

## ADDITIONAL INSTRUCTIONS TO TIMERS AND SCORERS

**Have your clock operators meet with the tournament crew chief before the start of the tournament.**

1. **Scorers** should keep the tournament moving by securing line-ups as far in advance as possible.
2. **Scorers** hold substitutes at bench until official beckons. This is very important during time-outs.
3. **Scorers** should remember that a disqualified player may not attempt a free throw. This could occur on double fouls, so notify the officials immediately when a player commits his fifth foul. (If shot allowed, goal counts.) Also, **circle name and number of disqualified player with red pencil.**
4. Do not allow a substitute to enter or sound buzzer after the ball has been placed at the disposal of free thrower. Players are entitled to be substituted **after** any **successful** free throw. Also remember that **only the players who are at the score table** at the time a violation is called are entitled to enter.
5. **Timers** should notify game officials and coaches three minutes before each half is to start.
6. **Timers** should sound buzzer one minute before start of each half.
7. **Timers** should sound buzzer with 15 seconds remaining in timeout.
8. **Timer** and **Scorer** occupy adjacent seats.
9. **MOST IMPORTANT OF ALL** - Know the timing and scoring rules.
10. Sportsmanship Rule will be used – see enclosed.