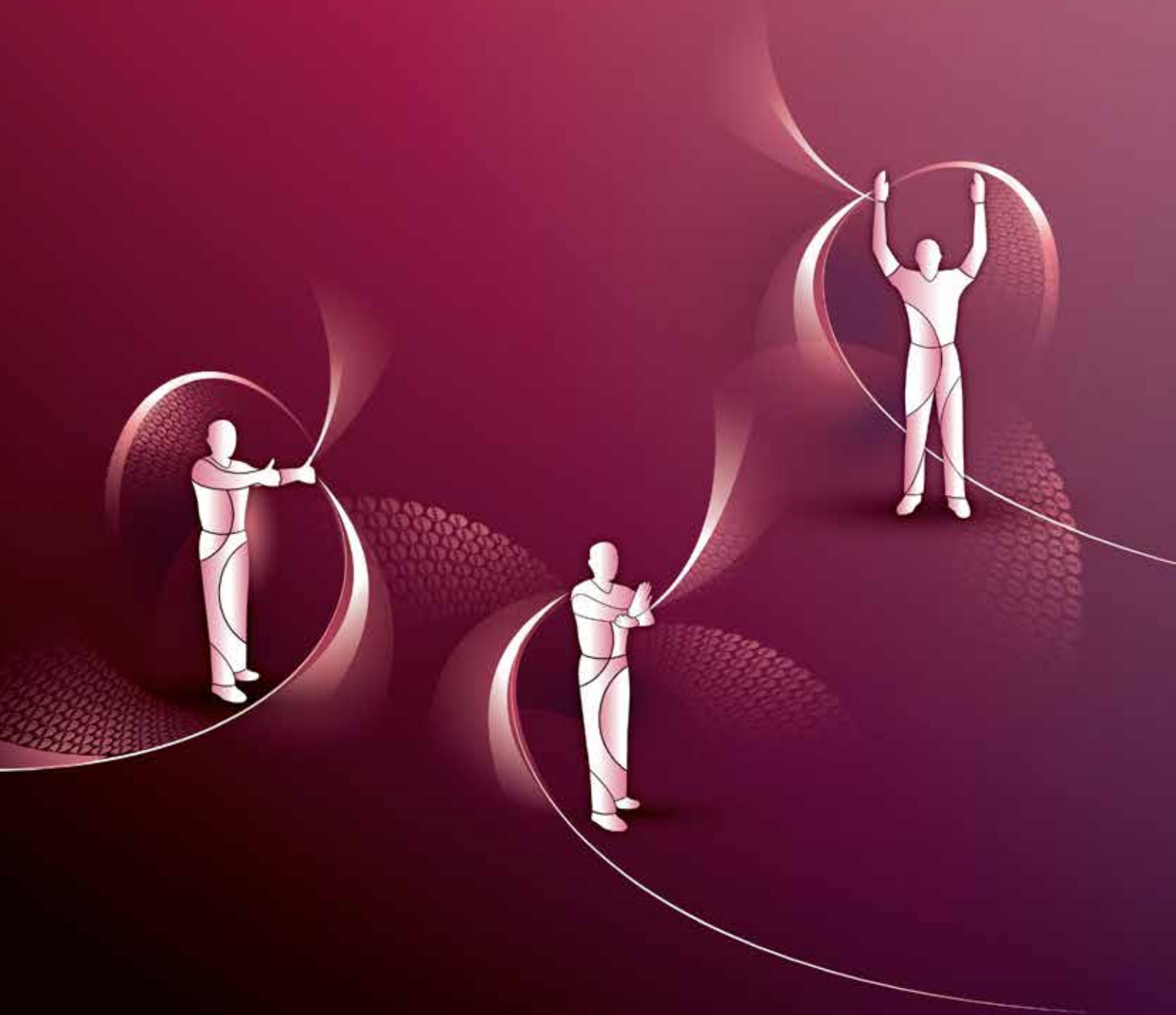




FIBA
We Are Basketball

FIBA TABLE OFFICIALS MANUAL



FOREWORD

FIBA has a commitment to facilitate and supervise the development of all FIBA family members. As key members of the refereeing team, Table Officials are an important part of this family.

With referees and commissioners, their role is crucial in ensuring the smooth running of basketball games worldwide.

Therefore the first edition of the Table Officials' Manual is a logical progression in the implementation of the global Refereeing Development Strategic Plan, which commenced in 2014.

Modern basketball is a highly technical sport and all the participants must meet its ever-changing requirements. That is why this Manual is so important to serving not only FIBA Main Competitions but also any National level Competitions.

Bearing the above in mind, it is a pleasure to be able to present this work and to also thank all the people who have made its release possible, with more than 2 years of an unconditional contributions.

The intention of the 1st edition of this Table Officials' Manual is to have a dynamic and practical working tool which can be improved with your active participation. FIBA has already started working on the 2nd edition of the Manual as part of its continuous improvement program.

For any suggestions or if you spot a mistake, please send your comments to refereeing@fiba.com

Thank you for your contribution in striving for excellent in worldwide basketball officiating.

Throughout the Table Officials Manual, all references made to a player, coach, official, etc., in the male gender also apply to the female gender. It must be understood that this is done for practical reasons only.

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INTRODUCTION



INTRODUCTION

Basketball is a constantly evolving sport. Conceived by Mr. Naismith, as an indoor school activity played during the winter, is now played in 215 countries. In many of these countries basketball is played at a professional level.

The increasing technical level of teams / leagues must be accompanied by an increase in the technical level of the officiating team (referees and table officials) to ensure the smooth running of each game.



An increase in electronic media presence means the work of table officials is constantly in the public eye, for example by showing the running score, the time left to play or the time left for a shot.

This Table Officials Manual aims to standardize, unify, and prepare a superior table official.

The manual is based on new technologies and techniques to help beginners and experienced table officials. Using the video clips will provide for a better understanding of these concepts. At the same time, this manual is intended as a tool to promote the unification of criteria (method of work, communication, performance standards, signals etc.), for the more experienced table officials.

The globalisation of basketball requires the creation of this document to standardise the collaborative dynamics of the Game Officials Team (table officials and referees), and to prepare high-level table officials for the modern game and competitions. This manual will promote one methodology for table officials in all countries, thus minimising any confusion and maximizing consistency.

It is important to adopt the same principles that were used to create other FIBA teaching philosophies, for example the Mechanics for Referees. Critical to this is that everybody must “speak” the same language and everybody should “perform” in the same way, regardless of country.

The mechanics and guidance in the Table Officials Manual are to be understood and followed as fundamental principles in ensuring a uniform and consistent criteria for action whilst adapting to other cases which do not appear in the manual. Further, the manual promotes team work among the table officials crew as being a key to success, thus requiring all four table officials to work as a seamless and effective team.

ONE GAME – ONE LANGUAGE – ONE METHOD – ONE FIBA

OFFICIALS, TABLE OFFICIALS AND COMMISSIONER



2. OFFICIALS, TABLE OFFICIALS AND COMMISSIONER

2.1 Who are they?

The officials shall be a referee and 1 or 2 umpire(s). They shall be assisted by the table officials and a commissioner, if present.

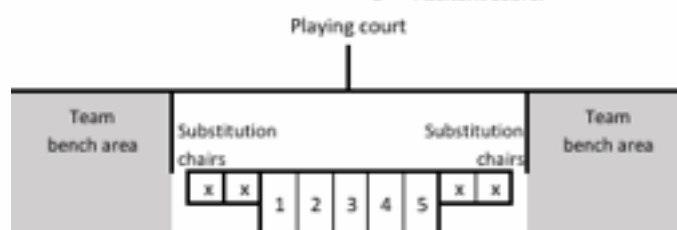
The table officials shall be the scorer, an assistant scorer, a timer and a shot clock operator. The table officials shall sit at the centre table on one side of the court, between the team benches. They are responsible for recording the actions that occur during the game and managing the different electronic devices necessary for the proper management of a basketball game.

The Commissioner shall sit between the scorer and the timer. His primary duty during the game is to supervise the work of the table officials and to assist the referees and umpire(s) in the smooth functioning of the game.

- In international FIBA competitions with four table officials they will be seated as shown in the photo and diagram on the right.



- 1 = Shot clock operator
- 2 = Timer
- 3 = Commissioner, if present
- 4 = Scorer
- 5 = Assistant scorer



The table officials, and their main roles, are described below.

Scorer: His main duty is recording on the scoresheet all actions that occur during the game.

Timer: His main duty is to measure playing time, time outs and the intervals of play.

Shot clock operator: His main duty is to manage the shot clock and applying the correct shot clock rules.

Assistant scorer: His main duty is to operate the scoreboard and assist the scorer.

In the current game of basketball, the responsibility of the table official has acquired a growing importance in the officiating team. However, it must be remembered that they have no executive powers and only the referee has the power to make final decisions where necessary. The action of a table official must not put either playing team at a disadvantage. Therefore, he must:

- Know well, the FIBA official rules, interpretations and competition regulations.
- Have a general technical knowledge of refereeing (mechanics of referees on the court, movements, signalling etc.).
- Know exactly what to do in each of the roles indicated above, and at each moment of the game. He should coordinate and help colleagues (be decisive or to not procrastinate) so that the table officiating team can act quickly and efficiently.
- Be a good FIBA representative always.

2.2 Personal attributes

There are other qualities that an excellent table official should have if they are to avoid putting either team at any disadvantage. These qualities will also ensure that table officials are a part of the larger officiating team at a game of basketball.

- **CONCENTRATION:** To successfully perform any task in life, you should be focused and aware of what is taking place. Table officials require a high degree of concentration that must be maintained all through the game.
- **CALM AND SELF-CONTROL:** It is the only way to rationalise situations and resolve any issues that may happen. An excellent table official shall strive to set aside a domino effect where a whole series of negative and irrational thoughts lead to a decrease in performance, concentration and, of course, enjoyment.
- **TEAMWORK:** Basketball is a team sport. Only by working as a team can the officiating crew perform at their best for the game. No one can be perfect in the game alone; we win and lose together as a team. During the game, we help and support each other. If there are any problems during the game, we work together as a team to solve them – not just one person on their own. We should never say that this is your job and this is mine, because at any time we may need help from our partners. Two eyes are not enough to check what is going on the court. We must use common sense to make the correct decisions at the correct time, working as a team, for the good of the game.
- **ACKNOWLEDGMENT:** If the work of the referee is rarely publicly acknowledged, the work of the table official is even less so. The satisfaction of a job well done; the thanks received from our team mates (other table officials and referees); the joy from doing a good job, knowing that each has contributed to the successful management of the game: this must be enough. Moreover, being a part of the basketball family means that we meet new officiating partners, learn from each other and develop long-lasting friendships, across many countries. Officiating in basketball is about more than just turning up to a game, doing a job and then going home again.
- **MOTIVATION:** The very best officials are motivated to the best job that they can in each game, for the players and those that watch the game. They are also self-motivated, continually working hard to keep up to date with changes and to learn from their officiating partners.
- **ASSERTIVENESS:** Assertiveness is a communication skill which is defined as the capacity to acknowledge our own rights while respecting the rights of others, without being manipulated or manipulating others, and always without being aggressive. The key to a friendly but highly professional approach is often to listen well and to smile.
- **EMPATHY:** Empathy is the ability to take the place of another person, emotionally speaking; to imagine how they must be feeling at a particular moment, and to react accordingly. A table official must be able to show empathy, and to understand that in some situations, other people might react in a way that is driven by their emotions. We must not take things personally and we must be professional at all times.
- **HUMILITY AND RESPECT:** The task of the table official is not the same as the referee. It does not matter how old we are, how much experience we have or how well qualified we are, we all play an equal part in the officiating team. We must never consider ourselves superior or inferior to our partners. At the same time, we must have the same respect for our partners as we have for all those who participate in the game.



2.3 Behaviour – Code of Conduct

Any person who plays a role within the officiating team must have an ability to relate to their partners. There are other groups of people that table officials must be able to relate with too. In the context of a basketball game, from the time the table officials arrive at the arena until they leave after the game, they will relate to different people as follows:

- **WITH FANS AND TEAM MEMBERS:** We must be professional and neutral at all times. We should not engage in excessive conversation, especially if someone or a team has a grievance. We must not show either in our actions or in our conversations any bias for one group over another. This includes in our use of social media.
- **WITH PLAYERS AND COACHES:** We need to use our empathy in these situations. Coaches and players may be unkind or aggressive towards us, but we must behave professionally about this. We must not be aggressive or threatening in responding to these situations; we must remain calm and focused. Where appropriate, and at the right time, table officials should talk to the referee discreetly about any behaviour that concerns them.
- **WITH THEIR PARTNERS:** There must be mutual respect, collaboration, a sense of team, and an acceptance of each role that has been assigned. If we need to call the attention of the referees about something that has occurred on or off the court, we should do this discreetly to avoid putting referees in a difficult situation.

TABLE OFFICIALS COMMON DUTIES



3. TABLE OFFICIALS COMMON DUTIES

3.1 Nomination

The pregame begins when a table official receives their nomination to the game. At this time, you should commence your preparation by analysing your journey options to the arena and understanding who will be your team partners, the importance of the game (age, category, regular season or playoff, etc.), checking and ensuring that you have all the necessary materials and uniform prepared well before the day of travel.

3.2 Arrival at the venue

It is essential that all officials make their travel arrangements to arrive at their destination in good time. Punctuality is an essential aspect of the officiating team.

- In FIBA competitions, all officials are requested to arrive at the arena at least 90 minutes before the game is scheduled to begin.
- You should plan the journey well in advance, anticipating things such as traffic congestion, bad weather conditions and so on. This is especially important if you have not been to the arena before.
- It is important to bring a list with the telephone numbers of your partners, to notify them of any unexpected delays.
- On arriving at the venue, you should let the organisers and the commissioner (if present) know that you have arrived. You should then meet with the rest of the officiating team.



3.3 Dress code

Personal appearance is very important. The table officials should take care of their image, upholding a professional appearance in themselves and their work; thus, obtaining respect from all.

Remember that you, like the referees, are representatives of your leagues, federations, and country on the court. Your words, your dress and behaviour will be observed attentively by all participants.

Table officials should arrive at the venue in smart business clothing and be prepared to change into their table officiating uniform. Table officials should change at the end of the game and leave the venue in smart business clothing.

It is forbidden to go to the courts wearing sportswear, shorts and sports shoes. You must take care of your appearance, ensuring you are clean and tidy, including your hair and facial hair.

The table officials' uniform, should be in good condition, clean and properly ironed.



3.4 Meeting of Table Officials

It is important for the table officials team to have a talk and prepare properly for the game in a pregame conference. This will form a strong team. This should occur in your designated room and away from other people at the arena.

In the pregame conference, you should discuss at least the following points:

- Confirmed start time of the game.
- Recent changes in rules and interpretations.
- Game context: level of difficulty, external and internal factors of the game, situation in the league (regular season, finals, playoffs, etc.). This means officiating all games with equal seriousness, regardless of their status.
- Coordination of the procedures to follow in different critical situations: baskets scored, time outs, substitutions, end of the period/game, change in team control of the ball, team fouls, alternate possession procedure, etc.
- Special things about this arena: location of the game/shot clocks, what to do in special conditions or malfunctions, team benches, when to do a full check of all devices.
- Eye contact.
- Communication methods with the referees and the other table officials, including in unexpected situations.
- How to solve any problems that might happen.
- Special conditions for the game such as TV Time outs, minute of silence, presentations, tributes, etc.
- What will happen at half-time – Will the table officials leave the table and return to their changing room, or not?



3.5 Pre-game duties

- Identify the technical delegate, commissioner, or court manager of the game (if any).
- Check the table equipment and electronic devices (game clock, shot clock, acoustic signals and electronic scoreboard) and share with your partners any unusual features.
- Request the team lists: each team must give its own list at least 40 minutes before the game is scheduled to begin.
- Notify the commissioner (if present) or the referee of any possible problems with the team lists or any other documentation needed to play the game.
- Prepare the scoresheet according to the rules. In the case of a FIBA Digital Scoresheet (DSS), the prepared scoresheet should be printed out at least 20 minutes before the scheduled tip off for the game.
- Table officials must be at the table before the referees enter in the court.
- Keep the game ball safe and secure.
- Measure the 20 minute interval of play before the start of the game (with the referees present on court). In the event of team presentations, the timer will inform the referees when 6/7/8 minutes (Local Organising Committee (LOC) will generally decide this) remain prior to the start of the game. In any case, the timer will stop the clock when 3 minutes remain to the start of the game, if the presentation is not finished.
- Assist in checking how many people are seated in the team bench areas.

- Shot clock operator will run the shot clock down when the referees are present on court so that the referees can hear the sound of the device when a shot clock period expires.
- Request the coach of each team to confirm the names and corresponding numbers of their team members, the names of the coach and assistant coach and the starting 5 players and to sign the scoresheet. This should be done at least 10 minutes before the beginning of the game (Team A coach first, then Team B). The scorer will share this information with the statisticians and court announcer, if present.
- Timer will sound the signal 3' before the start of the game and then again 1'30" before the start of the game. Referee will indicate 3' by showing three fingers in the usual manner and then will blow the whistle when 1'30" to indicate to the teams that they are to go to their own team bench areas.

3.6 Duties during the game

- Maintain high levels of concentration, particularly towards the end of periods of play and in the final two minutes of the game.
- Apply the rules correctly.
- Collaborate with your table partners and referees.
- Speak professionally with members of both playing teams.
- Table officials should watch the flow of the game carefully, anticipating possible requests for substitutions and timeouts, paying special attention to time out requests after scored baskets.
- Remember that the table officials must be discreet in the use of acoustic signals. In exceptional cases the whistle can be used in certain situations to attract the attention of the referees.
- Do not ever put the referees in a no-win situation. You must know exactly what happened before you call the referee to the table to report any actions by bench personnel.
- It is strictly forbidden to make any signals that can compromise the decisions of the referees.
- Give information and support to any member of the officiating team who requests it, but in a discreet way.
- Clarify the procedure if a request by the referees is made following an unclear situation (end of a period, goal made etc.). Never use a gesture or speak loudly. Only give information if the referee requests it, and use only one speaker from the table officials crew.
- Record separately the minutes and the participants in any fights, bench clearances or disqualifying fouls.
- Procedures during a fight and / or team bench personnel leaving the bench area. Should a fight breakout on court, and / or team bench personnel leaving the bench area, the table officials must remain focused. The assistant scorer must observe the visiting team bench, the shot clock operator the local team bench and the scorer and the timer to observe the playing court. They are to note the events unfolding on court and in the team bench areas, recording of any actions of players, coaches and team followers, to assist the referees and commissioner.
- Inform the referees about any malfunction of the devices whenever the rules provide.



3.7 Post-game duties

- Avoid discussions or comments with any non-member of the officiating team.
- The scorer should complete the scoresheet as indicated in the rules and in this manual.
- Observe and record any incident that occurred after the end of the game.
- Help the referee to write any report to the organising body of the competition, if he needs assistance.
- Check (print in the case of the DSS) the scoresheet and sign before giving it for final approval and signature by the referee.
- Procedure in case of protest. If a team believes its interests have been adversely affected, it may protest. The captain of that team shall, immediately at the end of the game, inform the referee that his team is protesting and is required to sign the scoresheet in the space marked 'Captain's signature in case of protest'.
- Give back to the teams a copy of the scoresheet and any licence cards or other documents.
- Ask the referee, the technical delegate or the commissioner (if present) for permission to leave the arena.
- Use any post-game conference in the changing area to ask about any situations in the game where there was any misunderstanding, or where any unusual situations happened.



THE SCORER



4. THE SCORER

4.1 Scorer's duties

The scorer shall keep a record of:

- **Teams**, by entering the names and numbers of the players who are to start the game and of all substitutes who enter the game. When there is an infraction of the rules regarding the five players to start the game, substitutions or numbers of players, he shall notify the nearest official as soon as possible.
- **Running summary of points scored**, by entering the field goals and the free throws made.
- **Fouls charged**. The scorer must notify a referee immediately when five fouls are charged against any player. He shall record the technical fouls charged against each coach (2 'C' or 3 'B'+ 'C') and must discreetly notify the official immediately when a coach should be disqualified. Similarly, he must discreetly notify an official immediately when a player has committed 2 unsportsmanlike or technical fouls or 1 technical foul and 1 unsportsmanlike foul (a combination) and should be disqualified.
- **Time-outs**. He must notify the officials of the time-out opportunity when a team has requested a time out and notify the coach through an official when the coach has no more time-out(s) left in a half or extra period.
- **The next alternating possession**, by operating the alternating possession arrow. The scorer shall reverse the direction of the alternating possession arrow immediately after the end of the first half as the teams shall exchange baskets for the second half.



The scorer shall also:

- **Indicate the number of fouls committed by each player** by raising, in a manner visible to both coaches, the marker with the number of fouls committed by that player.
- **Position the team foul marker on the scorer's table**, at the end nearest to the bench of the team of the team in the team foul penalty situation, when the ball becomes live following the fourth team foul in a period.
- **Effect substitutions**
- **Sound his signal only** when the ball becomes dead and game clock is stopped, before the ball becomes live again. The sound of his signal does not stop the game clock or the game nor cause the ball to become dead.

4.2 Scorer's equipment and necessary materials

For the game, the scorer must have the following equipment.

From the local team or organisation:

- Players foul markers
- Alternating possession arrow
- Team foul markers

In addition, he must have:

- Dark pens (blue or black) and red pens.
- Spare scoresheets (regardless of LOC (Local Organising Committee) - home team duties)



- Scrap paper to take note of incidents (can be useful if required to make a report to the organising body of the competition), alternating possession arrow changes and players on the court.
- Ruler
- Clips to attach the scoresheet to a clip board, if necessary
- A whistle



It is also mandatory that the scorer brings the rulebook, interpretations and, table official manual in paper or digital format.

