Scorekeeping Points for the Interest of Coaches

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Responsibilities:

- Coaches need to have a scorekeeper at the Scores table for all games (if a scorekeeper is not present, and actively keeping both teams scores, the coach will not be allowed to contest/argue discrepancies).Note: the team scorekeeper should periodically verify information with the official scorekeeper, this helps to eliminate any issues.
- Each team must provide a roster prior to each game (the scorekeeper must enter the players names and numbers in the score book before the game starts). The roster should include the players' full names, and jersey numbers. The roster should also be presented in numerical order.
- The coach/scorekeeper is also responsible for keeping track of each players playing time (sections played for elementary, minutes played for junior/senior). These should be verified with the official score keeper on a consistent basis. Examples of how to do this are provided.
- Please make sure that when entering the game your players check-in at the scores table, this includes the beginning of quarters (even if they were playing at the end of the previous quarter). For the Elementary division the players will check-in in groups of 5, at each 4 minute section. For the North court, the players will line up at the scores table, tell the scorekeeper their number, and then proceed onto the court. For the South court, the players will line up on the court with their backs facing the scores table; they will remain like this until dismissed by the scorekeeper and/or the referees. For the junior and senior divisions, the players must come and sit in front of the scores table, once there is a dead ball on the court, and the scorekeeper has entered them on the time sheet, that player may sub into the game.

Reminders and Suggestions:

- Please read the rule book prior to your first game, Berkley Hoops has modified and added some rules to accommodate for the age and talent level in the leagues. Doing this will not only help you as a coach, but it will help the referees and scorekeepers.
- Scorekeepers are officials in the game, therefore no yelling or swearing will be tolerated at or around the scores table. If this occurs, a technical foul may be administered.
- Please remember that most of the scorekeepers working for Berkley Hoops are high school students; therefore please be respectful and understanding. In many cases the job requires the scorekeepers full attention, therefore try to refrain from talking to the scorekeeper during the game. If there are any disputes please discuss them with the scorekeeper, as well as the referee.
- A player must be present for the game, have their name and number in the scorebook, and the official score keeper must be aware that they are present prior to the end of the first quarter of play, for the player to be eligible to play in the game. To ensure this happens it is advised that the coach provide a full roster to the scores table then notify the official scorekeeper of those players not attending.
- It helps to have a game plan for the players' playing time prior to game time. I understand that this is sometimes hard when players do not show up to games, but it is easier to modify a plan then to write one.
- Please note that coaches must not walk in front of the scores table. The scorekeepers must be able to see the court at all times. Also, the players that are not in the game must be seated on the bench, or sitting in front of the scores table checking in.
- There is a sample on how to score keep in the front page of your scorebook. If needed please contact me with any questions.
- If you have a problem with a scorekeeper (that is not game specific) please address it with myself or your division manager. Please do not approach the scorekeeper directly. Thank you.

Thank you for Volunteering to Coach in Berkley Hoops it should be a great season!

*Provide to Scores Table before Every Game!
→ 5 mins Prior

Team Roster

Team Name : Warriors ③
Coach : Doug Smith

① ② Home Visitor

✓	#	Name	Half	3rd
✓	0	Joe Smith		
✓	2	Dane Black		
	5	Forest Jones		
✓	10	Mark Wright		
✓	12	Fred Shen		
E	25	Corey Dorn		
✓	31	Brian Downing		
L	45	Peter Piper		
	②			

① Provide Full Roster at Every Game
- Indicate Who is at that Game / Who is missing.
  - ✓ - In Attendance
  - L - Coming late
    - Must Check in @ Table when Arrive
  - E - Leaving Early

② Number of Player Jerseys
- Must be in Numerical Order

Coach Responsible if # Changes

Team Roster

Team Name : Warriors
Coach : Doug Smith

Home Visitor

✓	#	Name	Half	3rd
	0	Joe Smith		
	2	Dane Black		
	5	Forest Jones		
	10	Mark Wright		
	12	Fred Shen		
	25	Corey Dorn		
	31	Brian Downing		
	45	Peter Piper		

③ Team Name
Home or Visitor

Not Providing this will Result in a Technical Foul!

How to Keep Score

Berkley Hoops Score Sheet

Team Names: Warriors vs. Pistons Date: 12/1/16 Referee: Marc Scorekeeper: Joe D

Winning Team: Pistons Final Score: 16 to 14 Referee: Joe S Timekeeper: Jane

Running Score: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 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 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 68 69 70 71 72 73 74 75 76 77 78 79 80

Quarters	#	Player's Name	Fouls	First Half: 1 Q	First Half: 2 Q	Second Half: 3 Q	Second Half: 4 Q	Total
	0	Joe Smith	1 2 3 4 5 / T1 T2	2				
	2	Dane Black	X 2 3 4 5 / T1 T2	2			00	
	5	Forest Jones	X 2 3 4 5 / T1 T2		32			
	10	Mark Wright	1 2 3 4 5 / T1 T2				●●	
	12	Fred Shen	X X 3 4 5 / T1 T2			22		
	25	Corey Dorn	1 2 3 4 5 / T1 T2				●●	
	31	Brian Dowing	X 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
		Head Coach	TF 1 2					Final Score

