



Instructions To Scorers...

Westchester Putnam Women's Basketball Officials

PROCEDURES

- Obtain A Roster Of Names, Numbers & Starters At Least 15 Minutes Prior To Scheduled Starting Time
 - ♦ Report Any Noncompliance To The Referee At Least 12 Minutes Prior To Scheduled Starting Time
 - ♦ Recommended That Names Be Listed In Numerical Order
 - ♦ All names and numbers must be in the book 10 minutes prior to game time to avoid a technical foul.
- Communicate With Other Scorer (If Applicable) After Each Entry Into The Scorebook
 - ♦ Report Any Discrepancy To An Official At The Next Dead Ball
- Responsible For Accuracy Of The Alternating Possession Arrow
- Must Keep A Running Summary Of Points Scored
- Inform Reporting Official When A Player Has Committed A Total of Five Fouls or Two Technical Fouls
 - ♦ Personal Fouls & Technical Fouls Are Added Together To Reach The Disqualification Number of Five
- Record Any & All Of The Team Warnings Covered By Rule (There Are Four Recognized Warnings)
- Inform Reporting Official When A Team Has No Allotted Timeouts Remaining
 - ♦ Each Team Is Permitted four (4) 75 -Second Timeouts & Two 30-Second Timeouts Per Game
 - ♦ Each Team Is Granted An Additional 75 Second Timeout For Each Overtime Period
- All Field Goals Are Two Points ...Unless The Official(s) Demonstrates The Successful Three-Point Goal Signal
- Notify Reporting Official When A Team Has Committed It's Seventh and Tenth Foul

SUBSTITUTES

- Substitutes Are **To Report To** The Scorer Giving Their Number
- Substitutes Are To Wait At The X Located In Front Of The Scorer's Table Until Beckoned By An Official
- Timer Is Not To Sound The Horn For Substitutes Until Scorer Has Performed His/Her Duties
- When A Player Is Withdrawn From The Game, He/She Becomes A Substitute. That Substitute Cannot Re-Enter Until The Next Available Substitution Opportunity, After The Clock Has Been Properly Started
- Substitutes Must Report To The Scorer Before The Warning Horn Sounds During Timeouts & Intermissions Substitutions During Multiple Free Throws For Personal Fouls
 - ♦ Can Enter Immediately Before The Final Free Throw
 - ♦ Can Enter After Final Free Throw Is Successful
 - ♦ When There Is A Required Substitute ...All Substitutes Who Have Reported Before The Required Substitute Has Been Beckoned ...May Enter When Beckoned

ABSOLUTES

- Participate In Pre-Game Meeting With Referee
- Wear Official's Game Shirt (**recommended**)
- Be Seated Next To The Timer (**Recommended**)
- Be Attentive, Accurate & Maintain Focus During Entire Game, Avoid Distractions
- Maintain Eye-Contact With Reporting Official
- Maintain An Appearance Of Impartiality Throughout The Game
- Remain At The Scorer's & Timer's Table, With The Scorebook, Throughout The Entire Game, Including All Intermissions
- Home Team Scorebook Will Be The Official Scorebook...Unless The Referee Rules Otherwise
- After The Game & Before The Officials Leave The Court ...Establish Eye-Contact With The Referee For Approval Of The Score
- Understand That You Are An Official And A Vital Part Of The Contest. Your Service To The Schools Is Greatly Appreciated



Instructions To Shot Clock Operator... ***Westchester Putnam Women's Basketball Officials***

PROCEDURES

- Shot clock shall be used entire game . . . including any overtime periods
- Shot clock duration for 30 seconds per State association
- No shot clock or alternate timing device at the table, NO GAME,

NO EXCEPTIONS!