4.3 The official scoresheet

The scoresheet is the official record of the game. The information contained shall reflect the activities of the game. The scoresheet keeps a record of the teams, running summary of points scored, fouls charged against each player and coach and time-outs granted.

After the game, the teams receive a copy of the original, so they have an official document which records the important actions of the game.

The scorer is the main table official responsible for recording the actions of the game on the scoresheet, according to the rules. The scorer should write neatly and clearly to ensure high readability of this official document.

4.4 FIBA official scoresheet

Team A		Team B																																																																																																																																																																																																																	
Competition: _____ Date: _____ Time: _____		Referee: _____																																																																																																																																																																																																																	
Game No.: _____ Place: _____		Umpire 1: _____ Umpire 2: _____																																																																																																																																																																																																																	
Team A Time-outs: _____ Team fouls: _____ Period ①: (1)(2)(3)(4) (1)(2)(3)(4) Period ②: (1)(2)(3)(4) (1)(2)(3)(4) Extra periods: _____ Players: _____ Coach: _____ Assistant Coach: _____		RUNNING SCORE <table border="1"> <thead> <tr> <th>A</th><th>B</th><th>A</th><th>B</th><th>A</th><th>B</th><th>A</th><th>B</th> </tr> </thead> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>32</td></tr> <tr><td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td>39</td><td>40</td></tr> <tr><td>41</td><td>42</td><td>43</td><td>44</td><td>45</td><td>46</td><td>47</td><td>48</td></tr> <tr><td>49</td><td>50</td><td>51</td><td>52</td><td>53</td><td>54</td><td>55</td><td>56</td></tr> <tr><td>57</td><td>58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td></tr> <tr><td>65</td><td>66</td><td>67</td><td>68</td><td>69</td><td>70</td><td>71</td><td>72</td></tr> <tr><td>73</td><td>74</td><td>75</td><td>76</td><td>77</td><td>78</td><td>79</td><td>80</td></tr> <tr><td>81</td><td>82</td><td>83</td><td>84</td><td>85</td><td>86</td><td>87</td><td>88</td></tr> <tr><td>89</td><td>90</td><td>91</td><td>92</td><td>93</td><td>94</td><td>95</td><td>96</td></tr> <tr><td>97</td><td>98</td><td>99</td><td>100</td><td>101</td><td>102</td><td>103</td><td>104</td></tr> <tr><td>105</td><td>106</td><td>107</td><td>108</td><td>109</td><td>110</td><td>111</td><td>112</td></tr> <tr><td>113</td><td>114</td><td>115</td><td>116</td><td>117</td><td>118</td><td>119</td><td>120</td></tr> <tr><td>121</td><td>122</td><td>123</td><td>124</td><td>125</td><td>126</td><td>127</td><td>128</td></tr> <tr><td>129</td><td>130</td><td>131</td><td>132</td><td>133</td><td>134</td><td>135</td><td>136</td></tr> <tr><td>137</td><td>138</td><td>139</td><td>140</td><td>141</td><td>142</td><td>143</td><td>144</td></tr> <tr><td>145</td><td>146</td><td>147</td><td>148</td><td>149</td><td>150</td><td>151</td><td>152</td></tr> <tr><td>153</td><td>154</td><td>155</td><td>156</td><td>157</td><td>158</td><td>159</td><td>160</td></tr> <tr><td>161</td><td>162</td><td>163</td><td>164</td><td>165</td><td>166</td><td>167</td><td>168</td></tr> <tr><td>169</td><td>170</td><td>171</td><td>172</td><td>173</td><td>174</td><td>175</td><td>176</td></tr> <tr><td>177</td><td>178</td><td>179</td><td>180</td><td>181</td><td>182</td><td>183</td><td>184</td></tr> <tr><td>185</td><td>186</td><td>187</td><td>188</td><td>189</td><td>190</td><td>191</td><td>192</td></tr> <tr><td>193</td><td>194</td><td>195</td><td>196</td><td>197</td><td>198</td><td>199</td><td>200</td></tr> </table>		A	B	A	B	A	B	A	B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
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Scorer: _____ Assistant scorer: _____ Timer: _____ Shot clock operator: _____ Referee: _____ Umpire 1: _____ Umpire 2: _____ Captain's signature in case of protest: _____		Scores: Period ①: A _____ B _____ Period ②: A _____ B _____ Period ③: A _____ B _____ Period ④: A _____ B _____ Extra periods: A _____ B _____ Final Score: Team A _____ Team B _____ Name of winning team: _____																																																																																																																																																																																																																	

4.5 Records – before the game

4.5.1 Scoresheet header

Using the dark pen colour (black/blue), the scorer shall then enter in BLOCK CAPITALS:

- The names of the teams. First team “A” (the home team or in the case of tournaments or games on a neutral playing court, the first team named in the programme), and second team” B”. If the name of the teams contains sponsors or nicknames, they should be included.
- The name of the competition.
- The game number.
- The date in the correct format (2 digits for the day, 2 digits for the month and 4 digits for the year, for example 02.05.2014)
- The official time that the game begins. Format: 24 hour digital clock, always using local time.
- The place of the game.
- The names of the referee and the umpire(s). Format: last name in full, followed by the initial of the first name. For international competitions, the three-letter code ([International Olympic Committee \(IOC\)](https://en.wikipedia.org/wiki/List_of_IOC_country_codes), https://en.wikipedia.org/wiki/List_of_IOC_country_codes) for the referee’s country shall be added after in brackets, for example BARTOW, K. (SWE).

Team A		Team B					
<i>BC INTERNATIONAL</i>		<i>BASKET GLOBAL</i>					
Competition	<i>BCL</i>	Date	<i>15.06.17</i>	Time	<i>20:00</i>	Referee	<i>BARTOW, K (SWE)</i>
Game No.	<i>25</i>	Place	<i>GENEVA</i>	Umpire 1	<i>PEREZ, A (ARG)</i>	Umpire 2	<i>WONG, J (CHN)</i>

4.5.2 Recording teams: players and coaches

The scorer shall then enter the names of the members of each team, using the list of team members as provided by the coach or his representative at least 40 minutes before the game is scheduled to begin.

Team ‘A’ shall occupy the upper part of the scoresheet, and team ‘B’ the lower part.

In the first column, the scorer shall enter the number (last three digits) of each player’s licence. For tournaments, the player’s licence number shall only be indicated for the first game played by his team.

In the second column, the scorer shall enter each player’s name and initials, all in BLOCK CAPITAL letters. Each player’s shirt number shall be written in the third column. The captain of the team shall be indicated by entering (CAP) immediately after his name.

Licence no.	Players	No.	Player in	Fouls				
				1	2	3	4	5
001	FERNANDEZ, J	4						
002	TOTOVA, M	5						
003	MAYER, F	8						
004	JONS, N	10						
005	FRANK, L	12						
010	SANCHEZ, M	15						
011	MANOS, K	20						
012	SOCRATES, P	33						
013	KING, P	35						
014	ALONSO, J	41						
025	LOORK, M	60						
Coach		788	MENDOZA, A					
Assistant coach		555	PIMENTEL, J. A.					

At the bottom of each team’s section, the scorer shall enter (in BLOCK CAPITAL letters) the names of the team’s coach and assistant coach, and their licence numbers. For tournaments, the coach licence number shall only be indicated for the first game played by his team.

To make foul recording easier, the names of players shall be entered in increasing order of their shirt number (00, 0,1,2...99).

If a team presents fewer than twelve players, when the game starts, the scorer shall draw line(s) through the last blank entry(ies). If there are more than one player blank entries, the horizontal line may reach the first box of fouls of players and continue diagonally to the last box (see example above). Such lines should not be ruled until after the signature of coach.

4.5.3 Starting five and coaches' signatures

At least ten minutes before the game is scheduled to begin both coaches shall confirm their agreement with the names and the corresponding numbers of their team members and the names of the coach and assistant coach.

Coach	788 MENDOZA, A.				
Assistant coach	555 PIMENTEL, J. A.				


Then the coach shall indicate the five players to start the game by marking a small 'x' beside the player's number in the 'Player in' column, and finally will sign the scoresheet. The coach of team 'A' shall be the first to provide the above information.

At the beginning of the game, the scorer shall circle the small 'x' of the 5 players in each team to start the game (using the red pen). If there are discrepancies the scorer must notify the referee immediately. During the game, the scorer shall draw a small 'x' (not circled) in the 'Player in' column when the substitute enters the game for the first time as a player.

Players who have been designated by the coach to start the game may be substituted in the event of an injury. In this case, the opponents are also entitled to substitute the same number of players, if they so wish.

If anyone (coaches, table officials, referees etc.) notice an error before the game, for example, that the number of a player recorded on the scoresheet, is not the same as the number displayed on his shirt, or the name of a player is omitted on the scoresheet the error must be immediately corrected. In particular, the wrong shirt number will be corrected or the name of the player will be added in the scoresheet without any sanction. If this kind of error is discovered when the game has already started, the table officials shall notify the referees, and the referee will stop the game at a convenient moment so as not to disadvantage either team. The wrong shirt number will be corrected without any sanction. However, the name of any player omitted from the scoresheet cannot be added to the scoresheet once the game has begun.

In the case of a team having no coach, the team's captain becomes responsible and shall sign the scoresheet in the box reserved for the coach. In this case, the scorer shall also record the name of the captain in the coach's box and then write after the word "CAP" (as shown).

Coach	566 SOCRATES, P (CAP)				
Assistant coach					

4.5.4 Procedure in case of game lost by forfeit

Game lost by forfeit

Remember, a team shall lose the game by forfeit if:

- The team is not present or is unable to field 5 players ready to play 15 minutes after the scheduled time to begin.
- Its actions prevent the game from being played.
- It refuses to play after being instructed to do so by the referee.

If a team is not present at the venue, the scorer should complete scoresheet in the usual way and in the boxes of the team players write "ABSENT" diagonally, over the players' names boxes. If both teams are not present, this procedure would be repeated in the boxes for each team. In any case, the pertinent explanations should be written on the back of the scoresheet.

Procedure:

- The scorer must register at least 5 players of the team that are present for the game.
- The coach that is present, must give 5 starting players and sign the scoresheet.
- After waiting the prescribed time (15 minutes after the scheduled time to begin the game), and after being instructed by the referee, the scorer must disable the boxes where players register by writing: "ABSENT" as described above, for the team that is not present.
- The referees and table officials should also sign the scoresheet.
- The referee must write a brief report on the back of the scoresheet and must score 20-0 on the final score of the match, for the team present.

TEAM A

Points No.	Players	No.	Start	Fouls				
				1	2	3	4	5
001	FERNANDEZ, J	4	X					
002	TOTOVA, M (CAP)	5						
003	MAYER, P	8						
004	JONES, N	10	X					
005	PHANK, E	12						
006	SANCHEZ, M	15						
007	MANOS, K	20	X					
008	SOCRATES, P	33						
009	KING, P	35	X					
010	ALONSO, J	41	X					
011	LOORE, M	60						
Coach: 788 MENDOZA, J. A.								
Assistant coach: 555 PIMENTEL, J. A.								

TEAM B

Points No.	Players	No.	Start	Fouls				
				1	2	3	4	5
ABSENT								
Coach:								
Assistant coach:								

Final Score	Team A	<u>20</u>	Team B	<u>0</u>
Name of winning team	<u>BC INTERNATIONAL</u>			

4.6 The running score – During the game




4.6.1 Scores

The scorer shall keep a chronological running summary of points scored, by entering the field goals and the free throws made by each team.

There are four columns on the scoresheet for the running score. The two on the left are for team 'A' and the two on the right for team 'B'. The centre two columns are for the running score (160 points) for each team.

The scorer must use RED pen during the 1st and 3rd periods, and DARK (blue or black) pen for the 2nd and 4th periods and all extra periods (since extra periods are considered an extension of the 4th period).

When points are scored from field goals or free throws, the scorer shall record this as shown below.

	<p>One point: a filled circle (●) and beside it write the number of the player who scored the free throw.</p> <p>In these examples, A8 and B14 each scored free throws.</p>	<table border="1"> <tbody> <tr> <td>6</td> <td>50</td> <td>50</td> <td>4</td> </tr> <tr> <td>8</td> <td>51</td> <td>51</td> <td>14</td> </tr> <tr> <td></td> <td>52</td> <td>52</td> <td></td> </tr> <tr> <td></td> <td>53</td> <td>53</td> <td></td> </tr> </tbody> </table>	6	50	50	4	8	51	51	14		52	52			53	53									
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	52	52																								
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	<p>Two points: a diagonal line (/) for right-handed and (\) for left-handed, and beside it write the number of the player who scored the field goal.</p> <p>In this example, A10 scored a two-point field goal.</p>	<table border="1"> <tbody> <tr> <td>8</td> <td>51</td> <td>51</td> <td>14</td> </tr> <tr> <td></td> <td>52</td> <td>52</td> <td></td> </tr> <tr> <td>10</td> <td>53</td> <td>53</td> <td></td> </tr> <tr> <td>8</td> <td>51</td> <td>51</td> <td>14</td> </tr> <tr> <td></td> <td>52</td> <td>52</td> <td></td> </tr> <tr> <td>10</td> <td>53</td> <td>53</td> <td></td> </tr> </tbody> </table>	8	51	51	14		52	52		10	53	53		8	51	51	14		52	52		10	53	53	
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8	51	51	14																							
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	<p>Three points: a diagonal line (/ or \) and by drawing a circle (○) around the player's number.</p> <p>In this example, A8 scored a three-point field goal.</p>	<table border="1"> <tbody> <tr> <td>8</td> <td>55</td> <td>55</td> <td>14</td> </tr> <tr> <td></td> <td>56</td> <td>56</td> <td></td> </tr> <tr> <td></td> <td>57</td> <td>57</td> <td></td> </tr> <tr> <td>8</td> <td>58</td> <td>58</td> <td></td> </tr> </tbody> </table>	8	55	55	14		56	56			57	57		8	58	58									
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- A field goal accidentally scored by a player in his own team's basket shall be recorded as having been scored by the captain of the opposing team on the playing court.
- Points scored when the ball does not enter the basket (Art. 31 Goaltending and Interference) shall be recorded as having been scored by the player who attempted the field goal.
- At the beginning of each period the scorer shall continue to keep a chronological running summary of the points scored from the point of interruption (changing the colour of his pen). All extra periods shall be written in the DARK colour of blue or black.

Closures: end of the period

At the end of each period, the scorer shall draw with the pen used in the period a thick circle (○) around the latest number of points scored by each team, followed by a thick horizontal line under those points and under the number of each player who scored those last points. In addition, the scorer shall enter the score of that period in the proper section in the lower part of the scoresheet (using always the DARK colour of blue or black)

Scores	Period ①	A	<u>24</u>	B	<u>20</u>
	Period ②	A	<u> </u>	B	<u> </u>
	Period ③	A	<u> </u>	B	<u> </u>
	Period ④	A	<u> </u>	B	<u> </u>
	Extra periods	A	<u> </u>	B	<u> </u>

The scorer shall check his running score; foul counts and time-out counts with the visual scoreboard. If there is a discrepancy, and his score is correct, he shall immediately take steps to have the scoreboard corrected. If in doubt or if one of the teams raises an objection to the correction, the scorer shall inform the referee as soon as possible, but must wait for the first dead ball before sounding his signal.

6	16	16	4
8	17	17	14
	18	18	
10	19	19	14
	20	20	4
8	21	21	
	22	22	14
	23	28	10
8	24	24	
	25	25	
6	26	26	6

Extra period

In the case of extra periods the scorer shall draw with the DARK pen a thick circle (○) around the latest number of points scored by each team, followed by a thick horizontal line under those points and under the number of each player who scored those last points.

In addition, the scorer shall enter the score of that period in the proper section in the lower part of the scoresheet.

Scores	Period ①	A	<u>24</u>	B	<u>20</u>
	Period ②	A	<u>20</u>	B	<u>31</u>
	Period ③	A	<u>19</u>	B	<u>19</u>
	Period ④	A	<u>31</u>	B	<u>24</u>
	Extra periods	A	<u> </u>	B	<u> </u>

	90	90	14
8	91	91	
	92	92	
	93	93	4
8	94	94	9
	95	95	

The end of game or the extra period

If at the end of the extra period the score is still tied, the scorer shall circle the final score of that extra period and draw a single thick horizontal line under those points and under the number of each player who scored those last points.

The partial score should not be recorded in the lower section of the scoresheet. This procedure shall be repeated for each extra period played until there is a winner.

Once the game is finished, the scorer shall circle the final scores of the last extra period and draw two thick horizontal lines under the final number of points scored by each team and the numbers of the players who scored those last points. He shall also draw a diagonal line to the bottom of the column to obliterate the remaining numbers (running score) for each team. This is to be done in the DARK colour pen. The scorer shall then enter the TOTAL points scores in the extra periods in the lower section of the scoresheet.

At the end of the game, the scorer shall enter the final score and the name of the winning team.

	92	92	
	93	93	4
8	94	94	9
	95	95	
	96	96	
8	97	97	5
	98	98	
	99	99	
8	100	100	5
	101	101	
12	102	102	
	103	103	
	104	104	
	105	105	
	106	106	

Scores	Period ①	A	<u>24</u>	B	<u>20</u>
	Period ②	A	<u>20</u>	B	<u>31</u>
	Period ③	A	<u>19</u>	B	<u>19</u>
	Period ④	A	<u>31</u>	B	<u>24</u>
	Extra periods	A	<u>8</u>	B	<u>6</u>

4.6.2 Possible mistakes and solutions

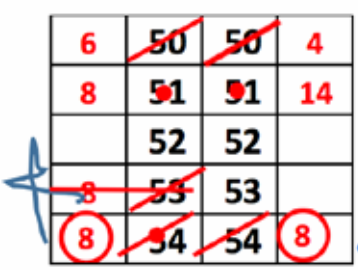
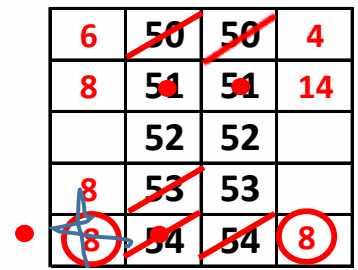
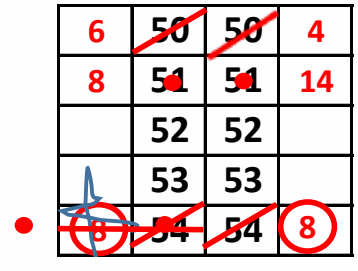
Mistakes can be corrected at any time before the referee signs the scoresheet at the end of the game, even if this correction influences the result of the game. The referees must sign next to the correction and report the error to the organisers of the game, by recording this on the back of the scoresheet.

Corrections on the scoresheet must be done clearly to preserve the readability of the scoresheet and by using common sense according to the true sequence of the events.

If a mistake is discovered by the scorer:

- During the game, the scorer must wait for the first dead ball when the game clock is stopped, before sounding his signal and reporting the error to the referees. It is important to note that the referee is to be advised prior to any correction occurring. When the correction is complete the referee shall check it with a little signature with DARK pen as shown in the following examples.

The scorer could make the following mistakes:

<p>Case 1: Less points recorded</p> <p>Three-point goal recorded as two points.</p> <p>The scorer shall draw a horizontal line to cancel the error and then record the correct score in the usual way.</p>																															
<p>Case 2: More points recorded</p> <p>Two-point goal recorded as three points</p> <p>The scorer shall record immediately the correct score, but not draw a horizontal line to cancel the incorrect recording. Beside the incorrect score, he should draw a little point to remember it.</p> <p>If a free throw is scored by the team next then this can be clearly indicated, as shown in the diagram.</p>																															
<p>Case 3: Recorded points for the incorrect team.</p> <p>For the third case, we should follow the same procedure used for incorrectly awarded / recorded points.</p> <p>If a two or three-point field goal is next scored by the team, then the scorer should go back to the incorrect score (where the little point is) and draw a horizontal line through the mistake, as shown in the diagram.</p>																															
<p>Case 4: Wrong period score</p> <p>This shall be simply corrected as shown in the diagram.</p>	<table border="1" data-bbox="734 1825 1316 1960"> <tbody> <tr> <td>Scores</td> <td>Period ①</td> <td>A</td> <td>25</td> <td>B</td> <td>20</td> </tr> <tr> <td></td> <td>Period ②</td> <td>A</td> <td>20</td> <td>B</td> <td>20</td> </tr> <tr> <td></td> <td>Period ③</td> <td>A</td> <td>_____</td> <td>B</td> <td>_____</td> </tr> <tr> <td></td> <td>Period ④</td> <td>A</td> <td>_____</td> <td>B</td> <td>_____</td> </tr> <tr> <td></td> <td>Extra periods</td> <td>A</td> <td>_____</td> <td>B</td> <td>_____</td> </tr> </tbody> </table>	Scores	Period ①	A	25	B	20		Period ②	A	20	B	20		Period ③	A	_____	B	_____		Period ④	A	_____	B	_____		Extra periods	A	_____	B	_____
Scores	Period ①	A	25	B	20																										
	Period ②	A	20	B	20																										
	Period ③	A	_____	B	_____																										
	Period ④	A	_____	B	_____																										
	Extra periods	A	_____	B	_____																										

If a mistake is discovered by the scorer:

- **At the end of the playing time** and before the scoresheet has been signed by the referee, the error should be corrected, even if this correction influences the result of the game. The referee must sign next to the correction and report the error to the organisers of the game, on the back of the scoresheet.
- **After the referee has signed the scoresheet**, any errors cannot be corrected. The referee or commissioner, if present, must send a detailed report to the organising committee of the competition.

