



# MORETON BAY SUNS

# SCORE BENCH MANUAL

## SCORE BOARD/GAME CLOCK



PREPARED FOR  
MBBI Scorebenching  
2026

# About this Guide

This guide is specifically for parents and volunteers who are helping score a basketball game at Moreton Bay Suns Basketball. It is written with the understanding that many people may be using the scoreboard for the first time, or may only help out a few times each season.

You do not need to set anything up, connect cables, select sports, or change any settings — all of that will already be done before the game starts. Your role is simply to operate the scoreboard during the game by following the referee's signals and pressing the appropriate buttons.

No technical knowledge or previous experience is required. You do not need to understand how the system works behind the scenes — just what buttons to press when required. If you can press buttons on a touchscreen, you can do this 👍

This guide is designed to be clear, simple, and reassuring. Making mistakes is completely normal, help is always nearby, and your willingness to volunteer is what allows the kids to play. You are doing an important and valued job.

## Score Table Code of Conduct

When performing score table duties, scorers must comply with Basketball QLDs Code of Conduct.

- Scorers must arrive at the venue at least 10 minutes prior to the scheduled start time and must remain available until the scoresheet has been checked and signed off at the end of the game.
- Food and drink are not permitted on the score table.
- Scorers must not leave the score table at half-time or full-time until all score table duties are completed.
- The score table must be supervised at all times, including during intervals.
- Scorers must conduct themselves in a professional and impartial manner and must not become involved in the behaviour of players, coaches, or spectators.

Note:

This Code of Conduct applies to any person seated at the scoretable.

When performing scorebench duties, scorers are part of the referee's team and must remain neutral at all times.



# Helpful tips for scorers

## Staffing

- Each team must provide a scorer. Games cannot commence until both teams have a parent seated on the scorebench. To help keep the competition running on schedule, the game clock will begin at the scheduled start time. If one team is ready with scorebench in place and the other is not, the ready team will be credited one point per minute until both scorebenches are in position and play can begin.
- The Scorer from the home team operates the iPad and paddels
- The Scorer from the away team operates the game clock and possession arrow. (see tasks by role below for more information)

## During the Game

- Regularly check with the other score bench official to ensure you both agree on:
  - The score
  - Player fouls
  - Team fouls
- If you are unsure about any matter (for example player uniform, substitution eligibility, or inappropriate spectator behaviour):
  - Sound the siren at the first stoppage of play
  - Stop the clock
  - Call the referee over to clarify

## Foul Monitoring

- When a player receives a personal foul the scorebench is to display the relevant foul bat (1-5)
- Five personal fouls – immediately notify the referee The player must leave the court immediately for the remainder of the game.
- Five team fouls – immediately notify the referee free throws are awarded for the 5th and all subsequent fouls

## Half-Time

Do not leave the score bench unattended at any time.

## End of Game

- Remain at the score bench until:
  - The referees have checked and signed the scoresheet

This allows any errors or questions to be resolved.

## Helpful Hints

- Arrive 10 minutes early to allow time to complete the scoresheet
- Be prepared to assist the other scorer
- Check your scoresheet totals (player fouls, team fouls, individual scores, and running totals) whenever possible
- Take your time — no rush
- One button press = one action
- Watch the referee, not the crowd
- Use **UNDO** before panicking - Ask for help if unsure (totally fine!)
- You are helping the game run smoothly — perfection is not expected



# Tasks By Role

## HOME TEAM

### Scorer - iPad and Paddles

Ensure that all players are entered into the iPad (*team attendance*) and have the correct number allocated to the player.

- Call the Score – (*say aloud during game play*)  
e.g.: 11 White, 2 points.
- Call the foul – (*say aloud during game play*)  
e.g.: Blue 7, personal foul, 2 shots
- Calls the team score – 40, 40-39
- Calls the personal and team fouls (1<sup>st</sup> personal foul, 4<sup>th</sup> team foul Bats 1-5)

## AWAY TEAM

### Game Clock and Visuals

- Ensure that the game starts on time
- Changing of the position Arrow
- Confirm the score and Team fouls
- Administers substitutions (*Signals to the Referee*)
- Administers time outs (*Signals to the Referees/ siren*)
- Times the timeouts

# Game Rules Summary

## Game Timing

- 3 minute warm up time
- 10 minute quarters
- 1 minute break between quarter & three-quarter time
- 2 minute break at half time

The game clock will keep running in quarters 1, 2 & 3. In the 4<sup>th</sup> quarter the game clock will be stopped in the last 2 minutes on all whistles and successful field baskets or when specifically directed to do so by the referee.

## Over Time

- Draws are permitted during regular season games – no overtime is played.
- During finals games over time will be played if scores are equal at the end of the 4<sup>th</sup> quarter.
- Over time periods are 3 minutes with a one minute break between periods.