Numerical Order

Scoring: Place Points Scored in the Row by Player who Scored and Column by time in the Game. Also Keep a running Game tally at top

2 = 2pts 3 = 3pts 00 = Foul Shots Attempted

● = Foul Shot Made

Bonus Shots: 1+1 @ 7 Fouls, 2 Shots @ 10 Fouls > By Half

Technical Fouls

Non Squad: TF 1 2 3 4 5

A Player Tech also Counts Towards a Players 5 Fouls for a "Foul Out"

First half team fouls: 1 2 3 4 5 6 7 8 9 10

Time outs First half: 1 2

Second half team fouls: X X X X X X 7 8 9 10

Time outs First half: 1 2

First Half Fouls - "/" Count by Player, Plus Team Total

Second half Fouls - "X" Count by Player, Plus Team Total

- When a Player Recieves 5 Fouls they may no longer Play in the game - "Foul Out"

Playing Time Tracking for Berkley Hoops

Elementary Playing Time Tracking

For the elementary division playing time is kept based on the number of 4 minute sections that each player plays. To keep track of this the scorekeepers put slashes (/ or \ ) in the appropriate quarter box on the score sheet. If the player plays the first 4 minutes of the quarter a forward slash (/) is used, if they play the second 4 minutes a backwards slash (\ )is used. Using this method if a player plays one 4 minute section that quarter box will display one slash; if they play both 4 minute sections the box will contain an X. In doing this you are later able to count the number of sections which each player has played.

Players must play a specific amount of sections per game, this is based on the number of players that you have present for that particular game.

Number of Players Present	Sections played for each Player
5	8
6	6 or 7
7	5 or 6
8	5
9	4 or 5
10	4
11	3 or 4
12	3 or 4

Junior and Senior Playing Time Tracking

For the junior and senior divisions playing time is kept based on the number of minutes each player plays. To keep track of this we use a specific time sheet (attached to packet, along with an example), on this time sheet each player is checked in and out of the game, and then their playing time can be totaled. When a player enters the game an "I" is placed in the column corresponding to the time on the clock. When another player enters the game for that player, an "I" is placed in the correct time column for the new player, and an "O" is placed in the column prior (this ensures that you are not double counting minutes) (Ex1. Max checks in for Fred at 4:00, an "I" is placed in row Max, column 4, and an "O" is placed in row Fred, column 5). Remember a player's minutes are determined by the amount of time on the court, therefore time sitting at the score table waiting for a dead ball is not included in the players playing time. Also please note, that to get an accurate indication of the minute in which a player enters the game, the time is rounded based on the number of seconds. If the clock is at 30 seconds or more the time goes to the higher minute amount, if the clock is at 29 seconds or less the time goes to the lower minute (Ex2. Clock reads 4:30, Max enters the game, an "I" goes in the 5 minutes column.Ex3. Clock reads 4:29, Max enters the game, an "I" goes in the 4 minute column).

Players must play a specific amount of minutes per game, this is based on the number of players that you have present for that particular game.

Number of Players	Minimum Minutes Each
1 -10	9
11	8
12 or more	7

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Players must play a specific amount of sections per game, this is based on the number of players that you have present for that particular game.

Number of Players Present	Sections played for each Player
5	8
6	6 or 7
7	5 or 6
8	5
9	4 or 5
10	4
11	3 or 4
12	3 or 4

Berkley Hoops Score Sheet

Team Names _____ vs. _____ Date: _____ Referee _____ Scorekeeper: _____

Winning Team _____ Final Score _____ to _____ Referee _____ Timekeeper: _____

Running Score: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 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
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 68 69 70 71 72 73 74 75 76 77 78 79 80

Quarters	#	Player's Name	Fouls	First Half 1 Q		First Half 2 Q		Second Half 3 Q		Second Half 4 Q		Total
X		Player 1	1 2 3 4 5 / T1 T2		Played		Played	Played	Played	Played		5 Sections
X		Player 2	1 2 3 4 5 / T1 T2	Played		Played			Played		Played	4 Sections
		Head Coach	TF 1 2									Final Score

Non Squad TF 1 2 3 4 5

Firrst half team fouls: 1 2 3 4 5 6 7 8 9 10

Time outs First half: 1 2

Second half team fouls: 1 2 3 4 5 6 7 8 9 10

Time outs First half: 1 2

Please Provide FULL Roster (Name + Number) in Numerical Order 5 Minutes Before Game Time