START SHOT CLOCK

- Throw-In: When an in-bounds player touches or is touched by the ball
(Exception: Kicking ball)
- Jump Ball: When a player gains CONTROL of ball
- Missed Try: When a player gains CONTROL of ball
- Missed Free Throw: When a player gains CONTROL of ball
- Loose Ball: When a player gains CONTROL of ball

OFFICIALS' SIGNALS

- RESET: A whirling motion of a pointed index finger above head
- VIOLATION: Official taps top of head with open palm

WHEN TO RESET

- Floor violations (except kicking) hold the clock until the official asks for a change
- Intentionally kicked ball: reset as per league or State association
- Ball hits ring on a try or tap (shot clock stops) reset when team control acquired
- Opponent secures CONTROL of the ball
- Personal foul
- Try/tap fails to hit ring and is recovered by opponent
- Held ball (if DEFENSIVE team has A/P arrow)
- Technical foul

WHEN NOT TO RESET

- Defensive team touches ball, but does NOT gain CONTROL
- Defensive team causes ball to go out of bounds
- Defensive team causes a HELD BALL, but OFFENSIVE team has A/P arrow
- Blocked tries/taps recovered by the OFFENSIVE team
- Try/tap fails to hit ring and is recovered by OFFENSIVE team
- Held ball during a throw-in and OFFENSIVE team has A/P arrow
- Time-out is granted
- Game is stopped due to injury or loss of glasses/contact lens
- Game is stopped due to blood rule
- Any shot at WRONG basket



Instructions To Clock Operator...

Westchester Putnam Women's Basketball Officials

GENERAL INSTRUCTIONS

TIME PERIODS

- ❖ Four (4) quarters
- ❖ Each quarter: Eight (8) minutes
- ❖ Half-time intermission: 10 minutes (Special exception: 15 minutes)
- ❖ Between quarters and each extra period: One (1) minute
- ❖ Overtime periods: Four (4) minutes
- ❖ NOTE 1: Quarter shortened or running clock instituted by coaches' agreement.
- ❖ NOTE 2: Required substitute is 20-second-interval of time, not a timeout

TIMEOUTS

- ❖ Each team is allotted: Four (4) 75 second and two (2) 30-second, 2 horns, FIRST: one horn 15 seconds prior to end of timeout, SECOND: at end of timeout
20 Second Timeout: injured player or disqualified player, 2 horns, FIRST: 15 seconds before the end of the timeout, SECOND: at the end the timeout.
- ❖ Overtime periods: One (1) additional 75 -second per team
- ❖ Begin start of timeout on official's signal

WARNING SIGNALS

- ❖ Quarter/half-time intermission: With 15 seconds remaining
- ❖ 75 second timeout: With 15 seconds remaining
- ❖ 30-second timeout: With 15 seconds remaining
- ❖ Required notification of officials and teams 3 minutes prior to second half start
- ❖ Second horn sounds at end of timeout

ABSOLUTES

- ❖ Participate with pre-game meeting with referee
- ❖ Seated next to official scorer
- ❖ Attentive, accurate and maintain focus throughout game
- ❖ Maintain eye contact with the official responsible for putting ball in play

START CLOCK

- JUMP BALL: When ball is legally tapped by either jumper
- THROW-IN: When ball touches or is touched by a player on court
- MISSED FREE THROW: When ball is touched by any player

STOP CLOCK

- ❖ When an official sounds whistle
- ❖ When an official gives jump ball, foul or violation signal

SUBSTITUTES

- ❖ Sound horn for substitutions unless legally made between quarters during halftime intermission
- ❖ Before sounding horn, substitute must
 - Properly report to the scorer and be ready
 - Report before first warning signal between quarters, halftime intermission, timeouts or disqualified player

NOTES:

- ❖ Allow reporting official to complete report before sounding horn
- ❖ Do not sound horn:
 - **When official is ready to administer a free throw or throw-in**
 - **During multiple free throws for PERSONAL foul**
 - **Do not sound horn unless ball is DEAD and clock is STOPPED**
- ❖ Substitutes can only enter game before FINAL free throw and/or AFTER a final free throw is successful.