45 - 60 mins before the Game:
Pre-game meeting. Confirm positions, responsibilities, communication, practise on the equipment, etc for the game.

Collect scoresheet from Statisticians as soon as available (whereby players have been checked by the teams).

Where Leagues allow, teams score in front of their bench for the first half. (Enables Timer to be looking at the Coach for Time Outs in the second half.)

In NBL1: Check Review system (ipad) location for Referee reference.

<mark>The following points are guidelines on who does what. Some equipment in venues may dictate adjustments. Getting the job done for the good of the game, remains the focus.</mark>

Scorer
Equipment: Scoresheet, pens, clip board.

- Work with Assistant Scorer to enter player numbers on the scoreboard
- Discuss calling procedure with Assistant Scorer
  For points scored:
  Assistant Scorer: Number, team (A/B or colour), points e.g. 11 White (or White 11), 2 points
  Scorer: Running score stated e.g. 40 (Optional: to then state A-B score eg. 40, 40 – 57)
  Assistant Scorer says the point change e.g. 40 (Optional: repeats A-B scores or 'yes' e.g. 40 – 57)
  For fouls:
  Assistant Scorer: Number, team (A/B or colour), foul type, penalty e.g. 7 Blue (or Blue 7), personal, two free throws / two shots
  Scorer: Personal foul, total team fouls e.g. 2nd personal foul, 4th team foul (Optional: then states A-B team fouls e.g., 4 – 1)
  Assistant Scorer: OK or 'yes' if in agreeance.
- Approx. 17 - 10 mins before the game – Meet coaches for starting five, captain, 'signing off' (Team A, Team B, Team A)
- Inform Stats personnel of starting five (and Court Announcer)
- Inform Crew Chief of captains (if requested)

During the Game:
- Circle starters as players enter the court
- Set possession arrow after tip off and throughout the game (or whoever is closest to do so)
- Subs to mark
- Running score called out as it is entered
- Use foul bats (1 – 4)
- Five time outs per game (2 in first half, 3 in second) – However, if no time out taken by the 2 minute mark of the 4th quarter, double line through time out box
- Time outs, minute to record e.g. if 9:56 on the clock, 10 min – 9 = 1 to record in the box. If an overtime time out at 2:35, 10 (extension of 4th quarter) + 5 – 2 = 13 to record in the box
- Check details with Assistant Scorer during time outs
- Help to check red lights/markers are in place, once ball is live, on 4th team foul
- End of 2nd quarter and at end of game, pass scoresheet to Statisticians for cross checking
- End of 2nd quarter, adjust arrow
- End of 2nd quarter, personal fouls will be boxed out including Coach and Assistant Coach foul boxes
- 2 x U_2; 2 x T_1; 1 x U_2 and 1 x T_1 = Disqualified (GD will be added in the next foul box) and communicate through to referee (Timer using GD foul bat)
- T_1 for player (and team foul), Coaches/Bench technical fouls are C_1 or B_1
- End of quarter and half details to complete at the base of the scoresheet in whatever pen is being held. Pass scoresheet to Statisticians to review and cross check at end of 2nd and 4th quarters and any overtime. Ensure records match.
- If an error occurs, mark with an asterix (if cannot be easily corrected) and at the base of the scoresheet, and annotate the situation.
- May need to call last 5 seconds of shot clock if both shot clock and game time are running in last 14 seconds of the quarter
- If extra time periods, team fouls continue
- At end of game, complete details at the bottom of the scoresheet including the 24 hour time when the game finished.

Assistant Scorer – Calls the game for Scorer. Signal player foul number back to referees (okay to do so but not currently promoted within WNBL & NBL)**, if workable with equipment, and 3 point successful signal.**
Equipment: Scrap paper, pens (to record bench eruption details), ensure familiarity with supplied equipment.

- Work with Scorer to enter player numbers on the board
- Discuss calling procedure with Scorer
  For points scored:
  Assistant Scorer: Number, team (A/B or colour), points e.g. 11 White (or White 11), 2 points
  Scorer: Running score stated e.g. 40 (Optional: to then state A-B score eg. 40, 40 – 57)
  Assistant Scorer says the point change e.g. 40 (Optional: repeats A-B scores or 'yes' e.g. 40 – 57)
  For fouls:
  Assistant Scorer: Number, team (A/B or colour), foul type, penalty e.g. 7 Blue (or Blue 7), personal, two free throws / two shots
  Scorer: Personal foul, total team fouls e.g. 2nd personal foul, 4th team foul (Optional: then states A-B team fouls e.g., 4 – 1)
  Assistant Scorer: OK or 'yes' if in agreeance.
- Check team foul lights
- Practice entering scores, fouls (team details first then personal scores/fouls), adjusting time outs, resetting board if a 'black out'.

During the Game:
- Call starting five for Scorer
- Number, team (or team, number), points; repeat the score (Optional: state A-B score)
- Number, team (or team, number), foul type i.e. personal/technical, shooting 3, 2 or 1, or side ball; reply OK or 'yes'
- Ensure red lights/markers are in place, once ball is live, on 4th team foul
- Team fouls stop on 5
- Check details with Scorer during time outs
- If no time out taken prior to the last 2 min of the game, when possible, adjust the number of time outs for that team (max. of 2 more).

Timer – Calls and signals to referees the subs and time outs.
Equipment: Scrap paper, pens (for possession arrow recording, time of time outs), stop watch/timer for time outs, familiarity with supplied equipment.

