KEEPING THE BOOK

A one-page guide for parents working the scorer's table · Hebron Lions Basketball

BEFORE TIP-OFF

1. Arrive 30 minutes early. Sit at the table next to the clock operator; the home book is the official book.
2. Get both rosters: every player's name and jersey number, and the five starters (mark them with an X). Both coaches must hand these in at least 10 minutes before tip-off — after that, any change costs that team a technical foul, so ask early.
3. Compare books with the visiting scorer so names and numbers match, then show the referee you're ready.

DURING THE GAME — SCORING

1. Every made basket: write 2 or 3 in that player's row AND cross off the next 2 or 3 numbers in the team's running-score column. Every made free throw: mark it in the player's row (1) and cross off one number. A missed free throw gets a missed mark (0 or X) and no points.
2. Don't guess who scored — if the referee's signal isn't clear, ask the clock operator or wait for the ref to point. A scoring error is easy to fix on the next dead ball; a made-up entry isn't.
3. At the end of each quarter, compare the running score with the visiting book. If they disagree, tell the referee at the next dead ball — the officials settle it, not the two scorers.

FOULS

1. Personal foul: the referee signals the player's number — mark it in that player's foul boxes (P1, P2 … P5). A technical foul also counts as one of the player's five AND as a team foul.
2. Team fouls reset every quarter. On a team's 5th foul in a quarter, every foul after that gives the other team two free throws (the bonus). Hold up your fingers or tell the officials when a team reaches 5. Fouls from the 4th quarter carry into overtime.
3. 5th personal foul = that player is out. Tell the referee immediately (stand, raise your hand, say the number) — the officials notify the coach, who must sub right away.

TIMEOUTS

1. Each team gets 3 full (60-second) timeouts and 2 thirty-second timeouts per game. Mark each one as it's used; unused timeouts carry into overtime, and each overtime adds one more full timeout.
2. If a coach asks for a timeout the team doesn't have, it's a technical foul — so keep the count visible and say "last timeout" when a team is down to one.

THE POSSESSION ARROW

- After the opening jump ball, point the arrow at the team that did NOT win the tip. Every held ball (a jump-ball situation) goes to the team the arrow points to — they inbound, then you flip it. Quarters 2, 3 and 4 start the same way: the arrow team inbounds, then flip.

SUBSTITUTIONS & CLOCK

- Subs report to the table and wait for the officials to wave them in. You don't record subs, but note the first time a player enters so the coach's starters question at halftime is easy to answer.
- Quarters are 8 minutes for varsity and JV (usually 6 or 7 for middle school), with a 4-minute overtime. The clock operator runs the clock; you run the book. If you fall behind, tell the officials at the next whistle — never let the two books drift.

AFTER THE GAME

- Total each player's points and fouls, confirm the final score with the visiting book and the referee, and leave the book at the table for the coach. The officials sign off; you're done.

BOOK SYMBOLS — match whatever the other book uses; consistency matters more than the symbol

2	made 2-point basket	**3**	made 3-point basket	**1 or ●**	made free throw
0 or X	missed free throw	**P1 … P5**	personal fouls, in order	**T**	technical (also a P + team foul)
X by name	starter	**TO ✓**	timeout used		

WORKED EXAMPLE — first quarter, Hebron's book

No.	Player	P1	P2	P3	P4	P5	Scoring (in order)
12	Bailey	**P1**					**3 2 ●**
4	Stowers						**2 ● ○**
23	Cole	**P1**					

Running score (Hebron) — cross off as points are scored:

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

Team fouls, 1st quarter: Hebron 1 · Visitors 1

1. #12 Bailey hits a 3 → write 3 in his row; cross off 1, 2, 3.
2. #4 Stowers scores a layup and is fouled by their #23 → 2 in his row; cross off 4, 5. P1 in THEIR #23's box; their team fouls: 1.
3. Stowers makes the first free throw (●), cross off 6; misses the second (○), nothing crossed off.
4. Our #23 Cole fouls → P1 in Cole's box; Hebron team fouls: 1.
5. Bailey scores a 2, then a made free throw → 2 and ● in his row; cross off 7, 8. Score: Hebron 8.
6. Later: Cole picks up P5 → stand, tell the referee "23 has five"; he's out. Their 5th team foul in a quarter → bonus: two shots on every foul after it.

Rules: NFHS, as used by GHSA. When in doubt, ask the officials — they would rather fix it at the table than after the game.

Thank you for supporting the Lions!