-seconds
 - If shot clock is broken/not present and there isn't an alternate timing device at the table, the game will not be played, No exceptions. (varsity only).
 - Shot clock shall be used for all varsity and JV games and freshman games if shot clock is present.

PROCEDURES

- Shot clock shall start:
 - Opening jump ball: When a player gains control of the ball
 - Throw-in: When an inbounds player touches or is touched by the ball (exception: kicking the ball)
 - Missed shot: When a player gains control of the rebound
 - Missed free throw: When a player gains control of the rebound
 - Loose ball: When a player gains control of the ball
- Shot clock be reset to :30 seconds:
 - Opponent secures control of the ball
 - Personal & technical fouls
 - Missed Shot/tap and is recovered/rebounded and control is acquired
 - Held ball and AP arrow favors the defense
 - Floor violations (except kick/fisted ball): hold clock until official asks for a change
 - Intentionally kicked/fisted ball by defense: If shot clock is at 15 or higher it stays where it is, if it is at 14 or lower, it is reset to 15.
- Shot clock should NOT be reset:
 - Defensive team touches the ball but does not gain control
 - Defensive team causes the ball to go out of bounds
 - Defensive team causes a held ball and the offense has the A/P arrow
 - Blocked shots/taps recovered by the offensive team
 - Shot/tap fails to hit the rim and is recovered by the offensive team
 - Held ball during a throw-in and the offensive team has the A/P arrow
 - Time out is granted
 - Game is stopped due to injury or loss of contact lens/glasses
 - Game is stopped due to blood rule
 - Any shot at the wrong basket

OFFICIAL'S SIGNALS

- Reset: A whirling motion of a pointed index finger above the head
- Violation: Official blows the whistle and taps the top of his/her head with an open palm



Instructions To Clock Operator...

TIME PERIODS

- Four (4) quarters. Each quarter shall be 8 minutes long, stop time. No running time.
- Overtime period shall be four (4) minutes.
- Halftime shall be ten (10) minutes. Special events/exception: Fifteen (15) minutes.
- Time between quarters 1 & 2 and 3 & 4 and any overtime period shall be one (1) minute

TIMEOUTS

- Each team is allowed 4-full (60 second) & 2-:30 second timeouts. Can be used any time.
- Two horns on a time out:
 - 1st horn at :15 seconds prior to end of time out
 - 2nd horn at end of timeout
- Overtime:
 - Any unused timeouts carry over into the overtime period(s)
 - One additional :30 second time out per team

WARNING SIGNALS

- Quarter/Halftime: Sound warning horn with 15 seconds remaining
- All timeouts: Sound warning horn with 15 seconds remaining and at end of timeout.
- Required notification to teams and officials 3-minutes prior to end of halftime

START/STOP CLOCK

- Clock starts when an official chops in time. This occurs:
 - Opening jump ball: When ball is legally tapped by either jumper
 - Throw-In: When ball touches or is legally touched by a player on the court
 - Missed Free Throw: When ball is touched by any player
- Clock stops when an official sounds whistle

SUBSTITUTES

- Sound horn for subs unless legally made between quarters or during halftime
- Substitutes must report to the scorer and wait at the table until beckoned on to the court by an official
- Timer is not to sound the horn for substitutes until scorer has performed his/her duties
- When a player is withdrawn from the game, she becomes a substitute. That substitute cannot reenter until the next available substitution opportunity after the game clock has properly started. Exception: a replaced player may reenter if the opponents commit a foul or violation before the game clock has properly started.
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