4.6.3 Player and team fouls

Player fouls may be personal, technical, unsportsmanlike or disqualifying and shall be recorded against the player.

Fouls committed by team bench personnel may be technical or disqualifying and shall be recorded against the coach. The scorer shall record fouls using the pen colour of the period.

Each time a new foul is recorded the scorer must declare loudly the personal foul reached by the player and team fouls (team fouled – and A-B team fouls) so the table officials crew is updated about records on the scoresheet (eg. 14B 4th personal – 3rd team foul – 2 – 3 team fouls) and with the help of colleagues (assistant scorer and/or timer) may check fouls recorded on the visible scoreboard

All fouls shall be recorded, in the players and coach's boxes, as follows:

Licence no.		Players		No.	Player in	Fouls				
						1	2	3	4	5
001	FERNANDEZ,	J		4	X	P	P ₂	P ₁	P ₃	
002	TOTOVA,	M	(CAP)	5	(X)	P	P			
003	MAYER,	F		8						
004	JONS,	N		10	X	P	T ₁	T ₁	GD	
005	FRANK,	L		12	(X)	P	P ₂	D ₂		
010	SANCHEZ,	M		15						
011	MANOS,	K		20	X	P ₂	P ₁	P ₂	P ₃	P D
012	SOCRATES,	P		33	X	U ₂	P ₃	P ₂		
013	KING,	P		35	(X)	U ₂	P			
014	ALONSO	J		41	(X)	U _c	P ₂	P ₁		
025	LOORK,	M		60	(X)	P ₂	P ₂			
026	ADONJIC,	G		69	X	P ₁	P ₂			
027	SEETING,	R		70	X	P ₂	P ₂			
Coach		788 MENDOZA,	A				B ₂	C ₁	B ₂	GD
Assistant coach		555 PIMENTEL,	J. A.				D			

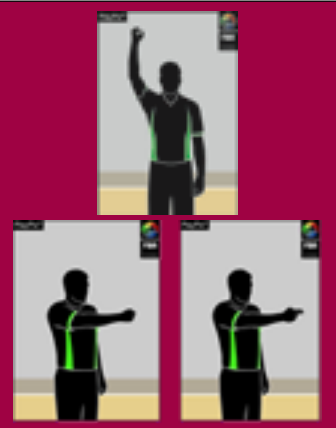
Player fouls

P	PERSONAL FOUL
T	TECHNICAL FOUL & AFTER 2 TF (GD)
U	UNSPORTSMANLIKE FOUL & AFTER 2 UF (GD)
D	DISQUALIFYING FOUL FOR PLAYER & COACH
F	DISQUALIFYING FOUL FOR FIGHTING ART.39
C	TECHNICAL FOUL AGAINST THE COACH FOR HIS
	PERSONAL BEHAVIOUR & AFTER 2 "C "TF (GD)
B	TECHNICAL FOUL AGAINST THE COACH FOR BEHAVIOUR OF TEAM BENCH PERSONNEL

PERSONAL FOUL, WITHOUT FREE-THROWS

P				
----------	--	--	--	--

A personal foul shall be indicated by entering a 'P'.



PERSONAL FOUL, WITH 1, 2 or 3 FREE-THROWS

P₁	P₂	P₃		
----------------------	----------------------	----------------------	--	--

Any foul involving a free throw(s) shall be indicated by adding the corresponding number of free throws (1, 2 or 3) beside the 'P'.



FOULS WITH PENALTIES CANCELLED ACCORDING TO THE ART 42

Player Team A

P	P₂	D_c		
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Player Team B

P	U_c			
----------	----------------------	--	--	--

All fouls against both teams involving penalties of the same severity and cancelled according to Art. 42 (Special situations) shall be indicated by adding a small 'c' beside the 'T', 'C', 'B', 'U' or 'D'.



DOUBLE FOUL

Player Team A

P				
---	--	--	--	--

Player Team B

U ₂	P			
----------------	---	--	--	--

A double foul is a situation in which 2 opponents commit personal fouls against each other at approximately the same time.



TECHNICAL FOULS

T ₁	T ₁	GD			
T ₁	U ₂	GD			
T ₁	P	P	P ₂	T ₁	GD

A technical foul against a player shall be indicated by entering a 'T'. If it involves free throw(s) they shall be indicated by adding the corresponding number of free throws (1) beside the 'T'.

A second technical foul shall also be indicated by entering a 'T', followed by a 'GD' for the game disqualification in the following space.

A technical foul against a player with an earlier unsportsmanlike foul or an unsportsmanlike foul against a player with an earlier technical foul shall also be indicated by entering 'T' or 'U' followed by a 'GD' in the next following space.



UNSPORTSMANLIKE FOUL

U ₂	U ₂	GD			
T ₁	U ₂	GD			
U ₂	P	P	P ₂	U ₂	GD

An unsportsmanlike foul against a player shall be indicated by entering a 'U'. If it involves free throw(s) they shall be indicated by adding the corresponding number of free throws (1, 2 or 3) beside the 'U'.

A second unsportsmanlike foul shall also be indicated by entering a 'U', followed by a 'GD' in the next following space.

An unsportsmanlike foul against a player with an earlier technical foul or a technical foul against a player with an earlier unsportsmanlike foul shall also be indicated by entering 'U' or 'T' followed by a 'GD' in the next following space.



DISQUALIFYING FOULS

D₂				
----------------------	--	--	--	--

A disqualifying foul shall be indicated by entering a 'D'. If it involves free throw(s) they shall be indicated by adding the corresponding number of free throws (1, 2 or 3) beside the 'D'.



DISQUALIFYING FOUL BY A SUBSTITUTE

Substitute

D				
Coach	B₂			

A disqualifying foul shall be indicated by entering a 'D' against the player. In addition, a bench technical foul for the coach shall be entered. This foul does not count towards team fouls.



DISQUALIFYING FOUL BY AN EXCLUDED PLAYER

P	P	P₂	P₂	P	D
		B₂			

A disqualifying foul shall be indicated by entering a 'D' against the player. In addition, a bench technical foul for the coach shall be entered. This foul does not count towards team fouls.



DISQUALIFYING FOUL FOR FIGHTING (TF) ART 39 BY A SUBSTITUTE OR A EXCLUDED PLAYER

P	P	F	F	F	
		B₁			
P	P	P₂	P₂	P	F
		B₁			

If the substitute has fewer than four fouls, then an 'F' shall be entered in all remaining foul spaces. If the player already has five fouls, then 'F' shall be written immediately after the fifth personal foul box (as shown above).

In addition, and independent of the number of team members who leave the team bench area, only one technical foul shall be entered for the coach recorded as B. Technical or disqualifying fouls according to Art. 39 shall not count as team fouls.



Coach fouls (All fouls charged to the coach do not count as team fouls)

TECHNICAL FOULS

C₁		
----------------------	--	--

C₁	C₁	GD
----------------------	----------------------	-----------

A technical foul against the coach for his personal unsportsmanlike behaviour shall be indicated by entering a 'C'. A second similar technical foul shall also be indicated by entering a "C", followed by a "GD" in the following space.

Technical fouls during an interval of play are considered to be committed in the next period, using the pen colour of the period that follows, so it must be recorded as:

- B if the foul was committed by a team follower or an excluded player.
- C if the foul was committed by the coach.



TECHNICAL FOUL BY A TEAM FOLLOWER OR A SUBSTITUTE

B₁		
----------------------	--	--

C₁	B₁	B₁	GD
----------------------	----------------------	----------------------	-----------

B₁	B₁	B₁	GD
----------------------	----------------------	----------------------	-----------

B₁	B₁	D₂
----------------------	----------------------	----------------------

A technical foul against a team follower or a substitute for his unsportsmanlike behaviour shall be indicated by entering a B and indicating 1 free-throw in the coach box.

After a combination of the (3) technical fouls have been awarded to the assistant coach or team followers, a 'GD' shall be recorded against the coach.



DISQUALIFYING FOUL

D₂		
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A disqualifying foul against the coach for his personal unsportsmanlike behaviour shall be indicated by entering a 'D', adding the 2 free throws beside the 'D'.



DISQUALIFYING FOUL BY THE ASSISTANT COACH OR TEAM BENCH PERSONNEL

B₂		
D		

A disqualifying foul against the assistant coach or team follower for his personal unsportsmanlike behaviour shall be indicated by entering a 'D'. Also, a bench technical foul recorded as "B" and adding the 2 free throws beside the 'B' should be entered in the coach's box.



DISQUALIFYING FOUL ART. 39 FIGHTS

If only the coach is disqualified

D₂	F	F
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If only the assistant coach is disqualified

B₁		
F	F	F

If both the coach and the assistant coach are disqualified

D₂	F	F
F	F	F

Disqualifying fouls against coaches, assistant coaches, substitutes, excluded players and team followers for leaving the team bench area (Art. 39) shall be recorded as shown above. In all remaining foul spaces of the disqualified person an 'F' shall be entered.



Is important to note that:

- During an interval of play, all team members entitled to play are considered as players (Art. 4.1.4).
- All team fouls committed in an interval of play shall be considered as being committed in the following period or extra period (Art. 41.1.2).
- All team fouls committed in an extra period shall be considered as being committed in the fourth period (Art. 41.1.3).

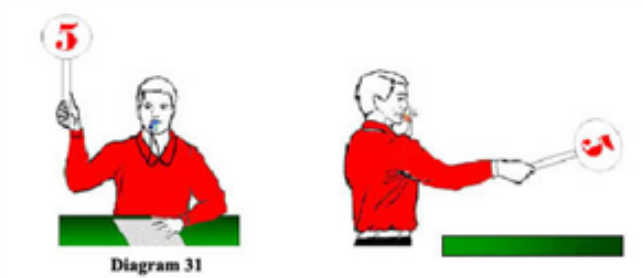
The scorer, while recording a foul, shall show the foul marker reporting the number of fouls committed by that player. The scorer shall follow this three-step process to ensure that:

1. the marker is visible for both benches.
2. the marker is visible for spectators, players and officials.
3. the marker is visible again for benches.

The reason for showing the player foul marker towards benches twice is very simple: it is to ensure the coach is fully aware so that he may make a substitution if required.



When a player reaches his fifth foul the scorer shall sound his signal and at the same time shall show the fifth personal foul marker. In this case, it is a two-step process:



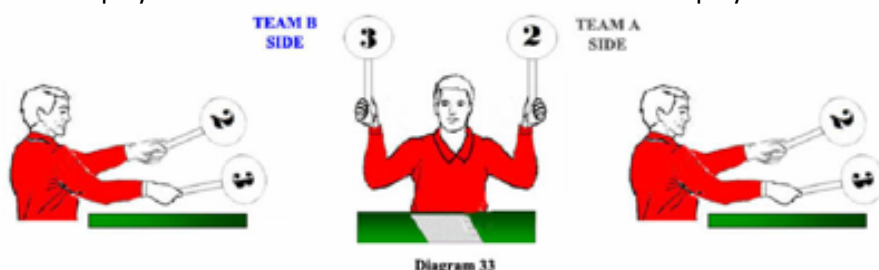
There are some special situations to consider:

- a. The same player has committed more than one foul (sets of foul, in the same dead ball period);
- b. Two players have committed one foul each (e.g. double foul);

Case a) In the same hand the scorer shall show the player's foul markers that corresponds to the committed fouls, as shown below.



Case b) In this case the scorer shall take in his hand the foul marker that corresponds to the foul committed by each player. It is important to note that in the diagrams below, the table official is indicating that the team B player has committed his third foul and the team A player his second.

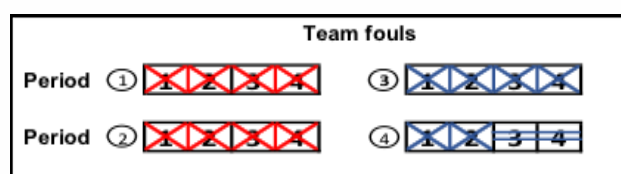


4.6.4 Team fouls

For each period, four spaces are provided on the scoresheet (immediately below the team's name and above the player's names) to enter the team fouls.

Whenever a player commits a personal, technical, unsportsmanlike or disqualifying foul, the scorer shall record the foul against the team of that player by marking a large 'X' in the designated spaces in turn.

At the end of each period, unmarked spaces will be ruled out with two lines as shown.



When a team reaches **its fourth team foul the team foul marker** shall be positioned on the scorer's table.

Where – at the end nearest to the bench of the team in a team foul penalty situation.

When – the ball becomes live following the fourth team foul in a period.

Who – The team marker may be lifted up by the table official nearest the bench of the team in a team foul penalty situation (e.g. assistant scorer, timer, shot clock operator)

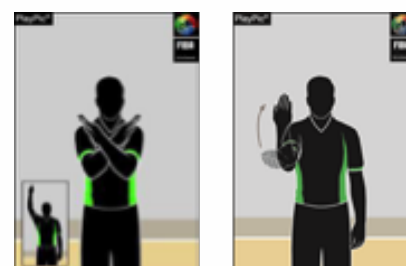
Why – If the scorer lifts up the team marker and passes it to a colleague, this could distract the officials from the game that is about to restart. This could mean that there are fewer table officials watching the court and could result, for example, in the game clock may be erroneously started later than it should be.

4.6.5 When substitutes enter the game for the first time

During the game, the scorer shall draw a small 'x' (not circled) in the 'Player in' column, beside the number of a player when he enters the game for the first time.

The scorer should use the pen colour of the period that is being played.

012	SOCRATES	P	33	X	U ₂	P ₃	P ₂		
013	KING	P	35	X	U ₂	P	U ₂	GD	
014	ALONSO	J	41	X	U _c	P ₂	P ₁		



4.6.6 Time-outs

Each team may be granted:

- 2 time-outs during the first half,
- 3 time-outs during the second half with a maximum of 2 of these time-outs in the last 2 minutes of the second half,
- 1 time-out during each extra period.

Time-outs granted shall be recorded on the scoresheet by entering the minute of the playing time of the period or extra period in the appropriate boxes below the team's name. Example, if 3:44 minutes are left to the end of the first period, the scorer shall record 7, because 10-3=7.

Unused time-outs may not be carried over to the next half or extra period. At the end of each half, (1st and 2nd period, 3rd and 4th period), unused time outs will be ruled out with two horizontal lines as shown.

Should the team not be granted its first time-out before the last 2 minutes of the second half, the scorer shall mark 2 horizontal lines in the first box for the team's second half.

Team A	
Time-outs	
7	
7	3 10



4.6.7 End of period or interval of play

- **Recording the partial scores, fouls and unused timeouts.**
- At the end of each half and extra period, unused time-outs and team foul boxes shall be ruled out with two horizontal parallel lines as described above.
- Team fouls and non-used timeouts, as described above.

At the end of 2nd period (first half), the scorer shall draw a thick line between the spaces that have been used and those that have not been used in the player personal foul boxes and the coach's foul boxes. These lines shall be drawn in the DARK colour (blue or /black).



0 11	MANOS,	K	20	X	P ₂	P ₁	P ₂	P ₃	P	D
0 12	SOCRATES,	P	33	X	U ₂	P ₃	P ₂			
0 13	KING,	P	35	(X)	U ₂	P				
0 14	ALONSO	J	41	(X)	U _c	P ₂	P ₁			

The scoresheet should be made available to the Commissioner and Referee whenever they request to see it.

4.6.8 Procedure in case of game lost by default.

Game lost by default

A team shall lose a game by default if, during the game, the team has fewer than two players on the playing court ready to play.

- If the team to which the game is awarded is ahead, the final score shall stand as at the time when the game was stopped. If the team to which the game is awarded is not ahead, the score shall be recorded as 2 to 0 in its favour.
- The referees and table officials should also sign the scoresheet. The referee should also make a record on the back of the scoresheet for the organising body.
- The referee must write the report for an organization on the back of the scoresheet, and will also write either current result of the game or 2-0, depending on who has run out of players to play.

4.7 Time out and substitution requests

Time outs and substitutions are interruptions of the game requested respectively by the coach and the substitute. After a request, and when an appropriate opportunity exists the scorer must notify the referee of them. To better understand the opportunities available for time outs and substitutions we need to introduce two concepts: live ball and dead ball.

The ball becomes live when:

- During the jump ball, the ball leaves the hand(s) of the referee on the toss.
- During a free throw, the ball is at the disposal of the free-throw shooter.
- During a throw-in, the ball is at the disposal of the player taking the throw-in.

The ball becomes dead when:

- Any field goal or free throw is made.
- An official blows his whistle while the ball is live.
- It is apparent that the ball will not enter the basket on a free throw which is to be followed by:
 - Another free throw(s).
 - A further penalty (free throw(s) and/or possession).
- The game clock signal sounds for the end of the period.
- The shot clock signal sounds while a team is in control of the ball.
- The ball in flight on a shot for a field goal is touched by a player from either team after:
 - An official blows his whistle.
 - The game clock signal sounds for the end of the period.
 - The shot clock signal sounds.

The ball does not become dead and the goal counts if made when:

- The ball is in flight on a shot for a field goal and:
 - An official blows his whistle.
 - The game clock signal sounds for the end of the period.
 - The shot clock signal sounds.
- The ball is in flight on a free throw and an official blows his whistle for any rule infraction other than by the free-throw shooter.
- A player commits a foul on any opponent while the ball is in the control of the opponent in the act of shooting for a field goal and who finishes his shot with a continuous motion which started before the foul occurred. This provision does not apply and the goal shall not count if:
 - after an official blows his whistle and an entirely new act of shooting is made.
 - during the continuous motion of a player in the act of shooting the game clock signal sounds for an end of period or the shot clock signal sounds.

4.7.1 Time-out request

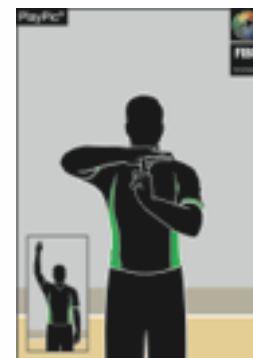
As stated above a time-out is an interruption of the game requested by the coach or assistant coach. Each time-out shall last one minute.

A time-out opportunity begins when:

- For both teams, the ball becomes dead, the game clock is stopped and the official has ended his signalling (in case of violations) and / or communication with the table officials (in case of foul).
- For both teams, the ball becomes dead following a successful last or only free throw.
- For the non-scoring team, a field goal is scored.
- **In any case that IRS is used, for both teams after the final decision.**

A time-out opportunity ends when the ball is at the disposal of a player for a throw-in or for a first or only free throw (live ball).

- A time-out cannot be granted before the playing time for a period has started or after the playing time for a period has ended.
- If the request for the time-out is made by either team after the ball is at the disposal of the free-throw shooter for the first or only free throw, the time-out shall be granted if:
 1. The last or only free-throw is successful.
 2. The last or only free-throw is followed by a throw-in at the centre line extended, opposite the scorer's table.
 3. A foul is called between free-throws. In this case the free-throw(s) will be completed and the time-out will be permitted before the new foul penalty is administered.
 4. A foul is called before the ball becomes live after the last or only free throw. In this case the time-out will be permitted before the new foul penalty is administered.
 5. A violation is called before the ball becomes live after the last or only free throw. In this case the time-out will be permitted before the throw-in is administered.
 6. In the event of consecutive sets of free throws and/or possession of the ball resulting from more than one foul penalty, each set is to be treated separately.
- A time-out shall not be permitted to the scoring team when the game clock shows 2:00 minutes or less in the fourth period and in each extra period and, following a successful field goal unless an official has interrupted the game.
- When the game clock shows 2:00 minutes or less in the fourth period and in each extra period, following a time-out taken by the team that is entitled to possession of the ball from its backcourt, the subsequent throw-in shall be administered at the throw-in line opposite the scorer's table in the team's frontcourt.



The ball is at the disposal of a player for a first or only free throw.



The ball is at the disposal of a player for a throw-in.

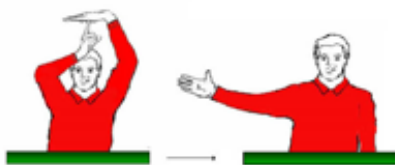


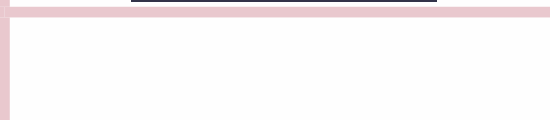
If a time-out opportunity has just ended and a coach runs to the scorer's table, loudly requesting a time-out and the scorer reacts and erroneously sounds the signal, the official blows his whistle and interrupts the game, the game shall resume immediately. The request was made too late and, the time-out shall not be granted.

A time-out is charged against the team whose coach first made a request unless the time-out is granted following a field goal scored by the opponents and without an infraction having been called. In this case, it is necessary to notify the coaches who the time-out was charged to, and to ask the coach if his pending time-out request is still valid. This is important in the last 2 minutes of the game.

Procedure:

After a time-out request, during the time-out opportunity the scorer shall notify the referees by sounding his signal and giving the signal below. It is a two-step signalling process: the scorer gives the time-out signal and then indicates the bench of the team who requested the time-out, showing an open palm for higher visibility.

When the referee confirms the time-out, the scorer should record it on the scoresheet as described earlier.