## Time Outs

- Each team is permitted 1 time out per quarter
- Time outs are not permitted in the last 2 minutes of quarters 1, 2 & 3 except in finals games
- In finals games the game clock shall stop during time outs
- In finals games the rules are slightly modified as to 2 timeouts first half and 3 second half
- Each team shall be permitted 1 time out per over time period
- Either team may take a time out when the game stops on any referee whistle
- The **non scoring** team may take a time out following a successful basketball

## Substitution

- Either team may make a substitution when the game stops on any referee whistle except in the last minute of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter where substitutions are not allowed.
- The **non scoring** team may make a substitution following a successful basket in the last 2 minutes of the 4<sup>th</sup> quarter



# Scoring

The object of basketball is to score by having the ball go through your opponent's basket. Shots can be worth 1, 2 or 3 points as shown below:

## 1 Point

When a player is awarded free throws, they take a shot from the free throw line, without being guarded. If the shot is successful it is worth one point. A free throw is awarded in the following circumstances:

- A player fouled while they are in the act of shooting then the shooter gets:
  - If the shot missed, 2 free throws (if a 2pt shot) or 3 free throws (if a 3pt shot)
  - If the shot went in, 1 free throw
- "Team Bonus": once a team has accrued 4 fouls in one quarter, then for every foul they commit from then on in the quarter, the opponent who was fouled is given two free throws. This does not apply:
  - If the team commits an offensive foul (i.e. when their team has control of the ball)
  - If the foul was in the act of shooting, in which case the penalty above applies
- If a technical foul is called, the opposition team get 1 free throw and can choose who takes it
- If an unsportsmanlike or disqualifying foul is called, the opposition team get 2 free throws to be taken by the person that was fouled

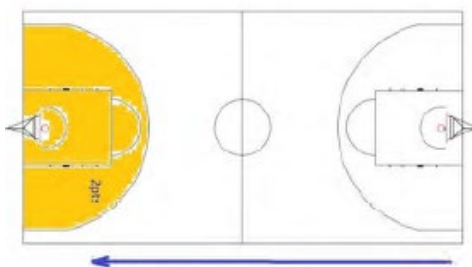


1 finger, 'flag' from wrist

## 2 Points

During a game, a shot may be taken from anywhere on the court. A shot taken from inside the arc at the end a team is attempting to score is worth 2 points and will be signalled by the Referee with two fingers. Play does not stop after the score.

If a player has a foot on the line of the arc when they shoot, it is worth 2 points. Similarly, if they jump from inside the arc and release a shot before landing outside of the arc, the shot is still only worth two points.

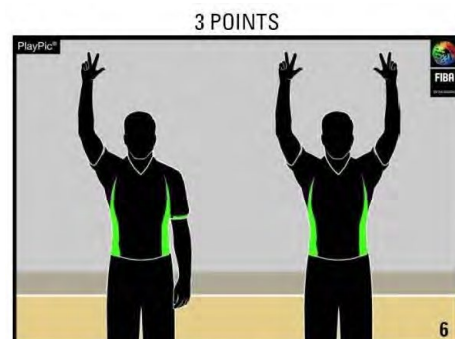


2 fingers, 'flag' from wrist

## 3 Points

A shot taken from anywhere outside of the arc (even from the other end of the court) is worth 3 points if it goes in. The referee will initially signal a 3 point shot by raising 3 fingers on one hand. If the shot goes in, they raise 3 fingers on both hands.

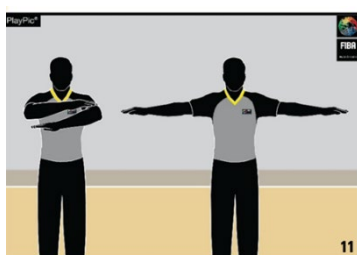
If the shooter jumps from outside the arc and releases the shot before landing inside the arc, the shot is worth 3 points if it goes in.



3 fingers extended  
One arm: Attempt  
Both arms: Successful

## Cancel Score / Cancel Play

The following signal is used to inform players, coaches and scorebench of a cancelled basket or in special cases, a cancelled / forfeited game.



SCISSOR-LIKE ACTION WITH ARMS,  
ONCE ACROSS CHEST



# Personal and Team Fouls

A personal foul occurs when a player makes illegal contact with another player. The referee will blow their whistle to stop play and call the foul. They will then signal to the Scoretable:

- Which team the foul is on (by saying the colour of that team's singlet)
- The number of the player that the foul is on
- The type of foul (e.g. holding, pushing, illegal use of hands)
- The penalty (i.e. a throw-in or free throws)

There are many types of personal fouls that may be called however it is irrelevant for scoring purposes as all are simply recorded as a personal foul.

If a player receives 5 fouls in one game they can no longer participate in the game and the Scorer must tell the Referee who will take the player out of the game. Even if the team does not have any substitutes, the player must still go off and the team plays with 4 players.

It is courtesy to inform the coach of a team once one of their players receives their fourth foul (although most coaches do keep track of that).

Foul bats" (which are like table tennis bats with numbers 1 – 5 on them) are used to display the number of fouls on a player after each foul is called. As well as recording the personal foul against the player the scorer must also record it as a Team Foul. Once a team has committed four Team Fouls in one quarter they are in the bonus situation and the Scorer must inform the Referee.