Playing Time Tracking for Berkley Hoops

Junior and Senior Playing Time Tracking

For the junior and senior divisions playing time is kept based on the number of minutes each player plays. To keep track of this we use a specific time sheet (attached to packet, along with an example), on this time sheet each player is checked in and out of the game, and then their playing time can be totaled. When a player enters the game an "I" is placed in the column corresponding to the time on the clock. When another player enters the game for that player, an "I" is placed in the correct time column for the new player, and an "O" is placed in the column prior (this ensures that you are not double counting minutes) (Ex1. Max checks in for Fred at 4:00, an "I" is placed in row Max, column 4, and an "O" is placed in row Fred, column 5). Remember a player's minutes are determined by the amount of time on the court, therefore time sitting at the score table waiting for a dead ball is not included in the players playing time. Also please note, that to get an accurate indication of the minute in which a player enters the game, the time is rounded based on the number of seconds. If the clock is at 30 seconds or more the time goes to the higher minute amount, if the clock is at 29 seconds or less the time goes to the lower minute (Ex2. Clock reads 4:30, Max enters the game, an "I" goes in the 5 minutes column.Ex3. Clock reads 4:29, Max enters the game, an "I" goes in the 4 minute column).

Players must play a specific amount of minutes per game, this is based on the number of players that you have present for that particular game.

Number of Players	Minimum Minutes Each
1 -10	9
11	8
12 or more	7

Berkley Hoops Time Sheet

Date: _____ Time: _____ Scorekeeper: _____ _____ vs. _____

Team Name: _____ Color: _____ # of Players : _____ = _____ minutes per player

	1st Quarter						Total	2nd Quarter						Total	3rd Quarter						Total	4th Quarter						Total
#	6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1	
10	I	—	—	—	—	O	6	I	—	O				9	I	—	—	—	—	O	15	I	—	—	—	—	O	
12	I	—	O				3	I	—	—	—	—	O	9	I	—	—	—	—	O	15	IO				I	O	
15	I	O					2					I	O	4			I	—	O		7		I	—	O			
20	I	—	—	—	—	O	6				I	—	O	9				I	—	O	12	I	—	—	—	—	O	
23			I	—	—	O	4	I	—	—	—	—	O	10	I	—	O				13	I	—	—	—	—	O	
31	I	—	—	—	—	O	6	I	—	—	O			10	I	O				I	13				I	—	O	
40				I	—	O	3	I	—	—	—	—	O	9	I	—	—	—	—	O	15	I	—	O				
																							4:49	—	2:49			
																							* Must Play Until					
																							2:49 on Clock.					

① 5 Players Checked In At Beginning of Quarter

② Player 23 Checkedin + Entered the game at 3:31 (Round up to 4 in first 3 Quarters)
Player 15 Came out when Player 23 Subbed in. (Played "6" & "5" Columns)

③ Player 40 Checked in + Entered the Game at 3:29 (Round down in First 3 Quarters)
Player 12 Came out of Game.

Note:
- Quarters 1-3 the last 30 Seconds of Played Time does Not Count if Subbed after 0:30.
* The 4th Quarter If a player Needs Time, They MUST Play the Full Time Amount (No Rounding Rule)

Team Roster

Team Name :
Coach :

Home Visitor

✓	#	Name	Half	3rd

Team Roster

Team Name :
Coach :

Home Visitor

✓	#	Name	Half	3rd

Team Roster

Team Name :
Coach :

Home Visitor

✓	#	Name	Half	3rd

Team Roster

Team Name :
Coach :

Home Visitor

✓	#	Name	Half	3rd

Berkley Hoops Score Sheet

Team Names ____________ vs. ____________ Date: ________ Referee ____________ Scorekeeper: ________

Winning Team ____________ Final Score ______ to ______ Referee ____________ Timekeeper: ________

Running Score 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 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

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 68 69 70 71 72 73 74 75 76 77 78 79 80

				First Half		Second Half		
Quarters	**#**	**Player's Name**	**Fouls**	**1 Q**	**2 Q**	**3 Q**	**4 Q**	**Total**
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
			1 2 3 4 5 / T1 T2					
		Head Coach	TF 1 2					Final Score

Non Squad TF 1 2 3 4 5

First half team fouls: 1 2 3 4 5 6 **7** 8 9 **10**

Time outs First half: 1 2

Second half team fouls: 1 2 3 4 5 6 **7** 8 9 **10**

Time outs First half: 1 2

Berkley Hoops Time Sheet

Date: _____ Time: _____ Scorekeeper: _____ _____ vs. _____

Team Name: _____ Color: _____ # of Players : _____ = _____ minutes per player

	1st Quarter						Total	2nd Quarter						Total	3rd Quarter						Total	4th Quarter						Total
#	6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1	

Team Name: _____ Color: _____ # of Players : _____ = _____ minutes per player

	1st Quarter						Total	2nd Quarter						Total	3rd Quarter						Total	4th Quarter						Total
#	6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1		6	5	4	3	2	1	