

ACT Scoretable Pre and Post Game Responsibilities.

Pre-game

Scorer

- fill in the scoresheet 20 minutes prior to tipoff.
- ensure there is a summary sheet (for those competitions that use them).

Chairperson

- have and make use of a chairperson's sheet.
- get a game ball from the home team 10 minutes prior to tipoff.
- check the operation of the game horn.
- check that foul batons and witches hats (where used) are in place.
- present the scoresheet to Team A coach followed by Team B coach to:
 - Check all players are listed with correct numbers
 - Mark the captain with 'CAP'
 - Mark players wearing contact lenses with CL
 - Mark the starting five. (This cannot be changed without referee's approval)
 - Initial next to their name.
- as a courtesy, Team A coach is shown the scoresheet following Team B coach for him to take note of the starting five.

Assistant scorer

- check the operation of all parts of the scoreboard. If there are any problems, discuss this with the chairperson and advise referees and coaches if necessary.

24 second operator

- check the operation of the 24 second clock. Determine if the game clock is automatically stopped on expiry of the 24 second clock. Discuss this with the chairperson and timekeeper.
- run down the 24 second clock to expiry three times for the benefit of the referees and scoretable officials so that they are all familiar with the sound and volume. Discuss with the chairperson if the game horn should be sounded in conjunction with expiry of the 24.

Timekeeper

- check operation of the game clock and be familiar with resetting of time on the game clock. The timekeeper is responsible for timing timeouts and should be familiar how this is done if part of the main timing equipment.

All scoretable members

- must be familiar with any rule variations – timeouts, subs, fouls.
- have a pre-game discussion to ensure they are comfortable with their role and each other member's role. Any issues with the list above should be discussed.
- be in place and ready to commence the game with 5 minutes remaining to tipoff.

Post-game

Scorer

- complete the scoresheet.
- complete the Score Summary sheet with assistance as required.

Chairperson

- take the scoresheet to the referees to be signed.

All scoretable members

- will participate in a post-game discussion. This will be led by the chairperson and cover any good and bad points of administering the game. This is a form of self-evaluation. If an evaluator is present they can participate in the discussion also.
- remain at the bench until the scoresheet is signed and the post-game discussion is complete.