

## *Hamilton CYO Basketball Score Keeping Guide*

### **Main Things to Capture:**

1. Scoring
2. Fouls
3. Time-outs

### **I. Made Baskets (Scoring):**

1. **Field Goals:** A “field goal” is made during scrimmage (when everyone is busy playing and moving). Credit the player with a “2” or “3” (7<sup>th</sup> grade and up) for a made basket. A referee will signal a three (3) point field goal by raising both hands above his/her head after the made basket. Usually, no signal is made for a two (2) point field goal. If a basket is made and is “no good”, the referee will “waive it off” by waiving both arms above his/her head in opposite directions at the same time.
2. **Free-throws:** A “free-throw” is made when players are standing still and one player is awarded the ball at the free-throw line. Free-throws are worth only 1 point each. To record a free-throw, it is better to scribe the attempt with an open circle and, if the attempt is made, place an “X” in the circle. Again, the circles with “X’s” count as one point.
3. **Running Score Total:** Place a slash “/” across the next uncrossed score number in the running total for the team which is located across the top of the score sheet. If two points are made, skip one number, if three, skip two.

### **II. Fouls:**

1. When the whistle blows, the clock stops and the referee will hold up one fist to signal a foul. The official is supposed to approach mid-court to provide you (at the scorer’s table) with a color (team) and number (jersey) for the foul. In many cases, the officials don’t bother to walk out in front of the scorer’s table and will signal the number from where they stand. Keep your eye on the official who blew the whistle. If you do not clearly get a color/number for the foul and you are unsure, have the time keeper sound the horn. It is your right to get the information correctly and you may interrupt the game before the ball is put back in play.
2. **Terminology:**
  - a. **Common Foul:** The first six (6) team fouls in a half. After one of these is called, there is no bonus free-throws awarded unless the player who was fouled was in the act of shooting. In this case, the player receives two (2) free-throws.
  - b. **One-and-One Bonus:** The seventh (7) through the ninth (9) team fouls in a half. See 4) below.
  - c. **Super Bonus:** The tenth (10) team foul or higher in a half. See 4) below.
  - d. **Player Control Foul:** An offensive foul (yes, players on offense can foul, too) that does not result in awarding free-throws to a player even during the one-and-one and super bonus situations. Record this as a regular individual and team foul as indicated in the next section. The signal by the referee is the right hand touching the back of the referee’s head (and the left arm extended forward).
3. **Recording a Foul:**
  - a. **Individual Foul:** Record the foul on the individual player by placing a slash “/” over the next uncrossed individual “P” number. There are only five (5) fouls listed. If a play reaches five (5), have the time keeper sound the horn and indicate to the referee that this player has fouled out. Players with five (5) individual fouls are ineligible to continue playing in the game and they must exit immediately. Signal the fifth foul to the referee by holding up your hand with all five fingers extended.
  - b. **Team Fouls:** *ALSO* record the same individual foul where team fouls are tallied. Place a slash “/” across the next uncrossed number.
4. **Why Team Fouls Are Important:**
  - a. Once you slash the seventh (7) team foul, indicate to the officials that the “one-and-one bonus” is in effect. You may have the time keeper sound the horn and signal the “one-and-one” to the referees by pointing both index fingers up in the air. The other team (that was fouled) is awarded a free-throw. If this free-throw is made, another “bonus” free-throw is awarded to the player that was fouled.
  - b. When the tenth (10) team foul is reached, again, the horn may be sounded and signal the referees with one hand with two (2) fingers pointing up. The “super bonus” is in effect. Any player that’s fouled will be awarded two (2) free-throws from this point on until the end of the half.
5. **Technical Fouls:** These fouls are “ugly” fouls, i.e., bad language, unsportsmanlike conduct, etc. Either a player or a coach could receive a technical foul. This type of foul is recorded at the bottom of the score sheet with a reason. Also, a technical foul counts as a team foul and, if it’s against a player, it also counts as an individual foul. It is critical that these fouls are recorded because:
  - a. A player is ejected from the game (after receiving a technical foul) and will serve a one-game suspension.
  - b. A coach is ejected from the game (after receiving a second (2) technical foul) and will serve a one-game suspension.

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### **III. Time-outs:**

1. Record the time left on the scoreboard clock against the team calling the time-out in the appropriate box for the quarter. It is best to document the quarter and time so that this notation is irrefutable if a coach loses count of his/her time-outs taken. Also, make a notation whether the time-out is a full (F) or 30 second (30).
2. Five (5) time-outs are permitted per team per game (3 full & 2 30 second). If the coach or a player exceeds this (calling an illegal time-out), the bench (or coach) is charged with a technical foul (but also given the time-out). Referees usually make themselves aware of the time-out counts per bench and will provide this information to the coaches.
3. Time-outs can be taken at any time.
4. One (1) additional time-out is provided for each overtime period. Unused time-outs carry over into overtime.

### **IV. End of Quarter:**

1. Tally up the individual scoring and write that number in the lower middle of the quarter column. Put a big circle around it to give you a visual that this quarter is completed.
2. As each quarter is completed, make sure the running score is the same number as the sum of all completed quarterly scores (the tally). Circle the running score as it stands at the end of each quarter.
3. There's a box for each team to write the (running) score at the end of each quarter.
4. If you are not the official score keeper, this would be a good time to check your score keeping with the official's book. It's always good to check periodically to ensure you didn't miss anything and end of quarter (or half) is a good breaking point to check.

