30 mins before the Game:
Meet and greet one another. Confirm positions for the game and any expected changes for the game.

Chairperson:
Equipment: Scrap paper (record delay of game, notes if bench eruption), pens, 5th foul bat, Rule Book, Interpretations, Table Officials Manual (if available), Run sheet (if provided).

- Check with Court Controller if any changes are needed to break times (Inform Assistant Scorer and Timer)
- Check team lists and numbers (Forward to Stats personnel to print out scoresheet; Maximum 12 players per team)
- Check sirens, team foul lights, arrow positioning, fifth foul bat
- Remind all to call subs/time out requests
- Collect match ball and back up ball
- Approx 13 - 10 mins before the game – Meet coaches for starting five, captain, 'signing off' (Home, Visitors, Home team)
- Inform Stats personnel of starting five
- Inform Referees of captains (if needed, before their 10 min captains meeting).

During the Game:
- Check Table Officials and Statisticians are ready (before each quarter re-start too)
- Call starting five for Scorer
- Arrow set – after tip off; record direction changes throughout the game
- Calling procedure:
  For points scored:
      Chair: Number, team (A/B or colour), points e.g. 11 White, 2 points
      Scorer: Running score (Optional to then say A-B score e.g. 40, 40 – 57)
      Assistant Scorer replies 'Yes' or repeats A-B scores e.g. 40 – 57 (may also depend if this person is also timekeeping)
  For fouls:
      Chair: Number, team (A/B or colour), foul type, penalty e.g. 7 Blue, personal, two free throws
      Scorer: Personal foul, total team fouls (Optional to then say A-B team fouls) e.g. 2nd personal foul, 4th team foul (Optional to add 4 – 1)
      Assistant Scorer: OK or 'yes' if the scoreboard is correct.
- Ensure red indicators are in place, once ball is live, on 4th team foul
- Hand high for successful 3 points (use hand away from scorer so they can still hear what is called)
- Subs at any side ball opportunity
- Double foul – assist referees determine order of fouls, particularly if a team is in team foul penalties
- 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. One time out per overtime period.
- End of 2nd quarter, adjust arrow
- Forewarn timekeeper of 'stop if they score' for time outs (to the team throwing in after the score) or a sub in last 2 mins (of the final quarter and any extra time period)
- Record delay of game warnings (should the referees require a reference to it later in the game)
- Inform the referee if a player has 2 x Technical fouls, 2 x Unsportsmanlike fouls or 1 of each (1 x T, 1 x U)
- Time out can be used to keep an injured player in the game.

Scorer:

Equipment: Scrap paper (record delay of game, notes if bench eruption), pens (blue/black and red), clip-board, ruler, extra scoresheets.

- Once team lists have been checked by the Chairperson, ask stats personnel to print out the scoresheet
- Red, black or Red, blue pens
- Work with Assistant Scorer to enter player numbers on the board (if the equipment exists)
- Discuss calling procedure with Chairperson and Assistant Scorer (team colours, notification of player foul – verbal and hand signal, especially if a loud crowd and calling procedure as below)
- Foul bats set up.

During the Game:

- Starters, subs to mark
- Crossing off unused boxes (straight across first blank line then diagonally through foul boxes for any other player foul boxes) – can be done once the game starts, and after Coach has signed/initialled
- Calling procedure:

  For points scored:
  Chair: Number, team (A/B or colour), points e.g. 11 White, 2 points
  Scorer: Running score (Optional to then say A-B score e.g. 40, 40 – 57)
  Assistant Scorer replies 'Yes' or repeats A-B scores e.g. 40 – 57 (may also depend if this person is also timekeeping)

  For fouls:
  Chair: Number, team (A/B or colour), foul type, penalty e.g. 7 Blue, personal, two free throws
  Scorer: Personal foul, total team fouls (Optional to then say A-B team fouls) e.g. 2nd personal foul, 4th team foul (Optional to add 4 – 1)
  Assistant Scorer: OK or 'yes' if the scoreboard is correct.