<p>The coach requests a time-out</p>	
<p>The scorer sounds his signal and makes the time-out signal, when there is an opportunity</p>	
<p>The referee blows his whistle and makes the signal. The time-out begins</p>	
<p>The players stay in the bench area</p>	
<p>The timer sounds his signal when 50' and 1 minute of the time-out have elapsed</p>	

- Only a coach or assistant coach has the right to request a time-out. He shall establish visual contact with the scorer or he shall go to the scorer's table and ask clearly for a time-out, making the proper conventional sign with his hands. To gain visibility, the coach can approach the table. The scorer must call the time out at the first opportunity.
- Conditional requests are not allowed. For example, it is not permitted for a coach to say "Time-out if they score".
- A time-out request may be cancelled only before the scorer's signal has sounded for such a request.
- The time-out period begins when the referee blows his whistle and gives the time-out signal. It ends when the official blows his whistle and beckons the teams back on to the playing court. If, following a request for a time-out, a foul is committed by either team, the time-out shall not begin.

until the referee has completed all communication with the scorer's table related to that foul. In the case of a fifth foul by a player, this communication includes the necessary substitution procedure. Once completed, the time-out period shall begin when an official blows his whistle and gives the time-out signal. Teams shall be permitted to go to their benches if they are aware that a time-out has been requested, even though the time-out period has not formally begun.



- As soon as a time-out opportunity begins, the scorer shall sound his signal to notify the referees that a request for a time-out has been made. If a field goal is scored against a team which has requested a time-out, the timer shall immediately stop the game clock and sound his signal.

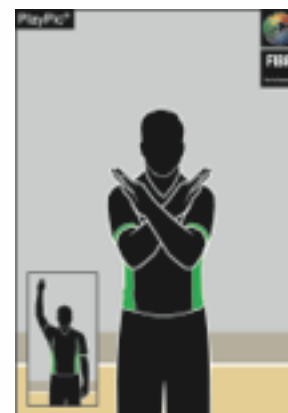
SUMMARY	GAME CLOCK	STATUS OF THE BALL	TIME-OUT ALLOWED
PLAYING	Running	Live	NO
REFEREE WHISTLES	Stopped	Dead	BOTH TEAMS
DEAD BALL			
BALL AT DISPOSAL	Running	Live	NO
BALL LEGALLY TAPPED OR TOUCHED ON COURT			

4.7.2 Substitution requests

A substitution is an interruption of the game requested by the substitute to become a player. A team may substitute more than one player during a substitution opportunity. Substitutions cannot be granted before the game has begun (except in the case of an injury to a starting five player during the warm up).

A substitution opportunity begins when:

- For both teams, the ball becomes dead, the game clock is stopped and the official has ended his communication with the scorer's table.
- For both teams, the ball becomes dead following a successful last or only free throw.
- For the non-scoring team, a field goal is scored when the game clock shows 2:00 minutes or less in the fourth period and in each extra period.



A substitution opportunity ends when:

The ball is at the disposal of a player for a first or only free-throw



The ball is at the disposal of a player for a throw-in.



Players who have been designated by the coach to start the game may be substituted in the event of an injury. In this case, the opponents are also entitled to substitute the same number of players, if they so wish.

Similarly, on free-throws if the official notices after the first free throw that the shooter is bleeding he must be substituted, the opponents may make a substitution if they so wish.

If a substitution opportunity has just ended and a player runs to the scorer's table, loudly requesting a substitution and the scorer reacts and erroneously sounds the signal, the official blows his whistle and interrupts the game, the game shall resume immediately. The request was made too late and the substitution shall not be granted.

A player who has become a substitute and a substitute who has become a player cannot respectively re-enter the game or leave the game until the ball becomes dead again, after a clock-running phase of the game, unless:

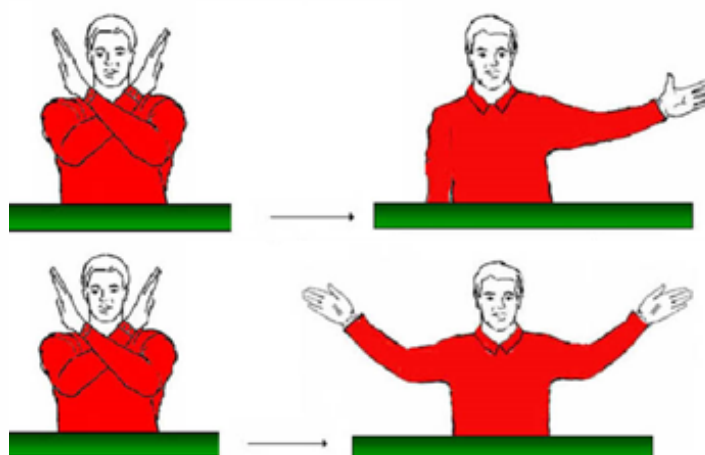
- The team is reduced to fewer than five players on the playing court.
- The player entitled to the free-throws as the result of the correction of an error is on the team bench after having been legally substituted.



Procedure:

- Only a substitute has the right to request a substitution. He (not the coach or the assistant coach) shall go to the scorer's table and ask clearly for a substitution, making the proper conventional signal with his hands, or sit on the substitution chair. He must be ready to play immediately.
- A substitution request may be cancelled only before the scorer's signal has sounded for such a request.

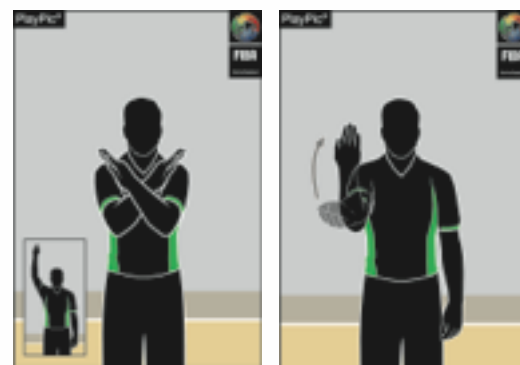
- As soon as a substitution opportunity begins the scorer shall sound his signal to notify the officials that a request for a substitution has been made using the following signals.
 - Scorer shall give the conventional signal for a substitution.
 - Scorer shall indicate in the direction of the bench of the player requesting the substitution. If players from both teams have requested substitutions, then the scorer shall indicate this as shown in the diagram.



- The substitute shall remain outside the boundary line until the official blows his whistle, gives the substitution signal and beckons him to enter the playing court.

The player being substituted is permitted to go directly to his team bench without reporting either to the scorer or the official.

- Substitutions shall be completed as quickly as possible. A player who has committed his fifth foul or has been disqualified must be substituted immediately (within approximately 30 seconds, timed by the timer on a manual stopwatch if necessary).
- If a substitution is requested during a time-out or an interval of play, the scorer must notify the official by giving the signal below when the timer indicates that only 10 seconds are left to the end of the time-out, or that 30 seconds are left of the interval. As shown before, the scorer must also indicate the team who requested the substitution.



- If the request for a substitution is made by either team after the ball is at the disposal of the free-throw shooter for the first or only free throw, the substitution shall be granted if:
 - The last or only free throw is successful.
 - The last or only free throw is followed by a throw-in at the centre line extended, opposite the scorer's table.

- A foul is called between free throws. In this case the free throw(s) will be completed and the substitution will be permitted before the new foul penalty is administered.
 - A foul is called before the ball becomes live after the last or only free throw. In this case the substitution will be permitted before the new foul penalty is administered.
 - A violation is called before the ball becomes live after the last or only free throw. In this case the substitution will be permitted before the throw-in is administered.
- In the event of consecutive sets of free throws resulting from more than 1 foul penalty, each set is to be treated separately.
- If the free-throw shooter must be substituted because he:
 - is injured.
 - has committed five (5) fouls.
 - has been disqualified.

The free-throw(s) must be attempted by his substitute who may not be substituted again until he has played in the next clock-running phase of the game.
 - A substitute becomes a player and a player becomes a substitute when:
 - The official beckons the substitute to enter the playing court.
 - During a time-out or an interval of play, a substitute requests the substitution to the scorer.
 - A substitution request may be cancelled only before the scorer's signal has sounded for such a request.
 - When a player commits his fourth foul, table officials should anticipate a possible substitution and be alert to last-minute requests.

The table officials can call a substitution for both teams when 3 conditions occur:

- Dead ball,
- Game clock stopped
- The referee has ended signalling

When the game clock shows 2.00 minutes or less in the fourth period and in each extra period, the table officials can call a substitution opportunity for the non-scoring team (called by the Timer) when 2 conditions occur:

- Dead ball,
- Game clock stopped.

In case of a substitution request and time-out request, is very important, the order of request, is not the same

- First a substitution and after the time-out
- First time-out and after the substitution



SUMMARY	GAME CLOCK	STATUS OF THE BALL	SUBSTITUTION OPPORTUNITY
DURING THE GAME (EXCEPT 2:00 OR LESS IN 4TH AND EXTRA PERIOD)			
PLAYING	Running	Live	NO
GOAL IS MADE		Dead	NO
DEAD BALL			NO
BALL IS AT DISPOSAL OF PLAYER FOR THE THROW-IN		Live	NO
THE THROW-IN IS MADE			NO

SUMMARY	GAME CLOCK	STATUS OF THE BALL	SUBSTITUTION OPPORTUNITY
2:00 TO GO IN LAST OR EXTRA PERIOD			
PLAYING WITH 2:00 TO GO IN LAST OR EXTRA PERIOD	Running	Live	NO
GOAL IS MADE	Stopped	Dead	FOR THE NON-SCORING TEAM
DEAD BALL			
BALL IS AT DISPOSAL OF PLAYER FOR THE THROW-IN	Running	Live	NO
THE THROW-IN IS MADE			

SUMMARY	GAME CLOCK	STATUS OF THE BALL	SUBSTITUTION OPPORTUNITY
DURING FREE THROWS			
PLAYER IS SHOOTING THE FREE THROW	Stopped	Live	NO
GOAL IS MADE		Dead	FOR BOTH TEAMS
DEAD BALL			
BALL IS AT DISPOSAL OF PLAYER FOR THE THROW-IN	Running	Live	NO
THE THROW-IN IS MADE			

If the officials discover that more than five players of the same team are participating on the playing court simultaneously, the error must be corrected as soon as possible without placing the opponents at a disadvantage.

Assuming that the officials and the table officials are doing their job correctly, one player must have re-entered or remained on the playing court illegally. The officials must therefore order one player to leave the playing court immediately and charge a technical foul against the coach of that team, recorded as 'B'. The coach is responsible for ensuring that a substitution is applied correctly and that the substituted player leaves the playing court immediately after the substitution.

4.8 At the end of the game

4.8.1 Recording the final score

At the end of the game (4th period or the last extra period), the scorer shall draw 2 thick horizontal lines under the final number of points scored by each team and the numbers of the players who scored those last points as shown.

He shall also draw a diagonal line to the bottom of the column to obliterate the remaining numbers (running score) for each team as shown.

He shall record the partial score of that period, the final score and the name of the winning team (including any sponsor name).

Scores	Period ①	A	<u>24</u>	B	<u>20</u>
	Period ②	A	<u>20</u>	B	<u>30</u>
	Period ③	A	<u>19</u>	B	<u>19</u>
	Period ④	A	<u>31</u>	B	<u>24</u>
	Extra periods	A	<u>8</u>	B	<u>7</u>

Final Score	Team A	<u>102</u>	Team B	<u>100</u>
Name of winning team	<u>BC INTERNATIONAL</u>			

8	86	86	4
8	87	87	14
	88	88	
10	89	89	
	90	90	14
8	91	91	
	92	92	
	93	93	⑨
⑧	94	94	
	95	95	
	96	96	⑤
⑧	97	97	
	98	98	14
	99	99	
⑧	100	100	12
	101	101	
12	102	102	
	103	103	
	104	104	
	105	105	
	106	106	
	107	107	
	108	108	
	109	109	

4.8.2 Finish the footer and signature of the crew

At the end of the game, the scorer will review the scoresheet and draw a line through each team's unused boxes as shown.

Team A		B. C. INTERNATIONAL	
Time-outs		Team fouls	
7		Period 1	3
7	3 10	Period 2	3
		Extra periods	
No.	Players	No.	Fouls
001	FERNANDEZ, J	4	X P P P P P
002	TOTOVA, M (CAP)	5	X P P P
003	MAVER, P	8	
004	JOYS, N	10	X P T T GD
005	FRANK, E	12	X P P D
006	SANCHEZ, M	15	
010	MIANOS, K	20	X P P P P P D
012	BORRATES, P	33	X U P P
013	KING, P	35	X U P U GD
014	ALONSO, J	43	X U P P
025	LOOBE, M	60	X P P P
026	MORRIS, G	69	X P P F F F
027	SEEFING, H	70	X P P
Coach 788 MENDEZ, A			B, C,
Assistant coach 888 PDIENDEL, J. A.			D,



The scorer shall then enter his surname, in block capital letters, on the scoresheet and then sign. After this, the assistant scorer, timer and the twenty-four second operator, shall enter their details, as shown. The scorer shall draw a horizontal line through each of the 'Captain's signature in case of protest' boxes.

Once signed by the umpire(s), the referee shall be the last to approve and sign the scoresheet.

The referee's signature, terminates the officials' administration and connection with the game, except if one of the captains signs the scoresheet under protest (using the space marked 'Captain's signature in case of protest'). If this occurs the table officials and the umpire(s) shall remain at the disposal of the referee and Commissioner (if present) until the referee gives them permission to leave.

Scorer	ISOLA D.
Assistant scorer	ONNA M.
Timer	PATTON M.
24" operator	FERNANDEZ P.

4.9 Summary pen colours

Two colours will be used to fill the scoresheet: DARK **blue** / **black** and **red**.

Blue or Black Colour

Scoresheet Header

- Full name of the teams.
- Competition.
- Date (day.month.year: dd.mm.yyyy, for example 24.08.2007)
- Starting time of the game.

- Game number.
- Place of the game.
- Surname and initials of the names of referees, and their home countries.

Teams

- Name of the teams.
- Surname and initials of the names of players and coaches.
- Players' shirt numbers.
- Last three digits of the licence number of the players and coaches.
- The cross ("X") corresponding the starting five players from each team.
- The coaches' signatures confirming their agreement with the names and corresponding numbers of his team members and the names of the coaches.
- The line drawn through the spaces for the licence number, name, number, etc. when a team presents fewer than twelve players (line drawn after the game has begun).
- Fouls committed by players in the 2nd and 4th period (and extra periods).
- Time-outs of the 2nd and 4th period (and extra periods).
- Team fouls of the 2nd and 4th period (and extra periods).
- Players who enter the court to play for the first time in the 2nd and 4th period (and extra periods).
- The thick line drawn at the end of the 2nd period between the foul spaces that have been used and those that have not been used.
- The thick diagonal line drawn at the end of the playing time obliterating the remaining spaces.

Scoresheet footer

- The score of each period.
- The final score of the game.
- The name of the winning team.
- The captain's signature in case of protest or the thick line drawn if it was not used.
- Surname and initials of the names of the table officials and their licence numbers.
- The signatures of the officiating crew members (referees and table officials)

Running score

- The running score during of the 2nd and 4th period.
- The running score of the extra period/s.

Red Colour

Teams

- Time-outs of the 1st and 3rd period.
- Fouls committed by players in the 1st and 3rd period.
- Team fouls of the 1st and 3rd period.
- Players who enter the court to play for the first time in the 1st and 3rd period.
- The circle around the cross of the starting five players of both teams as they enter the court to start the game.

Running score

- The running score of the 1st and 3rd period .

4.10 Alternating possession arrow

Alternating possession is a method of causing the ball to become live with a throw-in rather than a jump ball. In all jump ball situations (except at the start of a game) teams will alternate possession of the ball for a throw-in at the place nearest to where the jump ball situation occurs.

4.10.1 Positioning the alternating possession arrow

The team that does not gain control of the live ball on the playing court after the jump ball will be entitled to the first alternating possession. For example, if team A gains possession of the ball from the opening tip, the direction arrow will point towards the basket that team B will be shooting into.

The team entitled to the next alternating possession at the end of any period shall start the next period with a throw-in at the centre line extended, opposite the scorer's table, unless there are further free throws and a possession penalty to be administered.

If **control of a live ball on the playing** court has not yet been established, the table official cannot use the alternating possession arrow to award possession.

This means that if in an opening jump ball the ball is legally tapped by jumper A1 and then a held ball or a double foul between A2 and B2 is called, the referee shall administer another jump ball in the centre circle and A2 and B2 shall jump. Whatever time has passed on the game clock, after the ball is legally tapped and before the held ball/double foul situation shall remain consumed. Similarly, if the tipped ball at the start of the game is tapped directly out of bounds, then the scorer must wait until one of the teams has gained possession of the ball **on the playing court** from the throw-in before placing the directional arrow.

The team entitled to the alternating possession throw-in shall be indicated by the alternating possession arrow in the direction of the opponents' basket.

This means that after the jump ball if a player/team gains control on the playing court, the alternating possession arrow shall point to the basket in the opposite direction of play. For example, if team A gains control and their direction of play is towards the right basket, then the alternating possession arrow shall point towards the left basket.

If the referee tosses the ball for the opening jump ball and immediately after the ball is legally tapped by a jumper the ball goes directly out-of-bounds or is caught by one of the jumpers before it has touched one of the non-jumpers or the floor this is a violation.

In both cases the opponents are awarded a throw-in as the result of the violation.

After the throw-in, the team that does not gain control of the live ball on the playing court will be entitled to the first alternating possession at the place nearest to where the next jump ball situation occurs.

4.10.2 Operating the alternating possession arrow

The direction of the alternating possession arrow is reversed immediately when the alternating possession throw-in ends.

Alternating possession:

- **Begins** when the ball is at the disposal of the player taking the throw-in.
- **Ends** when:
 - The ball touches or is legally touched by any player on the playing court.
 - The team taking the throw-in commits a violation.
 - A live ball lodges between the ring and the backboard during a throw-in.

A violation by a team during its alternating possession throw-in causes that team to lose the alternating possession throw-in.

The direction of the alternating possession arrow will be reversed immediately, indicating that the opponents of the violating team will be entitled to the alternating possession throw-in at the next jump ball situation. The game shall then be resumed by awarding the ball to the opponents of the violating team for a throw-in at the place of the original throw-in.

A foul by either team:

- Before the beginning of a period other than the first period, or
- During the alternating possession throw-in,

does not cause the team entitled to the throw-in to lose that alternating possession.

Should such a foul occur during the initial throw-in to start a period, after the ball has been placed at the disposal of the player taking the throw-in but before it has legally touched a player on the playing court, the alternating possession procedure has not ended therefore the arrow stays pointing in the same direction.

If a held ball is called by a referee and/or the scorer makes an error and the ball is erroneously awarded to any team for the throw-in, once the ball touches or is legally touched by a player on the playing court, the error cannot be corrected. However, the team disadvantaged shall not lose its alternating possession throw-in opportunity as a result of the error and will be entitled to the next alternating possession throw-in.

Most common situation for alternating possession arrow is the initial jump ball.



Initial jump ball



Team white gains control on court. Possession arrow for team yellow

When should the scorer change the direction of the alternating possession arrow?

The scorer shall change the direction every time a player touches the ball legally within the playing court, after a throw-in caused by a jump ball situation.



Jump ball situation



Ball legally touched on court

Change

The scorer also shall change the direction of the alternating possession arrow when, after a jump ball situation, the team awarded with the throw-in makes a violation during the procedure.



Jump ball situation



Throw-in violation



Change

The scorer shall turn the possession arrow immediately at half-time and the referees (and Commissioner if present), are to be notified of this.

When the scorer shall not change the direction of the alternating possession arrow.

A foul by either team:

- before the beginning of a period other than the first period, or
- during the alternating possession throw-in,

does not cause the team entitled to the throw-in to lose that alternating possession.

In this case, regardless of the penalty, the alternating possession arrow does not turn.



Jump ball situation



Foul before the ball is legally touched on the court



Do not change

When the alternating possession arrow is an electronic device, it shall:

- Have an arrow of a minimum length of 100 mm and height 100 mm.
- Display on the front side an arrow, illuminated in a bright red colour when switched on, showing the direction of the alternating possession.
- Display on the back side a LED that indicates the left/right/neutral position to verify the correct position.
- Be positioned in the centre of the scorer's table and shall be clearly visible to everyone involved in the game, including the spectators.



4.11 Mechanics and performance standards

To perform their specific task, the scorer shall:

- Complete the scoresheet according the rules and table officials' manual.
- Know the signals and mechanics of the referees to communicate with them effectively.
- Indicate the number of fouls committed by each player by raising, in a visible manner to both coaches, players and officials the marker with the number of fouls committed by that player. This shall also be verbally confirmed with the other table officials and the Commissioner, if present.
- Make a note of the number of players attempting field goals, or those that may be involved in fight situations. During fighting situations, the scorer shall observe carefully what happens on the playing court, along with the timer and the Commissioner (if present).
- Pay attention to the signals of the referee during three-point attempts. It is the referee who will make the decision on shot attempts taken from close to the three-point line.
- Each time points are scored, call out loudly all relevant information (e.g. 11 A 2 points), and declare at the same time the score reached (66 – 56 always in the order A-B); to help check that the visible scoreboard is accurate. If there are no differences between the scoresheet and scoreboard the assistant scorer will give verbal confirmation.
- If there is a discrepancy, and his score is correct, the scorer shall immediately take steps to have the scoreboard corrected. If in doubt or if one of the teams raises an objection to the correction, the scorer shall inform the referee as soon as the ball becomes dead and the game clock is stopped.
- Each time a foul is called, shall call loudly all relevant information (e.g. 26 A personal foul, 2 free throws), as reported by the referee. The scorer shall then record the information on the scoresheet and then show the foul marker, calling out the number of fouls and the number of team fouls (e.g. 26 A 2nd personal foul, 4th team foul, 4 -1 team fouls). The assistant scorer will verbally confirm this and then update the visible scoreboard.
- Quickly inform the rest of the table officials when a player reaches his fifth foul, or second unsportsmanlike or a second technical foul.
- In the case of substitution and time-out requests the scorer shall sounds his signal only when the ball becomes dead (game clock stopped), and after the end of the referee signalling (if any) and before the ball becomes live again. The sounding of his signal does not stop the game clock or the game nor cause the ball to become dead.
- It is a good practice to repeat loudly the number of player and team fouls in situations leading to possible substitutions (3rd or 4th fouls), 5th foul or bonus shots, in order that the table officiating team are vigilant for substitutions, time-outs or the need to place team foul markers on the table.
- Shall listen carefully for comments from his colleagues about time-out and substitution requests.
- Once a team has used all of its permitted time-outs during a half (or during extra periods) inform the nearest official of this clearly, so that this can be communicated to the relevant coach.