- Check with Game Day Manager or run sheet, if any changes are expected (inform the rest of the crew).
- Check sirens
- Practice setting game time to a tenth of a second, setting extra time (2 min break, 5 mins to play)
- Remind all to call subs/time out requests (responsibilities for own 'ends' during dead ball situations i.e. Ass. Scorer – focus to the right; Shot – focus to the left; Timer help both ways
- Check game settings (60 mins Warm Up, 4 x 10 min quarters, 2 min, 10 min half time)
- Check equipment for timing time outs, injuries, disqualified player
- Check on pre-game introductions and if any stoppage is needed
- Start warm up time 60 mins prior to game time (or what time exists between games, minimum of 20 mins)
- Shot Clock operator to call "10". Timer calls 5, 4, 3, 2, 1, 0 of the Shot Clock (or discuss prior to the game if Timer will call 10)
- 3 min siren, 1:30 min mark siren before the game.

During the Game:
- Record the possession arrow (on scrap paper and reference for Shot Clock Operator)
- Listen/Watch for 'whistle' and 'tips'
- Indicate sub/time out requests
- Use foul bats 5 & GD
- After scores in 1st and 2nd quarter, turn to check Coach for Time Out requests. For 3rd and 4th quarter, stay looking the end of the score as Coach will be more visible in that direction.
- Five time outs per game (2 in first half, 3 in second) – However, if no time out taken by the 2 minute mark of the 4th quarter, only 2 time outs in the second half allowed
- Use stop watch/timing device for time outs, injury time (15 sec), player with 5 fouls (30 sec)
- For time outs, use siren for 50 sec, and siren again at 60 sec mark (if players not out on the court ready to play at the 60 sec mark). For Wheelies: Notify referees at 15 second mark
- Count down shot clock, stating 10 (if decided in pre-game with Shot Clock Operator), "5, 4, 3, 2, 1, 0" using the 4.9 flick over to say "5", etc.

- Be ready to stop if they score, for the in-bounding team requesting a Time Out (or sub in the last 2 mins of the final quarter or any extra time period)
- Last 2 mins, singularly responsible for clock stoppages and restarts on each successful shot
- Siren to sound at 3:00 and 1:30 min prior to 1st and 3rd quarters
- Siren to sound at 0:30 prior to 2nd and 4th quarters and any extra time periods
- Record delay of game/behaviour warnings on scrap paper (should the referees require a reference to it)
- Time out can be used to keep an injured player in the game
- Communicate and action sub/time out requests, keeping an eye out for both A/B team benches.

Shot Clock Operator
Equipment: Scrap paper, pens, familiarity with supplied equipment.

- Check equipment – holding, resets (24 sec or 14 sec), siren
- Practice running the shot clock and making judgements whilst teams are warming up e.g. pick a player to watch when they gain possession, pick a ball to watch when it touches the ring
- Discuss calling procedure with Timer and remind Scorer to be back up for end of quarter count downs if both clocks are still running
- Test/Run the shot clock siren at the 20 minute warm up time mark and referees arrive on the court.

During the Game:
- Start on possession/control for start of game and after a shot; start on touch for a throw in
- If asked, have an opinion as to whether the ball was on or off the hand for a shot when the siren sounds
- Floor wipe (Referee stoppage – reset, Player request – hold, let ref decide)
- Injury (Offensive – hold, Defensive – reset)
- Hold on held/jump ball (and check possession arrow)
- Hold on double foul/special situations (and check possession arrow)
- If in doubt, hold, look at time displayed, check with fellow officials/referees
- **On a ring hit, stop then reset initially to 24** then change to 14 if offensive team gains possession
- If foot violation or foul in the front court by the defenders, hold and check
  - ≥ 14 sec = hold
  - < 14 sec reset to 14 sec
- Show 24 seconds on the clock for free throws (if unable to blank the equipment)
- If an Unsportsmanlike foul – 14 second reset for front court throw in line possession (and can be shown as 14 whilst free throws occur in this situation, if unable to blank the shot clock)
- "Holding on …" in relevant 'hold' situations to alert Timer
- May need to assist with team foul marker set up for Team A once ball live following 4th team foul – if not electronically controlled
- "Last shot clock" or "Shot Clock finished" at end of quarter.
- Count for end of each quarter ("10" then "5, 4, 3, 2, 1, 0") unless shot clock is still running "5" = flick over from 5.0 to 4.9, etc Ensure your call is directed to Timer.
- Communicate sub/time out requests, particularly from left (A team bench).

Everyone:
Subs need to be based on **player** requests.
Communication - 'Sub coming' or 'Sub' when player requested – or obvious, 'Time out …(team)'
If major bench eruption (fight), Assistant Scorer, Shot Clock Operator - look to their closest benches and record/notify Timer and Scorer what is happening (who watch what occurs on the court); Timer to collate details for Crew Chief – if called upon to assist.
Check each end of the court for subs, time outs – with head turns by Timer in the first half – but all to help in dead balls and using game awareness.

End of the Game:
Participate in a post-game discussion (with or without a Scoretable Mentor). Share any situations and reflections on what occurred or could be done to improve in the future.

Other factors:
Work with Statisticians to determine any tricky tip-in/own goal decisions.
Remain game aware i.e. avoid ball watching, keep an eye on benches throughout.
Work with Referees to do what is needed i.e. resetting of a timing device.
Do what is needed to assist one another and keep the focus on the game of basketball.

Ideal Scoretable set up, facing the court from left to right: Shot Clock Operator, Timer, Scorer, Assistant Scorer.

If using head sets: Shot Clock Operator and Timer to have only one (1) ear covered.