

Scorekeeper/Secretary

The scorekeeper is responsible for accurately recording what happens in the game and when.

When something happens (you'll hear multiple whistles)

1. Immediately look at the time on the clock
 2. Look at the referee for a number
 3. Figure out which team s/he is on
 4. What happened (Goal, Exclusion, etc.)
- TIME column --- record the time on the clock
 - NUMBER column --- record the cap number of the player
 - TEAM column --- mark only either W or D (regardless of actual colors)
 - REMARKS column ---
 - G - goal
 - GE - goal during an exclusion
 - GP - goal on a penalty throw
 - E – exclusion
 - P – penalty
 - TO – Time out
 - GM – game misconduct (ask the ref for help on this one)
 - MAM – minor act of misconduct (ask the ref for help on this one)
 - YC – yellow card
 - RC – red card
 - ***It's helpful to stagger goals to the left of the column, personal fouls to the right, and everything else in the center
 - W-D column --- score of game **only** when a team scores

In addition to completing the “progress of the game,” it is also important to:

- Put a hash mark in the row of each player who has scored a goal in each quarter
- Put the following in each row for a player who has been excluded:
 - E1 for an exclusion in the 1st Quarter
 - E1 for a second exclusion in the 1st quarter (in the 2nd column)

At the end of each quarter:

- Check to make sure the Progress of the Game matches the Summary
 - Goals
 - Personal Fouls
 - Time Outs

Shot Clock Operator

Resetting the shot clock:

- Shots at goal – reset at time of shot **AND** when a player of either team gains possession (think **two presses of the button** on every shot)
- Turnovers
- Exclusions and Penalties (5M)
- After goals
- Neutral throws
- Corner Throw

Do not reset the shot clock on time-outs

Narrator and Flags

The desk is responsible for waving in an excluded player after 20 seconds of elapsed game time.

- Use the game clock time recorded on the scoresheet to figure out how long 20 seconds is. If a shot is taken, the shot clock will be reset.
- Raise (do not waive) flags for re-entry into pool after exclusion time has expired
 - Dark Flag – Dark team re-entry
 - White Flag – White team re-entry
- Red Flag/and Team Color – If a player has 3 personal fouls (Exclusions and Personal Fouls combined)

Game Clock

Starting the game clock

- At the start of a quarter when the ball is 1st touched by any player
- After the ball is put back into play. Referees should lower their arms when this occurs
- The ball is in play by:
 - Passing to another player
 - Dropping the ball from a raised hand
 - Throwing the ball in the air
 - Swimming or dribbling the ball
 - Spinning the ball in the hand
 - Making a hard ball fake

Stopping the game clock:

- Goal
- Exclusion
- Penalty foul
- Ordinary foul
- Shot clock violation
- When the ball goes out of bounds
- Turnover

Name	Cap #	1st	2nd	3rd	4th	OT 1	OT 2	OT 3	Per Foul	Per Foul	Per Foul
Michael Scott	1										
Dante Bichette	1A										
	2										
Lonnie Carter	3		1		1				E1	P2	

Time	W	D	Remarks	Score W - D
6:36	3		E	0-1
6:32		4	GE	0-1
6:00		12	G	0-2

At 6:36 in the 1st Qtr

#3 White

Was Excluded

His first personal foul is recorded as E1 in the first column