- Arrange to have the team foul marker positioned on the scorer's table, at the end nearest to the bench of the team in a team foul penalty situation, when the ball becomes live following the fourth team foul in a period.
- Help the shot clock operator during the last seconds of possession, calling, "five, four.....one, zero".
- Know the alternating possession rule and when necessary, change the direction of the arrow efficiently.
- Maintain eye contact with officials.

THE ASSISTANT SCORER



5. THE ASSISTANT SCORER

5.1 Assistant scorer's duties

The assistant scorer shall operate the scoreboard and constantly assist the scorer. In the case of any discrepancy between the scoreboard and the scoresheet which cannot be resolved, the scoresheet shall take precedence and the scoreboard shall be corrected accordingly.

5.2 Before the game

Scoreboard

The scoreboard should be clearly visible to everyone involved in the game, including the spectators.

In case television or video displays are used it must be assured that the complete required information shall be visible at any time during the game. The readability of the displayed information shall be identical compared to that of a digital scoreboard.



The scoreboard shall include and/or indicate:

- The digital countdown game clock. Have the ability to indicate time remaining in minutes and seconds; as well as tenths (1/10) of a second only during the last minute of the period.
- The points scored by each team.
- The team's names.
- The number of team fouls from 1 to 5, stopping at 5 (if possible).
- The number of the period from 1 to 4, and E for an extra period.
- The number of charged time-outs per half from 0 to 3.
- For FIBA Level 1 games, the surname and number of each player (at least twelve player 'slots' should be available to show all players) and the cumulative points scored and fouls by each player.
- A display clock for timing the time-out (optional). The game clock must not be used for this purpose.

The assistant scorer must check his equipment to verify it is functioning correctly. In particular, he must verify if all LEDs or characters on the scoreboard work correctly. If there is a malfunction with any of the LEDs or characters on the scoreboard, he should notify the referee and / or the commissioner (if present).

The assistant scorer should check the following:

- If the game clock is electronically linked to the shot clock, or not.
- To verify LEDs or characters on the scoreboard - setting displays to 888 (if possible).
- Check to see if team foul totals can be stopped at 5.
- If the period numbers can be changed manually.
- If the number of time-outs can be changed manually.
- How to reset fouls and time-outs during intervals (if this reset is not automatic).
- How to correct player scores in the case of an error (i.e. add and remove points).
- How to correct fouls in the case of an error.
- How the time on the game clock can be corrected (seconds and / or tenths a second (in last minute) added on or taken off).
- If there is a button on the console to sound an audible signal.

Players' surnames	Time-outs	GAME SCORE	Team names	Players' numbers
00 MEIER, J.	18	GENEVA	WATOWN	00 HUE, S.
0 JONES, M.	8	108	4	0 HASSAN, Y.
5 SMITH, E.	3	20	106	3 MOUSSA, M.
7 FRANK, Y.	13	00:00	5	5 RAMIREZ, J.
8 NANCE, L.	0	5	5	11 CHEN, Z.
12 KING, H.	21	5	5	16 WANG, L.
26 RUSH, S.	16	5	5	34 LEE, B.
42 JIMINEZ, M.	4	5	5	37 KIM, T.
48 SANCHES, N.	5	5	5	62 HUBER, R.
55 MANOS, K.	5	5	5	99 DAVID, M.

Accumulative points scored by individual players (same colour as game score)

Team fouls

GAME CLOCK (time remaining in minutes and seconds, tenths of a second for the last minute)

Individual player fouls (red or orange colour for the fifth foul)

5.3 During the game

How to update the scoreboard

Records on the scoreboard shall be the same as the scoresheet. Team fouls shall be stopped when they reach the fifth foul (if possible).

How to collaborate with the scorer

- The assistant scorer shall report in order, the number of the player, team, and points scored (e.g. 14 B, two points);
- The scorer declares the running score in the order of the team that has just scored, then the game score in A- B format (e.g. 40; 57 - 40);
- The assistant scorer repeats the score to confirm the understanding if the running score on the scoreboard is correct.
- It is important that this is loud enough for the commissioner (if present) to hear and to also check.

It is important to note that the assistant scorer waits until the scorer has confirmed the new score before updating the scoreboard, because the scoresheet shall take precedence over the score-board and not the reverse.

Recording Fouls

- The assistant scorer shall report the number of the player, the team, the type of foul, and the penalty (e.g. 14 B, personal, two free throws).
- The scorer, at the same time of recording on the scoresheet, declares the personal foul, total team fouls of the team of the player who has just committed the foul, and team fouls situation for both teams in the A-B format (e.g. first personal, third for team, 2-3 team fouls);
- The assistant scorer replies 'OK' or 'yes' if the scoreboard is correct.

In this way, the table officials have an awareness of foul situations for both teams and individual players. This will help the table official team to anticipate situations such as possible substitutions (eg. 3rd player foul in the first half or 4th player foul early in the game).

Other duties

- The assistant scorer shall also check to see if players who have requested substitutions are eligible to play. Good communication from the timer and shot clock operator about team substitutions is essential for this.
- The assistant scorer may call a time-out or a substitution, if the scorer is busy.
- The assistant scorer has the responsibility for the team bench area to the right of the table in fighting or bench clearance situations. They are to also help the timer and the shot clock operator in such situations.

5.4 Intervals of play

Cross check with the scorer all key information regarding scores, fouls and time-outs. Observe the players and bench personnel and inform the officials of any incidents.

5.5 End of game and post-game

Help partners to:

- Check that the scoreboard is accurate.
- Help the scorer to complete the scoresheet, if required.
- Sign the scoresheet.
- Observe players and bench personnel in case of any incident at the end of the game.
- Deliver the scoresheet to each team.

THE TIMER



6. THE TIMER

6.1 Timer's duties

The timer shall:

- Measure playing time, time-outs and intervals of play.
- Ensure that the game clock signal sounds very loudly and automatically at the end of playing time in a period.
- Blow his whistle, simultaneously with the game clock signal sound, or use any other means possible to notify the referees immediately if his signal fails to sound or is not heard.
- Notify the teams and the officials at least 3 minutes before the third period is to start.
- Notify the teams and the officials when the end of time-outs or intervals of play are approaching.

6.2 Required equipment and necessary materials

For of the game, the timer must have the following materials and equipment (supplied by the local team or organisation):

- Game clock
- Stopwatch

In addition, he must have.

- Pens (black or blue, and red)
- Scrap paper to take note of incidents (in case of a possible report to the organising body of the competition), alternating possession arrow changes, players on the court.
- A whistle or other sounding device that is different to the game clock and shot clock audible sounds.

6.3 Before the game

6.3.1 Checking the device, sound and displays

To perform their specific task, in the presence of officials, the timer must:

- Check that the game clock works properly (start/stop, sound signal, LEDs / display characters, lighting around the perimeter of the backboard, etc.) and is visible to the table officials, team benches and the spectators. The timer should also check to see if his console on the table is blank or whether it shows the time in the same way as the game clock.
- Become familiar with how to use the game clock, including how to adjust the time when the clock is stopped, if this is required (in the case of an error).
- Check that his stopwatch works correctly.
- Know how to set the game clock.
- Check that he will be able to see the game clock clearly at all times during the game.
- Check that the precision timing equipment works correctly (if there is any).

6.3.2 Game clock

An electronic game clock should be used to measure the playing time and the intervals, and should be located clearly visible to all those involved with the game, including the spectators.

Each duplicate game clock (if present) shall display the score and the playing time remaining throughout the game or an interval of play.

Time-outs should be timed on a separate clock to the game clock. This is to ensure that the game clock is visible to all participants and spectators during every time-out. The timer may use his stopwatch for time-outs if there is no separate visible time-out clock to do this.



6.3.3 Sound signals

There shall be at least two separate sound signals, with distinctly different and very loud sounds:

- One signal, shall sound automatically and synchronously with the red backboard lights, to indicate the end of the playing time for a period.
- The second, independent and sounding different to the one described above, can be activated manually, when it is appropriate to attract the attention of the officials (e.g. towards the end of intervals of play or time-outs).
- Both signals shall be sufficiently powerful to be easily heard above the most adverse or noisy conditions. The sound volume shall have the ability to be adjusted according to the size of the arena and the noise of the spectators. A connection to the public information system of the arena is strongly recommended.

6.3.4 Pre-game timing.

The timer will start the clock when 60 minutes prior to the scheduled start of the game.

When 6/7/8 minutes (or the time indicated by the LOC) before the start of the game, the referee shall blow his whistle and ensure that all players stop their warm-up and return immediately to their respective team bench areas.

If the presentation is long, the timer will stop the clock when it shows 3.00 minutes. As soon as all the players, coaches and officials have been introduced to the spectators, the timer sounds his device and the referee signals that three (3) minutes remain prior to the start of the game using the conventional signal.

When 1:30 minute remains until the beginning of the game, the timer should sound his signal, and the referee will ensure that teams go to their team bench areas.



6.4 During the Game

The game shall consist of four periods of 10 minutes. There shall be an interval of play of 20 minutes before the game is scheduled to begin. There shall be intervals of play of 2 minutes between the first and second period (first half), between the third and fourth period (second half) and before each extra period. There shall be a half-time interval of play of 15 minutes.

INTERVAL	1st Half			HALF-TIME	2nd Half			INTERVAL	Extra Periods		
	1 P	INT	2 P		3 P	INT	4 P		E.P.	INT	...
20'	10'	2'	10'	15'	10'	2'	10'	2'	5'	2'	...
	2 Time-outs				3 Time-outs				1 T-O		

An interval of play begins:

- Twenty minutes before the game is scheduled to begin.
- When the game clock signal sounds for the end of a period, except if the referee calls a foul at the same time as the period ends. In this case, the interval of play will begin when all administration connected with the foul has taken place, including any free throws.

An interval of play ends:

- At the beginning of the first period when the ball leaves the hand (s) of the referee on the jump ball.
- At the beginning of all other periods when the ball is at the disposal of the player taking the throw-in at the mid-court, opposite the scorer's table.



6.4.1 Playing Time

To be accurate, the timer must always have his hand on the operation keys of the game clock, i.e. (start/stop buttons).

The timer shall measure playing time as follows:

Starting the game clock when

- **During a jump ball**, the ball is legally tapped by a jumper.
- After an unsuccessful last or only **free throw** and the ball continues to be live, the ball touches or is touched by a player on the playing court.
- **During a throw-in**, the ball touches or is legally touched by a player on the playing court. During a throw-in, it is possible that the timer cannot see the legal touch of the ball. In this case, the timer should watch the hand signal of the official administering the throw-in and start the clock when the official uses the conventional signal to start the clock.



Stopping the game clock when

- Time expires at the end of playing time for a period, if not stopped automatically by the game clock itself.
- An official blows his whistle while the ball is live. In noisy games when the official's whistle is difficult to hear, the timer should also be constantly watching for the officials using conventional signals to stop the clock.
- A field goal is scored against a team which has requested a time-out.
- A field goal is scored when the game clock show 2:00 minutes or less in the fourth period and in each extra period.
- The shot clock signal sounds while a team is in control of the ball (shot clock violation) if signalled by the officials.
- A time-out is charged against the team whose coach first made a request unless the time-out is granted following a field goal scored by the opponents and without an infraction having been called.



Stopping the game clock when

Procedure:



The coach requests a time-out

The scorer sounds his signal and makes the time-out signal when there is an opportunity

The official blows his whistle and makes the signal. The time-out begins and the timer starts his stopwatch.



The players stay in the team bench area

The timer sounds his signal when 50" and 1 minute of the time-out have passed.

The timer shall measure a time-out as follows:

- Starting the stopwatch immediately when the official blows his whistle and gives the time-out signal.
- Sounding his signal (whistle) when 50 seconds of the time-out has elapsed and showing the appropriate signal that ten (10) seconds are left to the end of the time-out.
- Sounding his signal (whistle) when the time-out has ended.

If during the time-out a substitution has been requested the scorer makes the conventional substitution signal when the timer performs his signal. The scorer after giving the conventional substitution signal also indicates the team or teams who have requested the substitution.

- In case of failure of his device the timer shall (if the game clock does not start):
 - Start the stopwatch timer (usually used to measure timeouts).
 - Advise the commissioner, if present.
 - If not, stand up to be more visible (so officials can note that there is a problem).
 - When the ball becomes dead, stop his watch and inform the referee that the game clock was stopped for XX seconds.



When the assistant scorer is not present, it is the timer that updates the score board. During play, starting and stopping the game clock correctly is more important than updating the scoreboard. For this reason, especially in the last 2:00 minutes of the game, the timer must stop the game clock when a field goal is scored and only when the game clock has been started (according to the rule) may he update the score on the scoreboard.

Simultaneously with the end of the period, the timer must blow his whistle if the game clock's signal / sound fails, or the officials cannot hear it, so that the referees can be notified of the end of the period.

Helping partners during the game

- Periodically repeat aloud the time left, so that the whole table officials crew know the time left to play even in the case of a game clock failure. This should be agreed to in the pre-game meeting among the table officials crew.
- Count down aloud the final 10 seconds of each 24-second offence - once the shot clock operator has called out "ten seconds" meaning there are ten seconds remaining on the shot clock.
- When precision timing is used, sometimes the timing devices on the official's belt does not work correctly (due to WIFI interferences). The timer shall verify constantly if the precision timers are working and notify the officials if the precision timers are not working correctly.
- Calls loudly to the scorer if substitutions or time-outs are requested from the bench to the left of the scorer's table and notifying new entries to the scorer.
- Help the scorer by positioning in the correct place the team foul marker on the left side of the table. The assistant scorer will do the same for the team on the right side of the table.
- Observe the playing court and note down details of any incidents in the case of fighting and bench clearances.



6.4.2 Intervals of play

The timer shall do the following things during intervals of play:

- Ensure the pre-game countdown is running when there are 20 minutes left to start the game.
- Ensure the officials are on court in time to start period 1 and period 3. If necessary the commissioner, if present, should go to the referees' locker room to remind them.
- In the intervals between periods 1 and 2 and between periods 3 and 4 will start the timer with 2 minutes.
- Observe players and team bench personnel and inform the officials if there are any incidents during intervals of play.
- Sounding his signal before periods 1 and 3 when three minutes, one minute and thirty seconds remain until the beginning of the period.
- Sounding his signal 30 seconds before periods 2 and 4 (and any extra periods).
- Starting the interval play countdown, when the officials have indicated that a period of play has ended.
- At the end of the interval reset the visible game clock ready to begin a new period of 10 minutes, (or 5 minutes for extra periods).
- Sounding his signal and simultaneously resetting the game clock immediately when an interval of play has ended.

6.5 After the Game

- Help scorer to complete the scoresheet, if required.
- Sign the scoresheet

THE SHOT CLOCK OPERATOR



7. THE SHOT CLOCK OPERATOR

7.1 Shot clock operator's duties

Whenever a team gains control of a live ball on the playing court, that team must attempt a shot for a field goal within 24 seconds. The main duty of the shot clock operator is to measure this time.

7.2 Required equipment and necessary material

For the game, the shot clock operator must have the following equipment.

From the local team or organization:

- Shot clock device

In addition, he must have

- Pens.
- Scrap paper to take note of any incidents (that can then be used to make a possible report to the organising body of the competition), alternating possession arrow changes, players on the court and so on.
- A Stopwatch
- A whistle

7.3 Before the Game

7.3.1 The shot clock device

There are several models of shot clock devices and each of them has different mechanical operations.

In general, the device should:

- Have a start / stop button or lever.
- Have two separate buttons / levers for 24 and 14 seconds reset.
- Show the countdown in seconds.
- Not show any digits (be blank) when no team has control of the ball or when there are less than 24 / 14 seconds left to play in each period or extra period (the blanked position should be tied to the reset buttons).
- Reset to either 24 or 14 seconds whenever this is required.
- The sound signal should be stopped when a new period of 24 / 14 is assigned.

For Levels 1 and 2 Competitions, the shot clock display unit, together with a duplicate game clock and a red light shall:

- Be mounted on each backboard support structure or hung from the ceiling.
- Have the different colours of the numbers of the shot clock and the duplicate game clock displays.

For Level 1, have three (3) or four (4) display surfaces per unit (recommended for Level 2 and 3) to be clearly visible to everyone involved in the game, including the spectators.



7.3.2 Checking the device, signal sound and display

Both the shot clock operator and timer are responsible for handling the electronic devices. The high performance of these devices is essential to enable each of these table officials to carry out their roles very well.

The fact that there are different types of consoles means that it is very important to take time before starting the game (during the check of devices and during the pregame interval) to become familiar with the operation of the console. This will ensure that the shot clock operator is able to perform any function quickly and efficiently. During the pregame checks the shot clock operator should check the following:

- **Verify if the shot clock count is electronically linked to the game clock.** This means that the shot clock operator needs to know if the shot clock will operate independently of the game clock. The shot clock should be able to be started separately from the game clock.
- **Timeliness of start and stop.**
- **Full second / empty second and sound signal.** According to the rules, the sound should be different from the sound of the game clock. To verify the loudness of the sound signal, the shot clock operator will run down the shot clock to zero when the officials are present on the court in the 20-minute interval of play before the game begins. This will also alert the officials and table officials to know if the buzzer sounds when the display reaches zero (empty second), or if the buzzer sounds after a further full second has elapsed.
- **Whether it is possible to switch the display off so that the shot clock displays are blank (showing no digits).**
- **Blank - reset to 24 / 14 seconds - START procedure (for when the ball touches the ring).**
- **The screens of the devices should have the red dot as shown in the image. This point should only be turned on when the game time is stopped. It is a quick way to detect that the time is not working well (especially when using precision time).**
- **Check if the shot clock sound signal can be stopped by a new reset (24 / 14) and if it's possible to restart the shot clock immediately after the buzzer has sounded.**
- **Whether the shot clock can be reset to 14 when less than 24 seconds but more than 14 are left in an offence.**
- **Check if the display can be switched off** when less than 24 seconds or 14 seconds are left in a period.
- **Whether it is possible to correct the shot clock displays in the case of error, and if yes, which procedure must be used.**



7.4 The Rule

7.4.1 Shot Clock

Application of the 24 seconds rule is an extremely complex task that requires a deep knowledge of the rule and interpretations, high degrees of concentration and the ability to evaluate each situation in tenths of seconds, hundreds of times in a game.

To perform this task properly it is essential to have a perfect knowledge of when team control ends and begins.

7.4.2 Control of the ball

Team control starts when a player of that team is in control of a live ball by holding or dribbling it or has a live ball at his disposal.

Team control continues when:

- A player of that team is in control of a live ball.
- The ball is being passed between team-mates.

Team control ends when:

- An opponent gains control.
- The ball becomes dead.
- The ball has left the player's hand(s) on a shot for a field goal or for a free throw.

7.4.3 The shot clock count

The shot clock count shall be started or restarted when:

- A player gains control of a live ball on the playing court. Mere touching of the ball by an opponent does not start a new shot clock period if the same team remains in control of the ball.



- On a throw-in, the ball touches or is legally touched by any player on the playing court.

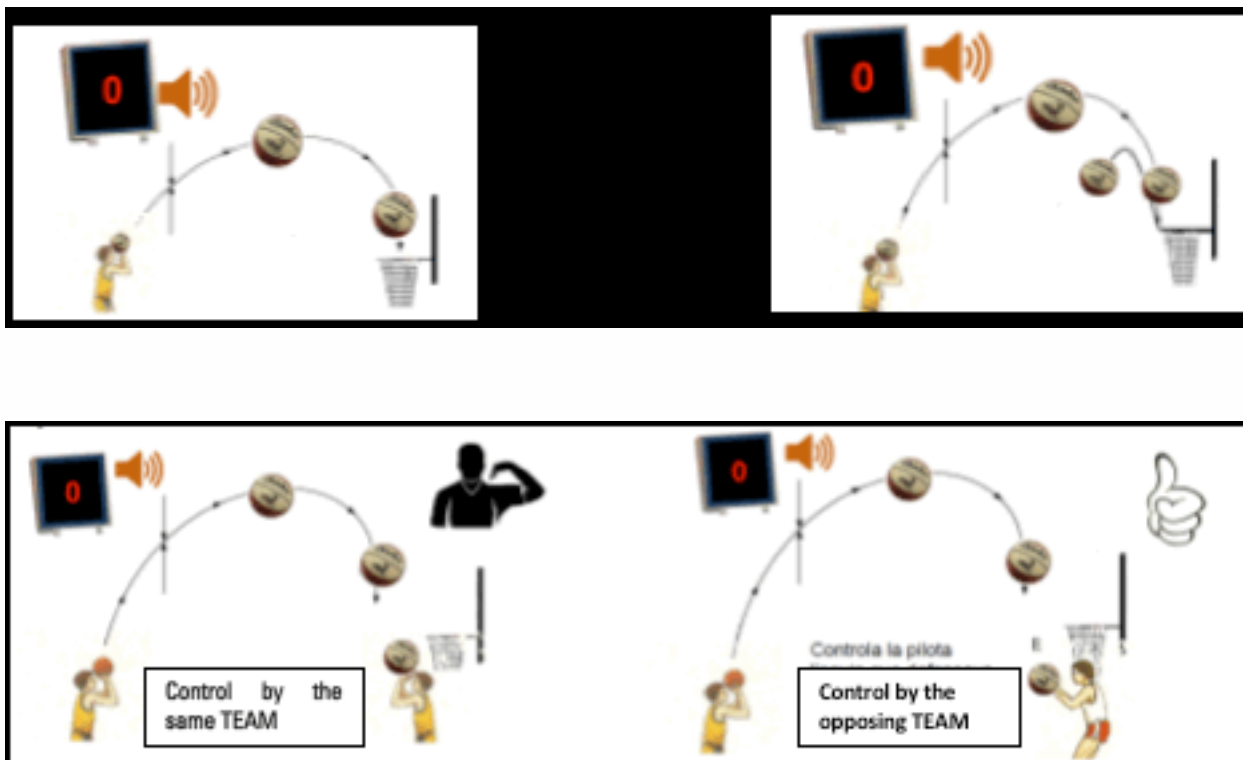


A team must attempt a shot for a field goal within 24 seconds.