### **V. At the Half:**

1. Make sure you start over with tallying team fouls for the second half!
2. Circle the last individual foul for each player as it stands at half-time. This visual aid will make it easy to tell which individual fouls occurred during which half. It also aids in cross-checking the sum of individual fouls against the running tally of team fouls for each half.

### **VI. Overtime:**

1. Record individual scoring in the overtime column.
2. Team fouls should continue to be tallied from the second half. Actually, overtime is an extension of the fourth quarter.

### **VII. End of Game:**

1. After fourth quarter/overtime tally, write the final score across the bottom of the losing team's score sheet with LOST in big letters. Do the same for the winner and label this side with WON. Initial your name next to this notation to authenticate your work.
2. Place the score sheet in the binder. A CYO representative will pick up the binder at the end of the day for win-loss recording.

Sample Score Sheet on next page.

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### Sample Blank Score Sheet:

These will be preprinted as long as the coach submitted a final roster to his/her Athletic Director (and the AD turned in the final rosters to CYO). CYO takes care of creating preprinted score sheets but will provide a blank sheet in the event that a roster was not turned in.

If a blank score sheet needs to be filled out, make sure the players are ordered by uniform number. This will greatly aid the score keeper in quickly finding a player to record a statistic.

**Team, Coach,  
League, Players, and  
Numbers are  
preprinted for your  
convenience by CYO**

<b>TEAM</b>			<b>RUNNING SCORE</b>																									
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17									
<b>COACH</b>			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	
<b>LEAGUE</b>			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	
<b>UNIFORM COLOR</b>			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	
			<b>FIRST QUARTER SCORE</b>					<b>FIRST HALF SCORE</b>					<b>THIRD QUARTER SCORE</b>					<b>FINAL SCORE</b>										
PLAYER	NO.	FOULS	FIRST HALF				SECOND HALF				OVER-TIME																	
			1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	3RD QTR.	4TH QTR.																				
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
		P1 P2 P3																										
		P4 P5																										
<b>TIME OUTS</b>			1ST Q	2ND Q	3RD Q	4TH Q	<b>TEAM FOULS - 1ST HALF</b>				1	2	3	4	5	6	7	8	9	10								
							<b>TEAM FOULS - 2ND HALF</b>				1	2	3	4	5	6	7	8	9	10								
<b>TECHNICAL FOULS</b>																												
Player _____ No. _____ Reason _____																												

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**Sample Completed Score Sheet:**

Refer to the outline on the preceding pages for reference.

TEAM <u>St. Mary</u>		RUNNING SCORE																								
COACH <u>Bob Smith</u>		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
LEAGUE <u>8th Boys</u>		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
UNIFORM COLOR <u>Red</u>		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
		FIRST QUARTER SCORE <u>13</u>					FIRST HALF SCORE <u>25</u>					THIRD QUARTER SCORE <u>41</u>					FINAL SCORE <u>49</u>									
PLAYER	NO.	FOULS	FIRST HALF				SECOND HALF				OVERTIME															
			1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	3RD QTR.	4TH QTR.																		
Koop, Jim	4	P1 P2 P3 P4 P5	20																							
Rogers, Mike	5	P1 P2 P3 P4 P5		2	2																					
Clark, Bill	10	P1 P2 P3 P4 P5							1																	
Stark, Adam	12	P1 P2 P3 P4 P5		3	2	2	0																			
Gagnon, Kyle	22	P1 P2 P3 P4 P5							2																	
Murphy, Bob	23	P1 P2 P3 P4 P5	2					3																		
Snyder, Tyler	25	P1 P2 P3 P4 P5		2																						
Blum, Tim	33	P1 P2 P3 P4 P5	2			2																				
Ellis, Ryan	35	P1 P2 P3 P4 P5			2		0		2																	
Harris, Joe	50	P1 P2 P3 P4 P5	2			2			2	0																
		P1 P2 P3 P4 P5																								
		P1 P2 P3 P4 P5																								
		P1 P2 P3 P4 P5	(13)	(12)	(16)	(8)																				
		P1 P2 P3 P4 P5																								
		P1 P2 P3 P4 P5																								
		P1 P2 P3 P4 P5																								
			(Won 49-46)																							
TIME OUTS				TEAM FOULS - 1ST HALF				TEAM FOULS - 2ND HALF																		
1ST Q	2ND Q	3RD Q	4TH Q	1	2	3	4	5	6	7	8	9	10													
1:21	2:30		3:40	1	1	1	1	1	1	1	1	1	1													
TECHNICAL FOULS																										
Player	Name	No.	Reason																							
	<u>Bill Clark</u>	<u>10</u>	<u>Slamming ball down</u>																							
	<u>Bob Smith</u>	<u>Coach</u>	<u>Arguing with ref</u>																							

- I-3
- IV-2  
13 + 12 + 16
- IV-3
- II-3-a
- Both free-throws on a 1-and-1 made
- Missed free-throw
- I-2
- I-1
- V-2
- IV-1
- VII-2
- II-3-b
- II-4-a
- II-4-b
- V-1

III-1

II-5