How to Fill Out the Basketball Scorebook: Step-by-Step Guide

1. Set Up the Scorebook Before the Game

- **Team Information**: Write down each team's name, coach's name, game location, and the date. Add your name as the scorer for record-keeping.
- **Rosters**: Collect a roster printout or photo from each coach. You don't need to write player names in the book, but make sure each player's jersey number is correctly recorded.

2. Check Player and Jersey Numbers

- Ensure each player has a unique, matching jersey number on the scorebook roster. Any missing or incorrect numbers may result in violations with penalties, including a technical foul and a $50 fine.
- Use the extra time before each game to double-check the rosters. Refs will be available to assist with this process.

3. Track Ball Possession

- **Initial Possession**: Note which team gains possession at the tip-off. Mark each possession change, especially during jump balls, timeouts, and end of quarters.
- **Organize Possession in Advance**: If teams have distinct colors, list the colors (e.g., "White" and "Red") at the bottom of the page in advance, marking each change as it happens.

4. Record Personal Fouls

- Each player is allowed five personal fouls before fouling out.
- Mark each foul and notify the coach when a player reaches three fouls as a heads-up. Give another warning at four fouls to help them manage playing time effectively.
- Confirm with the ref that they are aware of fouls and that you have recorded the correct player number.

5. Track Playing Time by Quarter

- As players check in before each quarter, mark their participation to comply with league rules on minimum playtime. This is particularly important to avoid any violations if a player does not meet required playing time.

6. Score Tracking

- **Individual Scores**: Record each point scored by a player under their name. Mark two points for regular field goals and one point for free throws.
- **Running Score**: Keep a running tally at the top of the scorebook and periodically confirm it with the scoreboard operator and ref. This running score serves as the official record.
- **Quarterly Totals**: At the end of each quarter, total up the points for that quarter and write it in the designated section for quick reference.

7. Record Team Fouls

- Team fouls are tracked separately at the bottom. Once a team reaches eight fouls, they enter the "bonus" and shoot free throws on non-shooting fouls.

- Notify the ref when a team reaches the "one-and-one" or "double bonus" threshold (usually ten fouls).

8. Timeouts
- Each team has two timeouts per half. Mark each timeout taken and note the game time when it occurred.
- Let coaches know how many timeouts they have remaining.

9. Communicate with the Ref
- Make eye contact with the ref when they call fouls or timeouts to confirm you have recorded the information. Don't hesitate to ask for clarification if needed, as the scorebook is the official record.

10. Final Reminders
- **Basic Tracking**: Track running score, fouls, timeouts, and ball possession. Personal stats are less critical at this level.
- **Support**: Feel free to ask for assistance from the ref or other volunteers, especially if it's your first game.
- **Relax**: This role is vital for the league, but everyone is there to help you. Enjoy the game and reach out with any questions!

Thank you for volunteering!