To constitute a shot for a field goal within 24 seconds:

- The ball must leave the player's hand(s) before the shot clock signal sounds, and
- After the ball has left the player's hand(s), the ball must touch the ring or enter the basket.

When a shot for a field goal is attempted near the end of the 24-second period and the shot clock signal sounds while the ball is in the air:



A) If the ball misses the ring, a violation has occurred. However, if the opponents have gained immediate and clear control of the ball, the signal shall be disregarded and the game shall continue.

B) If the ball enters the basket, no violation has occurred, the signal shall be disregarded the goal shall count.

C) If the ball touches the ring but does not enter the basket, no violation has occurred, the signal shall be disregarded and the game shall continue.

All restrictions relating to goaltending and interference shall apply.

The shot clock shall be stopped, but not reset, when the same team that previously had control of the ball is awarded a throw-in as a result of:

- A ball having gone out-of-bounds.
- A player of the same team having been injured.
- A jump ball situation.
- A double foul.
- A cancellation of equal penalties against the teams.

The shot clock shall be stopped and reset to 24 seconds, with no display visible (blanked), when:

- The ball legally enters the basket.
- The ball touches the ring of the opponent's basket (unless the ball lodges between the ring and the back-board) and it is controlled by the team that was not in control of the ball before it has touched the ring.
- The team is awarded a backcourt throw-in as a result of:

- A foul or a violation
- The game being stopped because of an action not connected with the team in control of the ball.
- The game being stopped because of an action not connected with either team, unless the opponents would be placed at a disadvantage.
- The team is awarded free throw(s).
- The infraction of the rules is committed by the team in control of the ball.

Whenever the game is stopped by an official:

- for a foul or violation (not for the ball having gone out-of-bounds) by the team not in control of the ball,
- for any valid reason by the team not in control of the ball,
- for any valid reason not connected with either team.

Possession of the ball shall be awarded to the same team that previously had control of the ball, and the shot clock shall be reset as follows:

- If the throw-in is administered in the backcourt, the shot clock shall be reset to **24 seconds**.



- If the throw-in is administered in the frontcourt:
 - If **14 seconds** or more is displayed on the shot clock at the time when the game was stopped, the shot clock shall not be reset, but shall continue from the time it was stopped.



- If **13 seconds or less** is displayed on the shot clock at the time when the game was stopped, the shot clock shall be reset to 14 seconds.



However, if the game is stopped by an official for any valid reason not connected with either team and, in the judgement of an official, a reset would place the opponents at a disadvantage, the shot clock shall continue from the time it was stopped.



The shot clock shall be reset to 24 seconds, whenever a throw-in is awarded to the opponent team after the game is stopped by an official for a foul or violation committed by the team in control of the ball.

This is a turnover.

After the ball has touched the ring of the opponent's basket, the shot clock shall be reset to:

- 24 seconds, if the opposing team gains control of the ball (defensive rebound).
- 14 seconds, if the team which regains control of the ball is the same team that was in control of the ball before the ball touched the ring (offensive rebound).

This applies to a shot for a field goal and to free throws.

The shot clock shall be switched off, after the ball becomes dead and the game clock has been stopped in any period when there is a new control of the ball for either team and there are fewer than 14 seconds on the game clock.

If the shot clock signal sounds in error while a team has control of the ball or neither team has control of the ball, the signal shall be disregarded and the game shall continue.

- However, if in the judgement of an official, the team in control of the ball has been placed at a disadvantage, the game shall be stopped, the shot clock shall be corrected and possession of the ball shall be awarded to that team.

7.4.4 Shot clock operator

The shot clock operator shall be provided with a shot clock which shall be:

Stopped but not reset to 24 seconds when the same team that previously had control of the ball is awarded a frontcourt throw-in and 14 seconds or more are displayed on the shot clock:

- As a result of a foul or violation.
- The game being stopped because of an action not connected with the team in control of the ball (e.g. injury of an opponent player).
- The game being stopped because of an action not connected with either team, unless the opponents would be placed at a disadvantage (e.g. double injury).


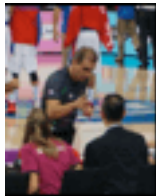







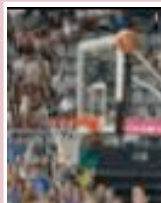

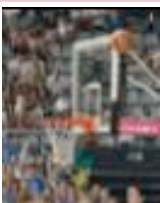
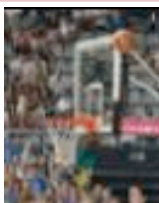


Stopped and reset to 14 seconds when:

- The same team that previously had control of the ball is awarded a frontcourt throw-in and 13 seconds or less are displayed on the shot clock:
 - As the result of a foul or violation.
 - The game being stopped because of an action not connected with the team in control of the ball.
 - The game being stopped because of an action not connected with either team, unless the opponents would be placed at a disadvantage.
- After the ball has touched the ring on an unsuccessful shot for a field goal, a last or only free throw, or on a pass, if the team which regains control of the ball is the same team that was in control of the ball before the ball touched the ring.

SHOT CLOCK SPECIFIC SITUATIONS		
COUNT STARTS	COUNT STOPS The control continues for the same team after an interruption as below	STOPPED BUT RESET TO 24 SECONDS WITH NO DISPLAY VISIBLE
Control of a live ball on the playing court while the game clock runs	Out of bounds caused by opponents.	The ball legally enters the basket
	Jump ball situation	The ball touches the ring of the opponent basket
	Double foul	Backcourt throw in as the result of a Foul or violation
	Foul caused by opponents	Team is awarded free throws
After a throw-in, when the ball touches or is legally touched by a player on the court.	Injured player of team in control of the ball.	Game stopped for an action not connected with either team, unless the opponent would be placed at a disadvantage
	Special situation with all penalties cancelled	SWITCHED OFF Less than 14 seconds in a period
	Fighting (Art. 39) with complete cancellation of penalties	

7.4.5 Examples of 24 / 14 seconds situations.

SITUATIONS WHEN THE SHOT CLOCK BUZZER SOUNDS						
	Ball in the hand	Buzzer sounds in error	Ball in the air			
			↓	↓	↓	↓
			Backboard ring and field goal	Ring and rebound	Ring not touched & defensive rebound	Ring not touched & offensive rebound
What does the referee do?	Call 	No call 	No call 	No call 	No call 	Call 
Decision						

SHOT CLOCK SITUATIONS WITH SHOT FOR FIELD GOAL

SHOT FOR FIELD GOAL	1	Team A shot released The ball enters - display blanked	Basket counts Ball for Team B, from the endline, new 24 seconds
	2	Team A shot released The ball touches the ring but does not enter - display blanked	Rebound for Team B, new 24 seconds. Rebound for Team A, new 14 seconds.
	3	Team A shot released The ball does not touch the ring. Team A maintain in control of the ball	Shot clock continues
	4	Team A shot released The ball does not touch the ring Team B gains the control of the ball	New shot-clock period, 24 seconds, for Team B
	5	Ball passing between Team A players or ball deflected by either Team The ball touches the ring - display blanked	Team B gains control, new 24 seconds Team A remains in control, new 14 seconds

SIGNAL SOUNDS WHEN THE BALL IS IN THE AIR FOR A SHOT

6	<p>Team A shot released</p> <p>The ball touches the ring with more than 14 seconds on the shot clock - display blanked</p> <p>Team A gains the rebound</p>	<p>The shot clock shall be reset to 14 seconds when Team A gains the rebound</p>
7	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball enters, display blanked</p>	<p>Basket counts</p> <p>Throw in Team B from the endline, new 24 seconds</p>
8	<p>Team A shot</p> <p>Shot clock signal sounds</p> <p>The ball touches the backboard</p> <p>The ball enters - display blanked</p>	<p>Basket counts</p> <p>Throw in Team B from the endline, new 24 seconds</p>
9	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball touches the ring - display blanked</p> <p>The ball enters</p>	<p>Basket counts</p> <p>Throw in Team B from the endline, new 24 seconds</p>
10	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball touches the ring - display blanked</p> <p>The ball does not enter</p>	<p>Team B gains control, new 24 seconds</p> <p>Team A gains control, new 14 seconds</p>
11	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball does not touch the ring</p> <p>Rebound for Team A</p>	<p>Shot clock violation</p> <p>Throw-in for Team B, new 24 seconds</p>
12	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball does not touch the ring</p> <p>The two Teams fight for the rebound</p>	<p>Shot clock violation</p> <p>Throw-in Team B, new 24 seconds.</p>
13	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball does not touch the ring</p> <p>Rebound and immediate control for Team B</p>	<p>No violation.</p> <p>Team B has new 24 seconds.</p>
14	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball touches the ring – (display blanked) and then is touched by Team A / Team B before it goes out-of-bounds.</p>	<p>Throw-in Team B, new 24 seconds /</p> <p>Throw-in Team A, new 14 seconds</p>

SHOT FOR FIELD GOAL THE BALL TOUCHES THE RING & THE SHOT CLOCK SIGNAL SOUNDS	15	Team A shot released The ball enters Shot clock signal sounds	The shot clock signal sounds in error. The signal is ignored and the basket counts Throw-in Team B, new 24 seconds.
	16	Team A shot released The ball touches the ring Team A / B gains control of the ball Shot clock signal sounds	The shot clock signal sounds in error. The signal is ignored and the game continues
	17	Team A shot released The ball touches the ring Shot clock signal sounds The referee blows his whistle in error	The game is stopped by an official No Team has control of the ball Jump ball situation use direction arrow. If Team A = 14s; if Team B = 24s
SHOT FOR FIELD GOAL, THE SHOT CLOCK SIGNAL SOUNDS & GOALTENDING OR BLOCKED SHOT	18	Team A shot released Shot clock signal sounds The ball is on its upward flight to the basket and then touched by Team A or B and does not touch the ring.	Shot clock violation Throw-in for Team B at the place nearest to the ball at the violation, new 24 seconds
	19	Team A shot released Shot clock signal sounds The ball is on its downward flight to the basket and then touched by Team A	Team A goaltending violation - display blanked Throw-in for Team B at free-throw line extended, new 24 seconds
	20	Team A shot released Shot clock signal sounds The ball is on its downward flight to the basket and then touched by Team B	Goaltending violation, basket counts- display blanked Throw-in for Team B at the endline, new 24 seconds

**SHOT FOR FIELD GOAL, THE SHOT CLOCK SIGNAL SOUNDS
& GOALTENDING OR BLOCKED SHOT**

21	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>Shot clock signal sounds</p> <p>The ball enters</p>	<p>Basket counts</p> <p>Throw-in for Team B at the endline, new 24 seconds</p>
22	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>Shot clock signal sounds</p> <p>The ball does not enter the basket or touch the ring.</p>	<p>Shot clock violation</p> <p>Throw-in for Team B, at the endline with new 24 seconds unless Team B gets clear and immediate control of the ball</p>
23	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>The ball goes out of bounds</p>	<p>Throw-in for Team A with the remaining time on the shot clock</p>
24	<p>Team A shot</p> <p>The ball is legally blocked by Team B</p> <p>Team B gets control of the ball</p> <p>Shot clock signal sounds</p>	<p>The shot clock signal sounds in error.</p> <p>The signal is ignored and the game continues.</p> <p>New 24 seconds for Team B.</p>
25	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>Team A gains control of the ball</p>	<p>Team A remains in control, the shot clock continues</p>
26	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>B1 fouls the shooter</p> <p>Shot clock signal sounds</p>	<p>The shot clock signal sounds in error</p> <p>Free throws for the Team A shooter.</p> <p>Shot clock blanked</p>
27	<p>Team A shot released</p> <p>The ball is legally blocked by Team B</p> <p>Shot clock signal sounds</p> <p>B1 fouls the shooter</p>	<p>Shot clock violation</p> <p>The foul shall be disregarded unless it is technical, unsportsmanlike or disqualifying.</p> <p>Throw-in for Team B at the place nearest to the infraction, new 24 seconds</p>

MISTAKE BY SHOT CLOCK DEVICE & OTHER SITUATIONS	28	<p>Team A shot released</p> <p>The ball touches the ring and then Team B gains control of the ball and starts a dribbling. Shot clock signal sounds in error and referee blows his whistle.</p>	<p>The referee calls in error</p> <p>Throw-in for Team B at the place nearest to the ball at the call with the remaining time on the shot clock on Team B possession</p>
	29	<p>A4 attempts a dunk</p> <p>The ball touches the ring and returns to the Team A backcourt.</p> <p>Before a player of any Team gains control of the ball, the shot clock signal sounds.</p>	<p>The shot clock signal sounds in error and shall be ignored. The shot clock shall be reset to 14 seconds, if Team A gains possession 24 seconds, if Team B gains possession</p>
	30	<p>Team A has control of the ball for 20 seconds, when a technical foul is called against A1, followed by another technical foul on B1</p>	<p>This is a special situation</p> <p>Both fouls must be cancelled</p> <p>Throw-in for Team A at the place nearest to the ball at the call with only 4 seconds remaining on the shot clock for Team A.</p>
	31	<p>Team A has the ball for 15 seconds and the referee stops the game</p> <ul style="list-style-type: none"> - to clean court - because the game clock is not working properly - because a spectator has entered the court 	<p>In all cases the game continues with a throw-in for Team A with</p> <p>24 seconds, if it's in the Team A backcourt 14 seconds, if it's in the Team A frontcourt unless if the opponent is placed at a disadvantage</p>
SHOT CLOCK & HELD BALL	32	<p>Team A shot released</p> <p>Shot clock signal sounds</p> <p>The ball does not touch the ring, after which a held ball is immediately called</p>	<p>Shot clock violation</p> <p>Throw-in for Team B at the place nearest to the infraction, new 24 seconds</p>
	33	<p>Team A shot released</p> <p>The ball touches the ring - display blanked, held ball is immediately called</p>	<p>If Team A is awarded an alternating possession throw-in – 14 seconds</p> <p>If Team B is awarded an alternating possession throw-in – 24 seconds</p>
	34	<p>Team A shot released</p> <p>The ball touches the ring -display blanked</p> <p>Then Team A gains control and a held ball is immediately called</p>	<p>If Team A is awarded an alternating possession throw-in – remaining time on the shot clock (less than 14 seconds.)</p> <p>IF Team B is awarded an alternating possession throw-in – 24 seconds</p>
	35	<p>Team A shot released</p> <p>The ball touches the ring</p> <p>Then Team B gains control and a held ball is immediately called</p>	<p>If Team A alternating possession throw-in – new 24 seconds.</p> <p>If Team B alternating possession throw-in – remaining time on the shot clock (less than 24 sec)</p>

DEFENSE FOULS	36	A1 releases a shot for a field goal The ball is in the air when 15 seconds are left on the shot clock, B2 fouls A2 The ball does not enter – It is Team B's 2nd foul	Team A throw-in at the place nearest to the infraction, with 15 seconds remaining on the shot clock
	37	A1 releases a shot for a field goal The ball is in the air when 10 seconds are left on the shot clock, B2 fouls A2 The ball does not enter – It is Team B's 2nd foul	Team A throw-in at the place nearest to the infraction, with new 14 seconds on the shot clock.
	38	A1 releases a shot for a field goal The ball is in the air when 10 seconds are left on the shot clock. B2 fouls A2– It is Team B's 2nd foul The ball enters the basket/touches the ring	If the ball enters the basket, the basket is valid. Team A throw-in at the place nearest to the infraction, with new 14 seconds on the shot clock
SHOT CLOCK AND VIOLATIONS	39	Team A in control of the ball A travelling /illegal dribble violation has been called	Team B throw-in at the place nearest to the infraction, with new 24 seconds on the shot clock.
	40	Team A throw-in A five seconds violation has been called against Team A	Team B throw-in at the place nearest to the infraction, with new 24 seconds on the shot clock.
	41	Team A frontcourt throw-in with 16 seconds on the shot clock B1 in his backcourt deliberately kicks the ball with his foot or strikes the ball with his fist or places his arms over the boundary line and blocks A1's pass	B1's violation. Team A throw-in at the place of the infraction (frontcourt) with 16 seconds remaining on shot clock
	42	Team A frontcourt throw-in with 12 seconds on the shot clock B1 in his backcourt deliberately kicks the ball with his foot or strikes the ball with his fist or places his arms over the boundary line and blocks A1's pass	B1's violation. Team A throw-in at the place of the infraction (frontcourt) with the shot clock reset to 14 seconds
	43	Team A backcourt throw-in with 19 seconds on the shot clock B1 in his frontcourt deliberately kicks the ball with his foot or strikes the ball with his fist or places his arms over the boundary line and blocks A1's pass	B1's violation. Team A throw-in at the place of the infraction (backcourt) with new 24 seconds

7.5 During the Game

7.5.1 24" / 14" Guidelines

Change of control

For team control to change a defending player must establish control of the ball. This takes place when he holds the ball (with one or both hands), dribbles the ball or has a live ball at his disposal. Therefore, a simple touch of the ball by a defensive player is not considered to be a change of team control.

The shot clock operator must be sure that team control has changed before resetting the shot clock.

If the defensive player takes the ball with both hands this is always a change of team control even in a no-look situation as shown in the picture.

Use of one hand in a game is possible, for example, when player consciously decides the direction of the ball. In the picture, the red defensive player throws the ball on the legs of the opponent with one hand, to gain the next throw in.

This is not a change of control!

Officials help table officials by giving two main signals in situations like this: reset signal or thumb up (i.e. OK good job!). We need the help of our colleagues on the table (especially the timer) to observe the official's signals at all times.




Due to their fixed position on the court, the table officials do not always have a clear vision of what is happening on the court. Therefore, it is of the utmost importance that they (all table officials not only the shot clock operator) are ready to see and communicate clearly all the official's signals.

Add:

- a. a) **Control -> OOB -> reset**
- b. b) **OOB -> control -> no new period**

Signals and their meaning

- Fig 3. During a throw-in, the timer and shot clock operator to start their clock.
- Fig 13. Ok good job.
- Fig 14. Could mean, for example, that Team control has been changed or that the ball touched the ring.

START THE CLOCK	COMMUNICATION	SHOT CLOCK RESET
 <p style="text-align: right;">3</p>	 <p style="text-align: right;">13</p>	 <p style="text-align: right;">14</p>
Chop with hand	Thumb up	Rotate hand, extend index finger



Fouls and violations

Whenever a whistle is blown, it is important that the shot clock operator does **not change** the shot clock **immediately**. He should wait until all communications from the officials are completed before changing anything. This is to avoid making mistakes.

- **STOP the shot clock** – when a foul is called by an official.
- **RESET** (if necessary and blank if necessary) - when the referee ends his signalling at the table.

The shot clock operator must pay attention to memorise or note down how many seconds are left on display before any reset (conscious reset) to promptly recall it, if necessary.

In the case of violations, the reset (if requested by rules) must be done at the end of the officials signalling to the table.

Operations - Scoring

Players often surprise us with unexpected shooting actions (alley hoops, dunks, improbable shots etc.). Be prepared for any possibility, such as the ball not touching the ring, or touching the string / net only. Also, be aware that the ball may become stuck between the ring and the backboard (this is a jump ball situation).

When the ball touches the ring, regulation indicates that the shot clock should be blanked until one of the teams controls the ball. Many devices do not allow blanking at all and on some devices, this blanking action is very slow.

If the display can be blanked the shot clock operator should apply the rule fully:

- Blank when the ball touches the opponent's ring.
- Reset to 24 and then start when control is gained by the defending team.
- Reset to 14 and then start when control is gained by the same team that attempted the field goal.

If the display cannot be blanked the shot clock operator shall work as follows:

- Reset the shot clock to 24 seconds when the ball touches the opponent's ring.
- Start the clock count when control is gained by the defending team.
- Reset to 14 and then start the shot clock count when control is gained by the same team that attempted the field goal.

It is important to note that some shot clock devices do not stop counting when the display is blanked. It is important to find this out as part of your pre-game checks. This will avoid the situation, for example, of the shot clock signal sounding during free throws (when the shot clock should be blanked).

If blanking the shot clock takes too much time, and causes a delay in the application of the rule, then do not blank the shot clock. In this case, follow the above working method, as if the shot clock cannot be blanked.