- Foul bats (1 – 4) to use, in position for Coaches to see, then players, then Coaches again
- Time outs, minute to record e.g. if 9:56 on the clock, 10 min – 9 = 1 to record in the box. If 1st overtime, 10 + 5 – minute on game clock (continuation of the 4th quarter)
- Check details with Assistant Scorer during time outs
- Communicate sub/time out requests
- Double fouls may have free throws (depending on team foul and team control situations)
- Box out end of second quarter personal fouls (this will help distinguish fouls that occurred in the first half as to those in the second half, especially for the two colour pens in use)
- Communicate 4th team foul to Chairperson to ensure red lights/markers are in place for referees, and similarly when the 5th personal foul occurs
- $2 \times U_2$ = Game Disqualification (GD to add in the next foul box); $2 \times T_1$ = Game Disqualification (GD); $1 \times U_2 + 1 \times T_1$ = Game Disqualification (GD)
- T_1 for player, Coaches/Bench technical fouls (C_1 or B_1)
- Circle B_2 in Coach box for delegate disqualification (and a B_2 for the Coach); Circled B_2 does not count to Coach disqualification (ie $2 \times C_1$; $3 \times B_1$ = Game Disqualification (GD))
- End of quarter and half details to complete at base of page (using dark pen colour ie blue/black)
- If no time out called in the second half by the 2 min mark of the 4th quarter, cross out the first time out box (double horizontal line)
- End of game details to complete and crossing off unused boxes including captains' signature space 'In case of protest' box
- End of game, circulate scoresheet for table officials to initial next to their name.

Assistant Scorer (Scoreboard) & Timer:

Equipment: Scrap paper, pens (to record bench eruption details), stop watch (if game time doesn't start then record and inform Chair/Crew chief), timer for time outs, ensure familiarity with equipment.

- Check game settings (20 mins Warm Up, 4 x 10 min quarters, 2 min breaks, 15 min half time)
- Practice entering scores, player fouls then team fouls, resetting extra time (2 min break, 5 mins to play), adjusting time outs, adjusting time (including tenths of a second adjustments), resetting board if a 'black out'
- Work with Scorer to enter player numbers on the board (if the equipment exists to do so)
- Check equipment and timer for time outs, injuries, disqualified player
- Check with Chairperson on any pre-game stoppages (for intros, National Anthem)
- Start warm up time 20 mins prior to game time or as directed by refs
- Discuss calling procedure with Shot Clock Operator and Scorer
- 3 min siren, 1:30 min mark siren before the game

During the Game:

- "Yes" replies for scorer
- Team fouls stop on 5
- Listen/Watch for 'whistle' and 'tips/ball touched by player'
- Stop watch for time outs, injury time (15 sec), player with 5 fouls (30 sec)
- Alert everyone to 'last minute' of each quarter
- 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)
- Call "10" of shot clock and count down shot clock "5, 4, 3, 2, 1, 0". Timer does talking
- Last 2 mins, "stop if they score" may be requested by Chairperson for a sub/time out
- Stop on each successful shot in the last 2 mins of the game
- 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)
- 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
- Communicate sub/time out requests.

Shot Clock Operator:

Equipment: Scrap paper (to record possession arrow as back up/help when resetting), pens, familiarity with supplied equipment.

- Check equipment – holding, resets (24 sec or 14 sec), buzzer
- 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.

During the Game:

- Start on possession/control for start of game and after a shot; start on touch for a throw in
- Change of possession in new front court after a whistle, reset to 14 seconds
- If asked, have an opinion as to whether the ball was on or off the hand for a shot when the buzzer 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)
- If ball lodges between ring and backboard, reset to 14 or 24 seconds depending on possession arrow
- Hold on double foul/special situations (and check possession arrow) May have free throws following a double foul
- If in doubt, hold, look at time displayed, check with Chairperson
- On rebounds, reset is decided by which team gets the ball (defensive team rebound = 24 second reset; offensive team rebound = 14 second reset, which could still be the case if offensive rebound occurs in the back court). On ring touch, stop, reset to 24 – but be ready to adjust to 14 if offensive team regains 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 (or blank, if available)
- If a Tech – hold shot clock
- If an Unsportsmanlike foul – 14 second reset for front court throw in line possession
- Last 2 minutes after a time out by the team inbounding the ball in their back court, Coach may decide to advance (14 second reset) or retain a back court throw in (hold or 24 second reset)
- "Holding on ..." to remind others when in a 'hold' situation
- "Last 24" and "Last 14" or Shot clock finished" to say at the end of each quarter
- Count for end of each quarter ("10" then "5, 4, 3, 2, 1, 0") unless shot clock is still running "10" = flick over from 10.0 to 9.9, etc
- Communicate sub/time out requests.

Everyone:

Communication - 'Sub', 'Time out ...(team)'
If major bench eruption (fight), Assistant Scorer/Timer and Shot Clock Operator - look to their end of the court; Scorer – look the other end. Chairperson to record what is happening.

End of the Game:

Initial next to name on scoresheet.
Participate in a post-game discussion (with or without a Scoretable Coach). Share any situations and reflections on what occurred or could be done to improve the situation in the future. Aim to develop a 'feel for the game' ie what the coaches are looking to do at certain times of the game so you are ready for them ahead of time.