

Scorekeeper/Secretary

Records what happens during a 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 he/she 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 W or D (regardless of actual color)
 - 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 (ref will give more info)
 - MAM-minor act of misconduct (ref will give more info)
 - YC-yellow card
 - RC-red card

It is 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 important to:

- Put a hash mark in the row of each player who 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 first quarter
 - E1 is still used for a second exclusion in the first quarter (in the second 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, including 5M
- After goals
- Neutral throws
- Corner throws

Do not reset the shot clock on time outs.

Narrator and Flags

The desk is responsible for waving an excluded player and 20 seconds of elapsed time.

- Use the game clock recorded on the scoresheet to figure out how long 20 seconds will be. If a shot is taken the shot clock will reset so don't rely on this.
- Raise, do not wave, flags for re-entry into pool after exclusion time is over
 - Blue Flag-Dark team re-entry
 - White Flag-White team re-entry
 - Red Flag-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, not on the whistle
- After the ball is put back in play, referees should lower their arms
- The ball is put in play by:
 - Passing to another player
 - Dropping the ball from a raised hand
 - Throwing the ball in the air (popping the ball)
 - 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