7.5.2 Mechanics summary

The task of the shot clock operator involves continuous concentration on the ball, especially when the ball is close to release for a shot for goal and when it is about to touch the ring. For this reason, it is very important to not be afraid of sounding the horn device in these extreme situations.

According to the FIBA rules, the sounding of the shot clock device should not stop the game clock.

- **Check the device thoroughly** before the game in your pre-game checks.
- **Familiarise yourself with its operation** in your pre-game checks and in the interval of play before tip-off.
- **You must always have your hands on the device console**, close to the operational buttons / levers. Not on the table. This is necessary because tenths of seconds may make the difference between a field goal scored or not, as well as a game won or lost.
- **All the table officiating team must have good vision of the shot clock devices.**
- **Before each reset, memorise how many seconds are left**, in order to promptly recall the time if necessary.
- **Stay focused on the ball**, especially during shot attempts.
- **The excellent shot clock operator** is the person who can find the right balance between responsiveness and self-control to ensure the accuracy and timeliness of the application of the rule.
- **To avoid any mistakes, before a change in team control, it is better to hold the display of the shot clock.** To avoid confusion, first press the stop button whenever the ball goes out of bounds or the officials stop the game to protect an injured player.
- **Declare to your table officials colleague** how many seconds are left before each throw-in (e.g. 6 seconds on the shot).
- **Call out loud to your table official colleagues when there are 10 second remaining in a shot clock period.** Then the timer counts aloud last 5 seconds (5, 4, 3... zero).
- **Call loudly to the scorer when substitutions or time-outs have been requested** by the team to the left of the table, for example "Time out Team A / red", "Subs Team A / red".
- **The timer shall call out loud when the last 24 seconds and last 14 seconds of a period have been reached.**
- At the end of each period, when the shot clock has been switched off, the shot clock operator will call aloud (for the table) the last 10 seconds of the period ("5, 4, 3, 2, 1, 0"). The shot clock operator should stand between the commissioner and scorer (timer and scorer if there is no commissioner present) to count down the last 10 seconds of the period. If less than 10 seconds remain when the shot clock is turned off, the assistant scorer will carry out this task.
- The scorer and the shot clock operator shall collaborate for the positioning of the alternating possession arrow at the start of the game, both being focused on the first legal control on the court.
- When there are a few tenths of seconds remaining to the end of play, if the game clock and shot clock are bound, in order to start simultaneously, the shot clock operator may set his device in the start position so that, when the first legal touch happens the timer starts his device and also the shot clock.

7.5.3 Shot clock mistakes

The first thing to be clear is that table officials can only stop the game in situations written in the rules. An error in the application of the shot clock rule is not one of those situations, **unless the use of the IRS is permitted.**

This is the protocol to follow once an error has happened, for example a reset in error.

- **Turn off the shot clock displays (blank), or reset the display to 24" and stop the shot clock from operating.** This means that in most cases the officials will notice it, stop the game and come to the table.
 - It will be important to remember the time that was on the game clock when the error occurred – note this on your scrap paper.
 - If the officials do not stop the game quickly wait until the first dead ball and attract their

attention.

- If there is not an interruption of the game, the display unit shall remain blanked until the next team control (e.g. after a shot attempt, when the ball touches the ring and control is gained by either team) and then the shot clock operation shall resume as normal.
- **If the shot clock signal sounds in error** while a team has control of the ball or neither team has control of the ball, the signal shall be disregarded and the game shall continue. However, if in the judgement of an official, the team in control of the ball has been placed at a disadvantage, the game shall be stopped, the shot clock shall be corrected and possession of the ball shall be awarded to **that team**.

7.6 Intervals of play and after the game

7.6.1 Help partners:

- Help the scorer to complete the scoresheet, if needed.
- Observe the players and team bench personnel and report any incidents to the officials.
- Sign the scoresheet.

APPENDIX A – WHISTLE-CONTROLLED TIME SYSTEM



APPENDIX A – WHISTLE-CONTROLLED TIME SYSTEM



The whistle-controlled time system works via a radio transmitter in the belt pack worn by the officials. Attached to the belt pack is an omnidirectional microphone which docks in the microphone adapter on the lanyard just below the whistle.

When an official blows the whistle, the belt pack recognizes the frequency of the whistle and sends a radio signal to the base station receiver that is connected to the scoreboard controller, stopping the clock at the speed of light. The timer can also stop the game clock manually by pressing the stop button on the precision timing console.

The whistle-controlled time system not only stops the clock; it gives the timer (and the referee) the ability to restart the clock manually. Each belt pack has a restart button, so the clock can be started from the floor, if necessary.

In this way, the effective management of the game clock is shared between the officials and the timer. Measuring time-outs and intervals of play remain exclusive duties for the timer.

Procedure when using whistle-controlled time system:

Who starts the game clock?

- **Beginning of each period.** At the beginning of each period, the game clock is started by the referee and timer. The timer shall push the green start button on the console to start the game clock.
- **Throw-in.** The official that administers the throw-in shall push the start button on the belt pack, also the timer shall push the green start button on the console.
- **Free-throws (missed).** A referee shall push the start button on the belt pack, also the timer shall push the green start button on the console.
- **Last two minutes.** In the last two (2) minutes of the fourth period and in the last two (2) minutes of any extra period the official that administers the throw-in shall push the start button on the belt pack, and the timer shall push the green start button on the console.

Who stops the game clock?

- **During the game:** Each blow of an official's whistle automatically stops the game clock. When the game clock is stopped a red led light on the console lights up. The timer shall push the red stop button on the console, at the same time as the official blows his whistle (to ensure the game clock stops correctly).
- **Shot clock violation:** If a shot clock violation occurs when a team is in control of the ball, the timer shall push the red stop button on the console when the shot clock signal sounds.
- **Last two minutes:** In the last two (2) minutes of the fourth period and in the last two (2) minutes

of any extra period the timer shall push the red stop button on the console if a field goal is scored (This is because officials do not blow their whistle when field goals are scored).

- **Field goal leading to a time-out request:** If a field goal is scored against a team which has requested a time-out, the timer shall push the red stop button on the console.

Console reset

Every 4-5 blows of the official's whistle, the timer shall reset the console. He shall do this when the game clock is stopped (red led is light on). To do this, the timer shall push the red stop button on the console.

It is important to note that if the game clock does not start for some reason (error / delay and/or malfunctioning) the timer shall push the green start button on the console.

In the same way if the game clock doesn't stop for some reason, the timer shall push the red stop button on the console.

It is also important that the timer pays attention to the flashing of the transmitter's LEDs. If the transmitter LEDs are flashing it means the transmitter on the official's belt is not working properly, or is about to stop working. It is important to advise the relevant official as soon as possible, during the next dead ball opportunity, so that the transmitter can be changed.



APPENDIX B – DIGITAL SCORESHEET USER MANUAL



APPENDIX B – DIGITAL SCORESHEET USER MANUAL

1.1 Requirements

To run only the scoresheet application, without any video features, only some very basic hardware / software requirements have to be fulfilled:

- Laptop, preferably with at least 14" display and a minimum screen resolution of 1280x1024
- Windows 7, 8, 8.1 or 10
- Laser or inkjet printer (preferably colour printer)
- The PC has to be configured to use Regional Settings = "English (USA)"
- It is also recommended to provide an additional monitor for the commissioner as a second screen (duplicate laptop screen)

Note: you will need administrator access to the laptop on which you are running the software.

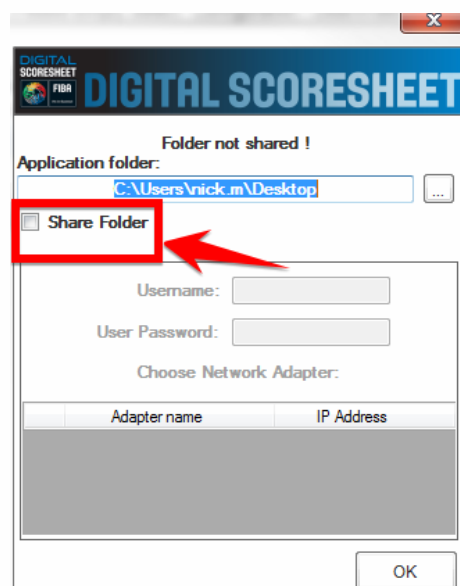
1.2 Installing the Software

An installation wizard will guide you through the installation - the software can be installed with all default options.

Note: while installing the software on computers running Windows 8 a message "Windows SmartScreen prevented an unrecognized app from starting" might pop up. In this case please simply select "More info", followed by "Run anyway".

You will also need to enter a key in order to activate the software - the activation key will be provided by FIBA separately. Click "Auto Activate" afterwards. Each activation key can be used on a maximum number of 2 laptops / PC's. It is also possible to release a key from one PC in order to use it on another afterwards - to do so, simply select "Configuration - Deactivate License".

When the software is started for the first time the following message pops up: "Application folder is empty! Please chose application folder first!". You will simply need to select the folder in which all scoresheet data is stored. The "Share Folder" option is not needed for your purposes, please keep the checkbox disabled (see screenshot below).



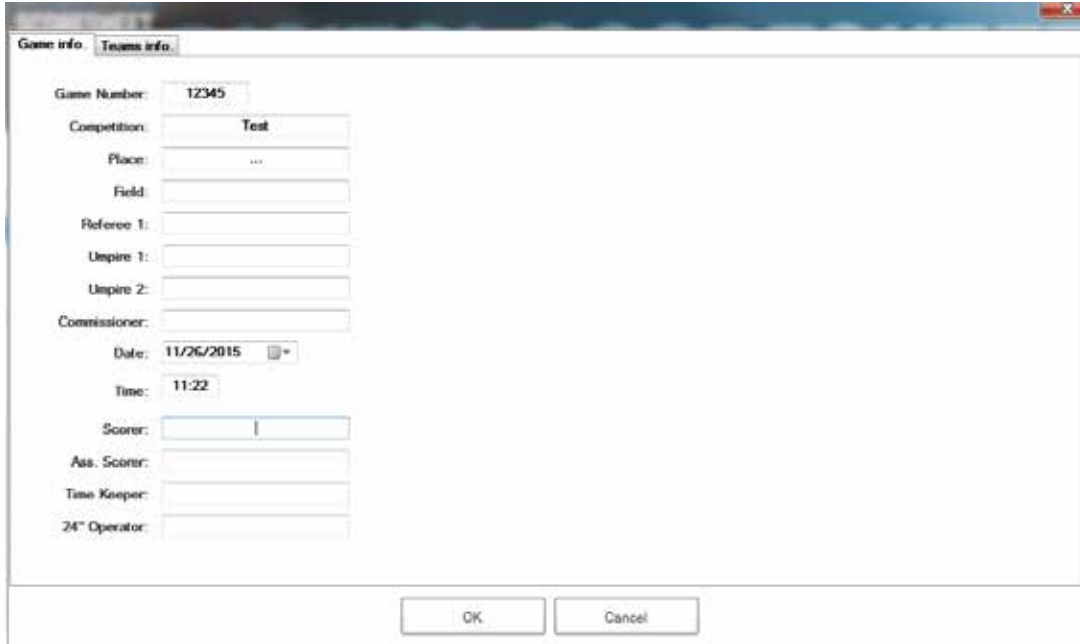
1.3 Starting a new game

- New game: all game information and players have will be entered manually
- Import game: if a game has been created on a different PC an xml file can be imported
- **Download game: for all games in FIBA competitions all data (game and players) can be downloaded from the FIBA servers. This is the way the software will be used in all FIBA competitions**
- The username and password will be provided separately by FIBA

New Game

Note: as mentioned above, "New Game" is only for testing or working during friendly games. For all official FIBA games the "Download Game" procedure has to be followed.

Simply enter all information manually (note: game number is always required and has to be unique).

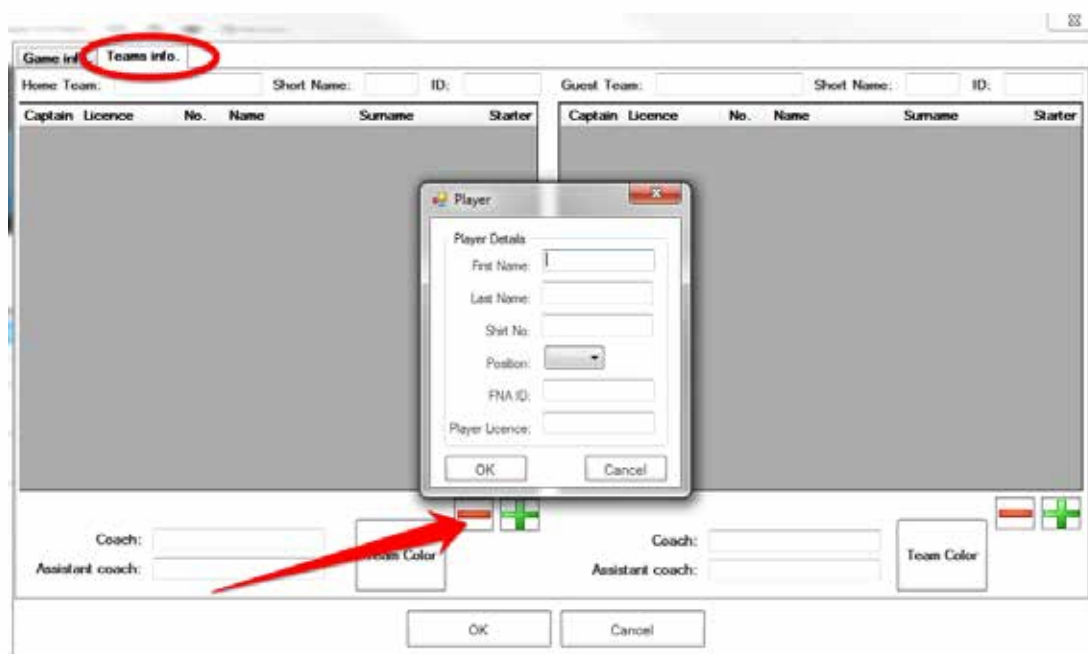


The screenshot shows a software window titled "New Game" with two tabs: "Game info" and "Teams info". The "Game info" tab is selected and contains the following fields:

Game Number:	12345
Competition:	Test
Place:	...
Field:	
Referee 1:	
Umpire 1:	
Umpire 2:	
Commissioner:	
Date:	11/26/2015
Time:	11:22
Scorer:	
Ass. Scorer:	
Time Keeper:	
24" Operator:	

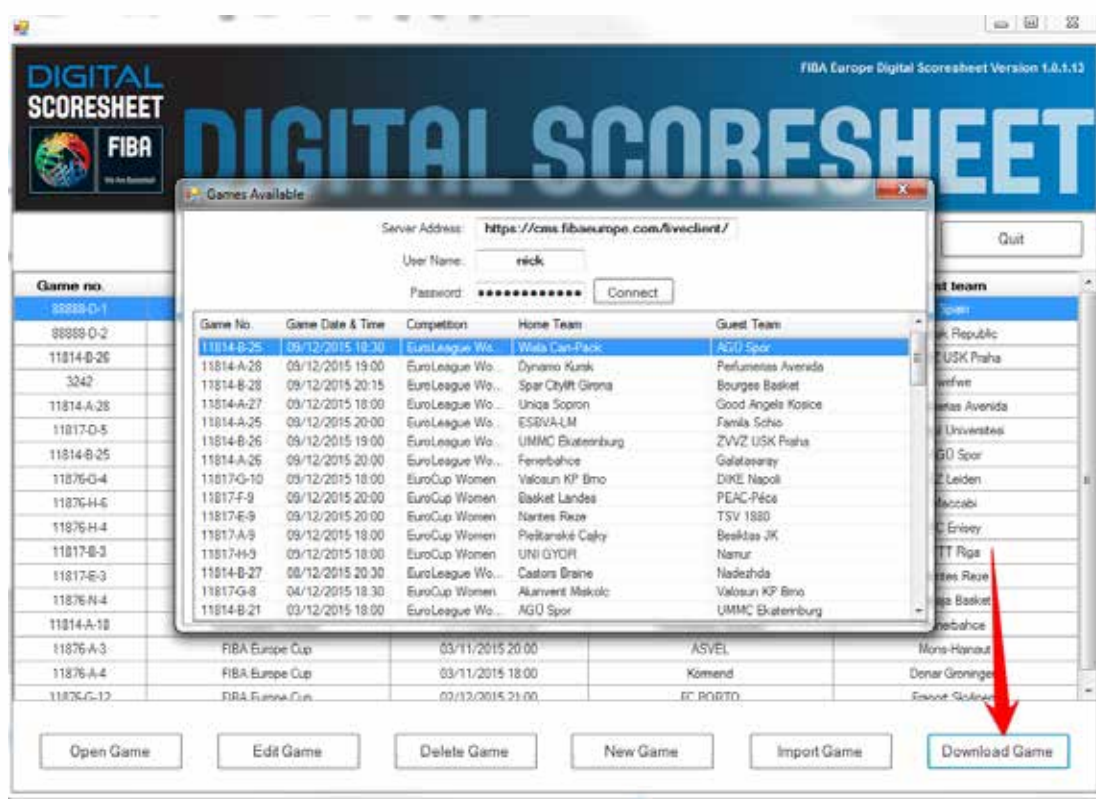
At the bottom of the window are "OK" and "Cancel" buttons.

In order to enter team names and players select the "Teams Info" tab. Players are added or deleted by clicking the + and - icons.



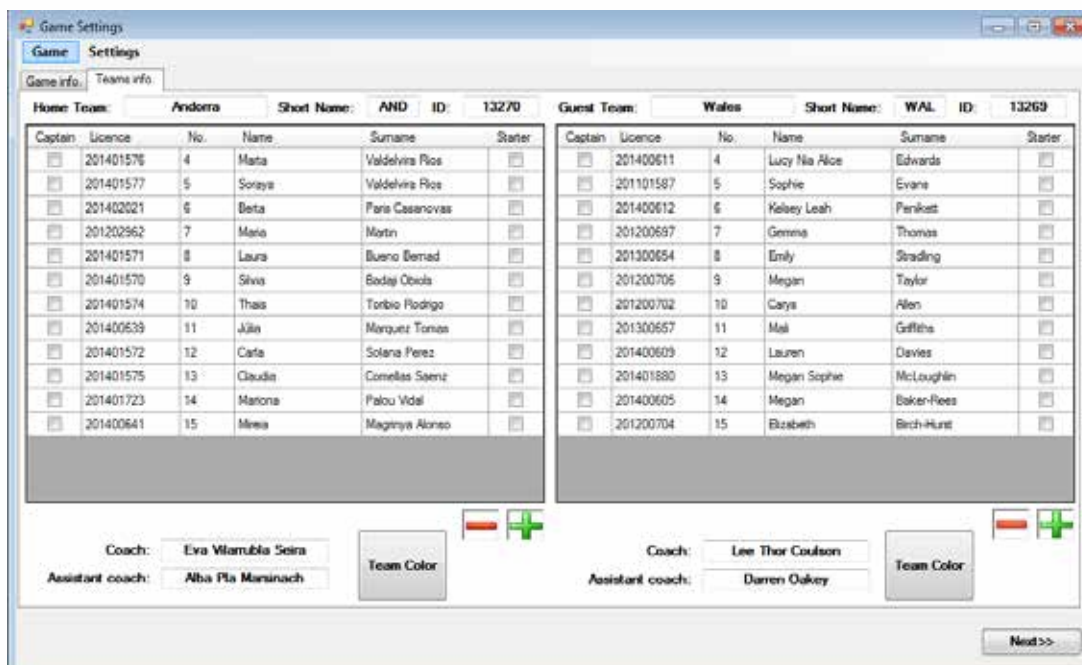
Download Game

After selecting "Download Game" on the main screen you simply need to log on to the FIBA Europe CMS and select a game from the list by double clicking it.



The game is now added and all game and player information is available automatically. If changes are necessary (for example players need to be added or removed this can be done in the same way as described above using the +/- icons, player details can be edited by doubleclicking the player's name.

The teams' uniform colors can be edited by selecting the respective "Team Color" button.



