



SCORE KEEPER PROCEDURES

Responsibilities

- Test score clocks to make sure operational prior to game
- Clean up all trash on the court during breaks
- Remind teams to clean the bench after games
- NO cellphones during play
 - If there is a fight/altercation that occur then you need to take out your phone and record immediately
 - No earphones in ears during games
- Review and read game rules prior to working
- No friends or family at the score table
- Keep food and water bottles off the table
- Have multiple writing utensils
- Have a towel (pick up from tournament desk)
- No Eating or drinking at the score table. Keep water bottle off score table. Keep it clean
- When taking a break in between games, make sure you are back at the table 10 minutes before the start.

Book/Score sheets

- Coaches will present score sheets, do not accept any handwritten score sheets unless approved and initialed.
- Check rosters before tip-off (ex: make sure every player/jersey number is listed and have coaches look over their rosters)
- Do Not allow Referee's to start games early
- Track team and player fouls
- Track team points
- Do NOT need to keep track of player points
- Following the game, the score sheets must have the following: team names, court #, and the final score "BIG" and circled

Clock

- Stop the clock on all dead balls, fouls, free throws etc. (unless rules say otherwise i.e. "Mercy Rule")
 - Clock will run the last 4 minutes of the second half if a team is up by 30pts.

Court Schedule

- Need a copy at every score table (get from Tournament Desk at beginning of day)

Attire

- No open toed shoes
- Do not wear hoods at score tables (when wearing hoodies or sweatshirts)
- No sun glasses while at the score table
- Bring your own lunch and snacks
- Be professional and respectful at all times.

If there are any problems or concerns, notify a tournament representative ASAP.