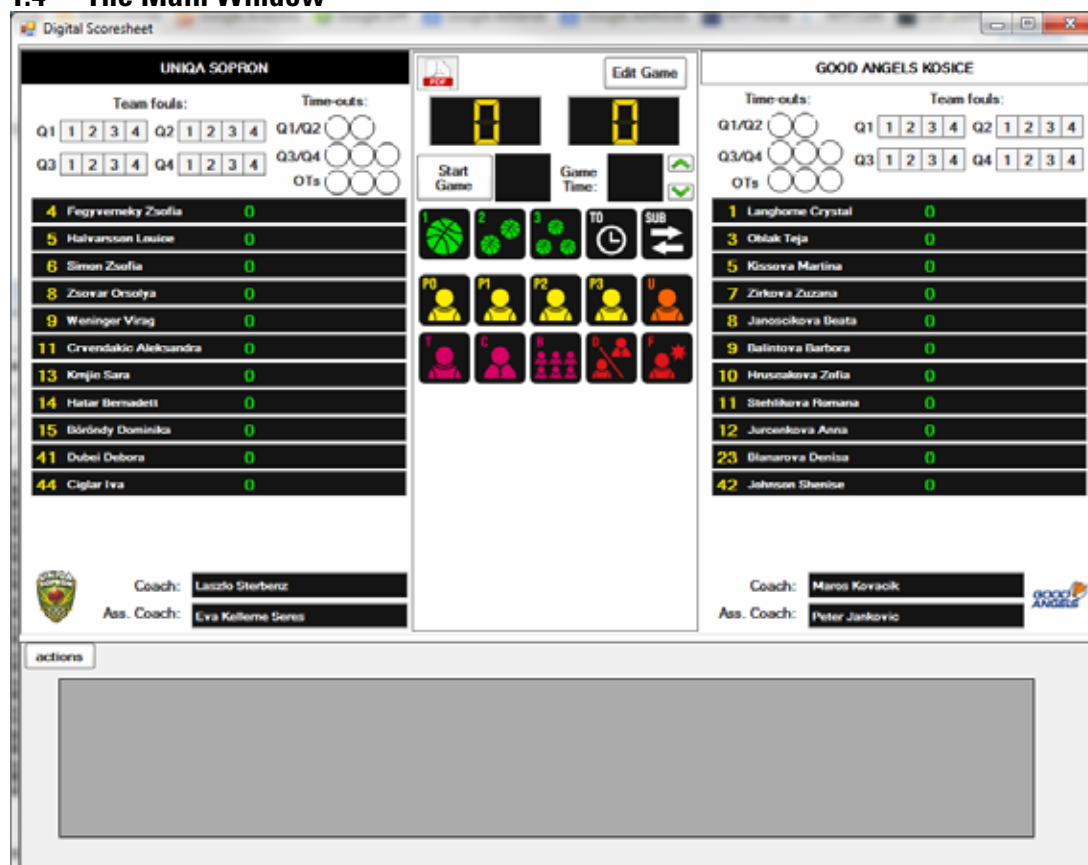
The screenshot shows the 'Game Settings' window with two tabs: 'Game' and 'Settings'. The 'Settings' tab is active, displaying player information for two teams: Andorra (Home Team) and Wales (Guest Team).

Home Team: Andorra						Guest Team: Wales					
Captain	Licence	No.	Name	Surname	Starter	Captain	Licence	No.	Name	Surname	Starter
<input type="checkbox"/>	201401576	4	Marta	Valdehira Pios	<input type="checkbox"/>	<input type="checkbox"/>	201400611	4	Lucy Nia Rice	Edwards	<input type="checkbox"/>
<input type="checkbox"/>	201401577	5	Soraya	Valdehira Pios	<input type="checkbox"/>	<input type="checkbox"/>	201101587	5	Sophie	Evans	<input type="checkbox"/>
<input type="checkbox"/>	201402021	6	Berta	Pani Casanovas	<input type="checkbox"/>	<input type="checkbox"/>	201400612	6	Kelley Leah	Penkett	<input type="checkbox"/>
<input type="checkbox"/>	201202962	7	Maria	Martin	<input type="checkbox"/>	<input type="checkbox"/>	201200697	7	Gemma	Thomas	<input type="checkbox"/>
<input type="checkbox"/>	201401571	8	Laura	Bueno Bernad	<input type="checkbox"/>	<input type="checkbox"/>	201300654	8	Emily	Strading	<input type="checkbox"/>
<input type="checkbox"/>	201401570	9	Silva	Bodaj Obola	<input type="checkbox"/>	<input type="checkbox"/>	201200706	9	Megan	Taylor	<input type="checkbox"/>
<input type="checkbox"/>	201401574	10	Thais	Torbio Rodrigo	<input type="checkbox"/>	<input type="checkbox"/>	201200702	10	Carys	Allen	<input type="checkbox"/>
<input type="checkbox"/>	201400539	11	Julin	Marquez Tomas	<input type="checkbox"/>	<input type="checkbox"/>	201300657	11	Mai	Griffiths	<input type="checkbox"/>
<input type="checkbox"/>	201401572	12	Carla	Solana Perez	<input type="checkbox"/>	<input type="checkbox"/>	201400609	12	Lauren	Davies	<input type="checkbox"/>
<input type="checkbox"/>	201401575	13	Claudia	Comellas Saenz	<input type="checkbox"/>	<input type="checkbox"/>	201401880	13	Megan Sophie	McLoughlin	<input type="checkbox"/>
<input type="checkbox"/>	201401723	14	Mariona	Palou Vidal	<input type="checkbox"/>	<input type="checkbox"/>	201400605	14	Megan	Baker-Flees	<input type="checkbox"/>
<input type="checkbox"/>	201400641	15	Messa	Magriya Alonso	<input type="checkbox"/>	<input type="checkbox"/>	201200704	15	Elizabeth	Birch-Hunt	<input type="checkbox"/>

Below the rosters, there are sections for Coach and Assistant coach for both teams, and 'Team Color' buttons with color selection icons (red, green, blue, yellow, orange, purple, pink, grey, black, white).

Note: the player information / roster is also accessible from the main window of the software with the "SUB" (substitution) icon.

1.4 The Main Window



The screenshot shows the 'Digital Scoresheet' window for a game between UNIGA SOPRON and GOOD ANGELS KOSICE. The interface includes a central scoreboard with time and fouls, player rosters on both sides, and coaching information.

UNIGA SOPRON

Team fouls: Q1 [1 2 3 4] Q2 [1 2 3 4] Q3 [1 2 3 4] Q4 [1 2 3 4] OTs []

Time-outs: Q1/Q2 [] Q3/Q4 [] OTs []

Players:

4	Fegyvermekey Zsófia	0
5	Hafvanson Luoline	0
6	Simon Zsófia	0
8	Zsivari Orsolya	0
9	Wentinger Virag	0
11	Crendakic Aleksandra	0
13	Konjic Sara	0
14	Hatar Bernadett	0
15	Böröndy Dominika	0
41	Dubel Debora	0
44	Ciglar Iva	0

Coach: László Sterbercz
Ass. Coach: Eva Kellerné Szécs

GOOD ANGELS KOSICE

Team fouls: Q1 [1 2 3 4] Q2 [1 2 3 4] Q3 [1 2 3 4] Q4 [1 2 3 4] OTs []

Time-outs: Q1/Q2 [] Q3/Q4 [] OTs []

Players:

1	Langhorne Crystal	0
3	Obtak Teja	0
5	Kisova Martina	0
7	Zirkova Zuzana	0
8	Janosikova Beata	0
9	Balintova Barbara	0
10	Hruscakova Zofia	0
11	Stehliskova Romana	0
12	Jurcenkova Anna	0
23	Blanarova Denisa	0
42	Johnson Sherisse	0

Coach: Maros Kovacic
Ass. Coach: Peter Jankovic

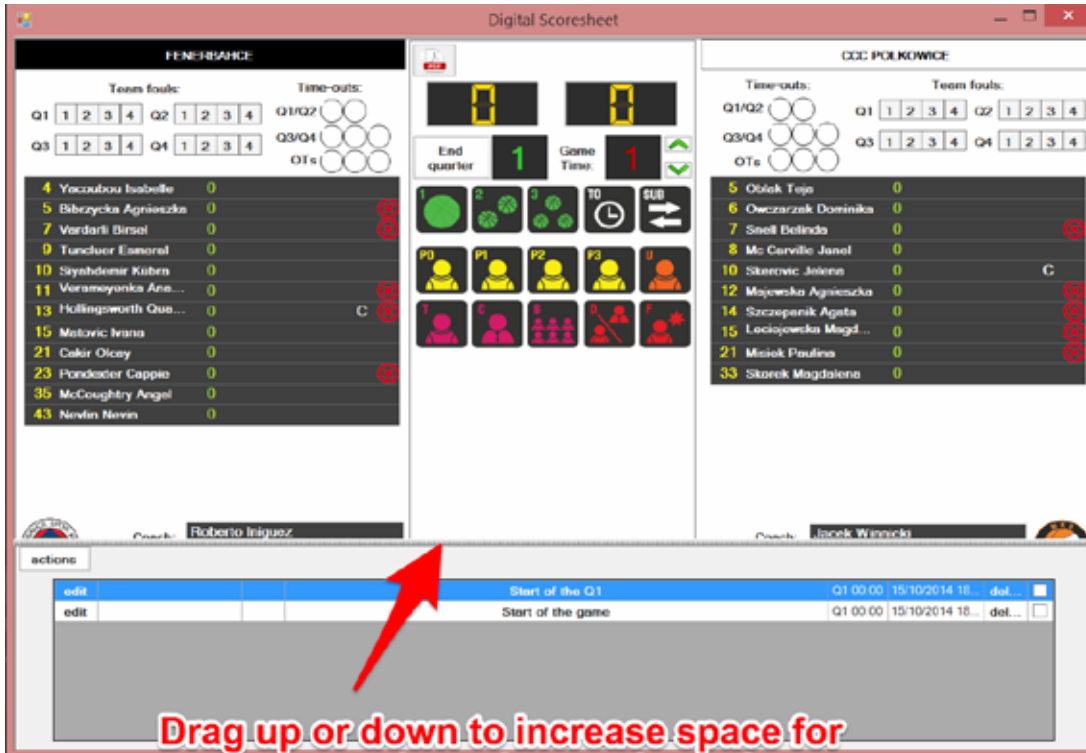
actions

Action buttons:

- Green buttons (1, 2, 3): 1, 2, 3 points scored
- White buttons: TO = Timeout; SUB = substitution (the SUB button is also used before the game to enter the starting 5 and to mark the team captains)
- Yellow buttons (P0, P1, P2, P3): Personal Foul with 0/1/2/3 free-throws
- Orange button "U": Unsportsmanlike Foul
- Pink buttons: Technical Fouls. T = player; C = coach; B = bench
- Red buttons: Disqualifying Fouls. D = player or coach; F = player disqualified for leaving bench area during a fight

The new foul type (2014/15 season) "GD" (game disqualification) will be added automatically in case a player or coach has reached the maximum number of technical / unsportsmanlike fouls.

In the event that the names of the coaches are not fully visible, the space for the team rosters can be increased by dragging the bar between the teams and actions (see below).

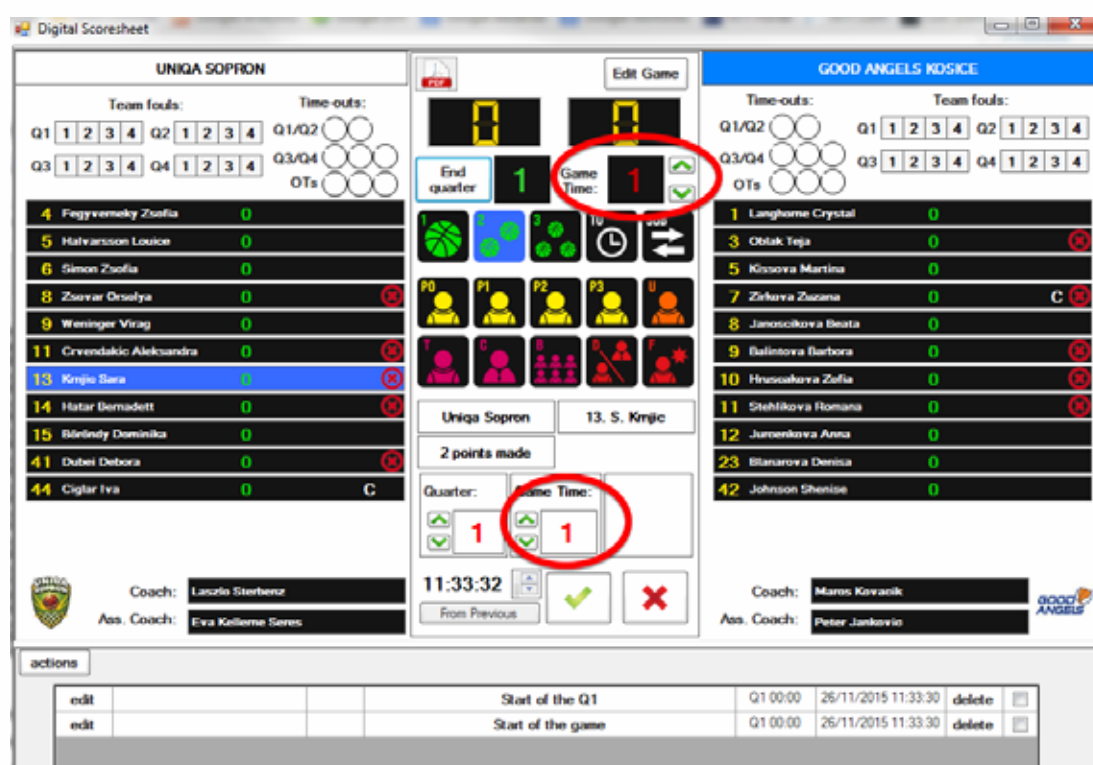


Drag up or down to increase space for team rosters / coaches or the action pane

Entering Actions

In principle, all actions are simply entered by selecting a player / coach followed by the action (or the other way around). You will also need to check the game time (the minutes, as it would appear on the paper scoresheet) and, for fouls, the number of free-throws and if the foul counts as a team foul. The time can also be controlled from the main window - if it is adjusted for a new action it will also update the current time in the main window.

Note: the time entered is the time as it will appear on the printed scoresheet, i.e. counting upwards. For example something that happens with 8:13 on the scoreboard will be entered with game time 2 (minutes).

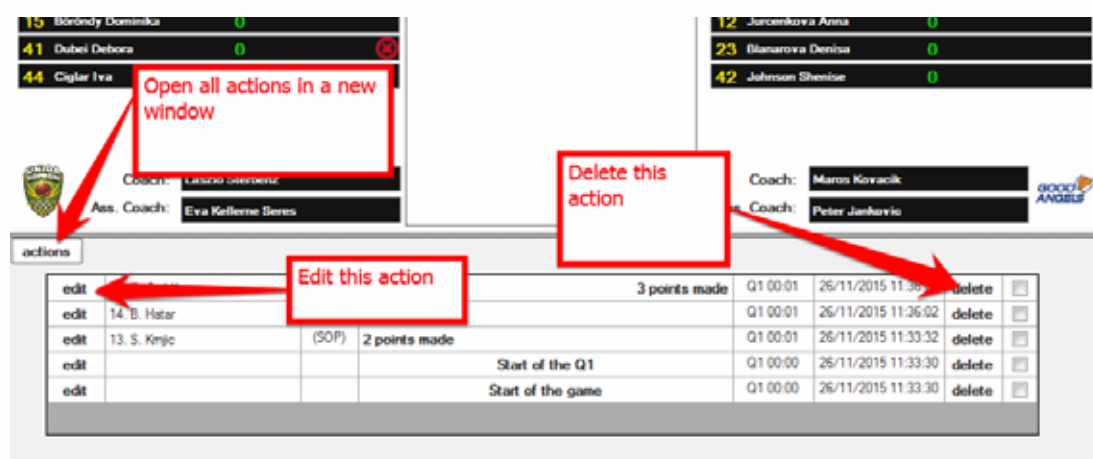


The screenshot shows the 'Digital Scoresheet' application window. It is divided into several sections:

- Team Rosters:** Lists players for 'UNIQA SOPRON' and 'GOOD ANGELS KOSICE' with their jersey numbers and current scores.
- Game Controls:** Includes buttons for 'End quarter', 'Game Time' (set to 1), and 'Edit Game'.
- Game Time:** A central display showing '11:33:32' and 'Game Time: 1'.
- Actions Table:** A table at the bottom with columns for 'edit', 'description', 'score', 'time', and 'delete'. It contains entries like 'Start of the Q1' and 'Start of the game'.

Editing / Deleting Actions

All actions can be edited (for example changing the player of a foul or a 2PTS shot to a 3PTS shot) or deleted from the actions pane at the bottom of the main window. Clicking the "Actions" button opens a new window with further search and filter options.



This screenshot is similar to the previous one but includes red annotations and arrows pointing to specific actions in the 'actions' table:

- An arrow points to the 'actions' button with the text: "Open all actions in a new window".
- An arrow points to the 'edit' button in the first row of the table with the text: "Edit this action".
- An arrow points to the 'delete' button in the first row of the table with the text: "Delete this action".

1.5 Printing / process for signing scoresheet

Even though workflows for using digital signatures are currently being investigated, in the current version of the software and for all official FIBA competitions it is required to have signed copies of the scoresheet on paper.


In detail:

- Before the game: an empty scoresheet with only game information and player / coaches names is printed (one copy only) and has to be signed by both coaches as always 10 minutes before tip-off; this copy is kept by the commissioner
- After the game: 4 copies of the scoresheet are printed and all of them are signed by the referees, table officials and, in case of a protest, by the captain of the respective team; these copies are distributed in the same way as the "traditional" scoresheet (1 copy each for FIBA, the organizer of the game and both teams)

In order to print the scoresheet click the pdf icon in the upper part of the main window,



Example of printed scoresheet




OFFICIAL SCORESHEET

Team A: Turkey vs Team B: Serbia

Running Score Table:

Time	A	B	A	B	A	B
00:00	0	0	0	0	0	0
05:00	12	10	15	18	20	22
10:00	25	20	30	35	40	45
15:00	38	32	45	50	55	60
20:00	50	45	55	60	65	70
25:00	62	55	68	75	80	85
30:00	75	68	80	88	95	100
35:00	88	80	90	95	100	105
40:00	100	90	105	110	115	120
45:00	112	100	115	120	125	130
50:00	125	110	130	135	140	145
55:00	138	120	140	145	150	155
60:00	150	130	155	160	165	170
65:00	162	140	165	170	175	180
70:00	175	150	170	175	180	185
75:00	188	160	180	185	190	195
80:00	200	170	190	195	200	205
85:00	212	180	200	205	210	215
90:00	225	190	210	215	220	225
95:00	238	200	220	225	230	235
100:00	250	210	230	235	240	245



OFFICIAL SCORESHEET

Team A: Turkey vs Team B: Serbia

Running Score Table:

Time	A	B	A	B	A	B
00:00	0	0	0	0	0	0
05:00	10	8	12	15	18	20
10:00	22	18	25	30	35	40
15:00	35	28	40	45	50	55
20:00	48	40	50	55	60	65
25:00	60	50	60	65	70	75
30:00	72	60	70	75	80	85
35:00	85	70	80	85	90	95
40:00	98	80	90	95	100	105
45:00	110	90	100	105	110	115
50:00	122	100	110	115	120	125
55:00	135	110	120	125	130	135
60:00	148	120	130	135	140	145
65:00	160	130	140	145	150	155
70:00	172	140	150	155	160	165
75:00	185	150	160	165	170	175
80:00	198	160	170	175	180	185
85:00	210	170	180	185	190	195
90:00	222	180	190	195	200	205
95:00	235	190	200	205	210	215
100:00	248	200	210	215	220	225

Example of main window of a finished game



1.6 FAQ

Q: I have used a laptop only for testing and can't use the license key now for another installation - what can I do?

A: Simply select "Configuration - Deactivate license". Afterwards the license key can be used on another laptop.

Q: My previously used laptop is broken or lost and I have already used all available license keys. How can I install and activate Digital Scoresheet on my new laptop?

A: You will need a new license key, please contact FIBA.

Q: I tried to download a game but after logging on I get a message "There are currently no games available". Why?

A: Games will only become available for you a few days before the game day.

Q: I have downloaded a game and used it for some tests. How can I remove this test data to start with a "clean" game?

A: Select the game on the main screen and click "Delete Game". Alternatively, when downloading the same game again you will be asked "File already exists! Overwrite existing file?" If you select "Yes" all locally stored data for this game will be erased.

Q: I have a friendly game with more than 12 players in a team - is this a problem?


A: In principle you can have as many players as you like and all of them will be shown on the user interface. However, on the printed scoresheet no more than 12 players per team will be shown.

Q: After starting Digital Scoresheet a message is shown indicating that a software update is available - what should I do?

A: Ensure you install this update.

Q: There are two fouls called, which should be marked with a "C" (cancelled) on the paper scoresheet. How can this be entered?

A: Enter each foul in the regular way (P0). In the field for number of shots, selecting the down arrow one more time will change the value for number of shots from 0 to C (see below).

		10 ABELA J 11 HILI Nicc 12 VELLA N 13 AL TUMI 14 CARUAN 15 CARUAN
Armenia 10. I. MANUCHARYAN		
Personal foul Team foul <input checked="" type="checkbox"/>		
Quarter: <input type="button" value="↑"/> 1 <input type="button" value="↓"/>	Game Time: <input type="button" value="↑"/> 1 <input type="button" value="↓"/>	Shots <input type="button" value="↑"/> C <input type="button" value="↓"/>
11:15:26 <input type="button" value="From Previous"/>	<input checked="" type="button" value="✓"/>	<input type="button" value="✗"/>
		Coach: Ass. Coach:

APPENDIX C – THE METHODS USED AT NATIONAL LEVEL



APPENDIX C – *THE METHODS USED AT NATIONAL LEVEL*

2.1. / page 7 (now)

In national competitions, with three officials, the scorer will be seated between the shot clock operator (left) and timer (right). Add the diagram.....

5.1. / page 54 (now)

When the assistant scorer is not present his duties are to be undertaken by the timer.

7.3.1 / page 68 (now)

In local competitions 24s displays units could be allowed with a single screen (to the front). In this case, it may be placed on the basket or on the floor. If there are four devices, they will be placed at each corner of the playing court. If there are only two displays units, they must be placed as shown in the figure above.



- **Position and visibility of the shot clock displays.** Where there are only two devices we must try to place them on the diagonally opposite positions to those occupied by the officials.. In some areas, it is impossible to change this provision due to lack of space or connections. Before the start of the game, the shot clock operator will check for good visibility from the officials table and if necessary, will ask the court manager responsible for the positions to be changed.



STANDARD QUALITY

GLOBAL CONNECTION

International Basketball Federation
FIBA
Route Suisse 5 - PO Box 29
1295 Mies
Switzerland

Tel: +41 22 545 00 00
Fax: +41 22 545 00 99