Once in the bonus, free throws are awarded for subsequent fouls in the quarter by that team. The scoreboard is changed to show the team's 5th foul but does not show any more than that in a quarter. The Scorer must also display on the scoretable that the team is in bonus. Two common ways that this is done is by turning on a light at the end of the scoretable (next to the team) or by putting a red cone on the scoretable at the end closest to the team's bench.

## Technical and Unsportsmanlike Fouls

A Technical Foul may be called against either a player or a coach and the penalty is one free throw for the opposing team.

A Technical Foul against a coach may be for their own behaviour or the behaviour of someone else on their bench. If they receive two Technical Fouls for their own behaviour they are disqualified from the game.

The Scorer must inform the Referee of when a coach receives a second technical foul (although often the referee will know).

An Unsportsmanlike Foul may be called against a player and the penalty is two free throws for the player that was fouled. There are a number of situations in which the Referee may call an Unsportsmanlike Foul, however the particular situations are irrelevant to scoring as only the Unsportsmanlike Foul is recorded.

The technical and unsportsmanlike fouls also count towards the 5 fouls that a player can receive and to the team fouls.

Additionally, if a player receives two Technical and/or Unsportsmanlike fouls they are automatically disqualified from the game (even if they have less than 5 fouls in total). Again, the Scorer needs to inform the Referee by displaying the GD bat (although they will probably already realise it).

Finally, a player may receive a disqualifying foul and must immediately leave the game. The penalty is two free throws for the opposing team.

When a player "fouls out" with 5 personal fouls, they can remain on the team bench and support their team. However, if they receive two Technical and/or Unsportsmanlike fouls or they receive a disqualifying foul they must leave the court area altogether.

The referee signals for technical, unsportsmanlike and disqualifying fouls are shown below.

### UNSPORTSMANLIKE FOUL



Grasp wrist upward

### TECHNICAL FOUL



Form T, showing palms

# Substitutions (subs)

## Score bench procedure

Substitutions are controlled by the referee, but the score bench plays an important role in alerting the referee when a team wishes to make a substitution.

How a Team Requests a Substitution

When a coach or team wants to substitute players, they will approach the score bench or clearly signal that they wish to sub.

When this happens, the scorer must:

- **Sound the horn** at the **next appropriate stoppage in play**
- **Raise both arms** and **cross the forearms** at chest or face level to clearly signal a substitution request to the referee

✓ This visual signal is important so the referee can clearly see that a team is requesting a sub.

⚠ **Do not sound the horn while the ball is live.**

### When Substitutions Are Allowed

In junior Basketball Queensland-style competitions, substitutions are generally allowed at any stoppage in play, with the referee's approval.

This includes:

- Between quarters
- During time-outs
- When a foul is called
- When a violation is called (e.g. travel, double dribble)
- During injuries or referee-directed stoppages
- After a basket, if the referee permits it

Substitutions are **NOT allowed**:

- In the last minute of quarters 1, 2 and 3. (Substitutions are allowed in the last minute of the 4th quarter).
- While the ball is live
- In the middle of play
- During free throws (unless the referee specifically allows it, such as in junior injury or disqualification situations)

✓ **The referee always has the final say** on whether and when a substitution can occur.

### Important Notes for Scorers

- Only **signal the substitution** — the referee controls when players actually enter the court
- Never wave players on or off the court yourself
- If you are unsure whether you should sound the horn, **wait for the referee's direction** or signal at the next stoppage
- Stay neutral and treat both teams equally

Remember:

👉 As a scorer, you are part of the officiating team, and your role is to assist the referee, not manage substitutions yourself.



Cross forearms

# Time Outs

## How many?

A time-out is an opportunity for a coach to speak with their team and lasts for one minute. A coach may call Time outs as follows:

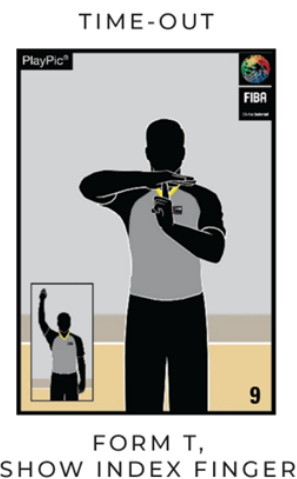
- 1 per quarter (per team)
- Qtrs. 1-3 – a time out cannot be granted once 2:00 or less is displayed on the game clock.

A coach does not have to use any or all of their time-outs and time-outs do not accumulate from one half to the next. So, for example, if a coach only uses one time-out in the first half, they cannot use four in the second half!

## When?

A time-out must be requested by the coach or assistant coach of a team. A time-out can be granted when:

- On any whistle (either team can have time-out)
- When a basket is scored (the team that did not score can call time-out)
- After a successful last free throw.
- A coach can call a time-out after immediately after a time-out that was called by their opponents.



# Position Arrow Rule Explained

The alternating possession rule is a method of putting the ball back into play using a throw-in instead of a jump ball.

An alternating possession arrow is located on the score bench.

One scorer must be clearly responsible for changing the arrow — scorers should communicate before the game to decide who will do this.

## Start of the Game:

- The game commences with a jump ball.
- After the initial jump ball, set the arrow to point toward the goal of the team that did NOT gain control of the jump ball.

## During the Game

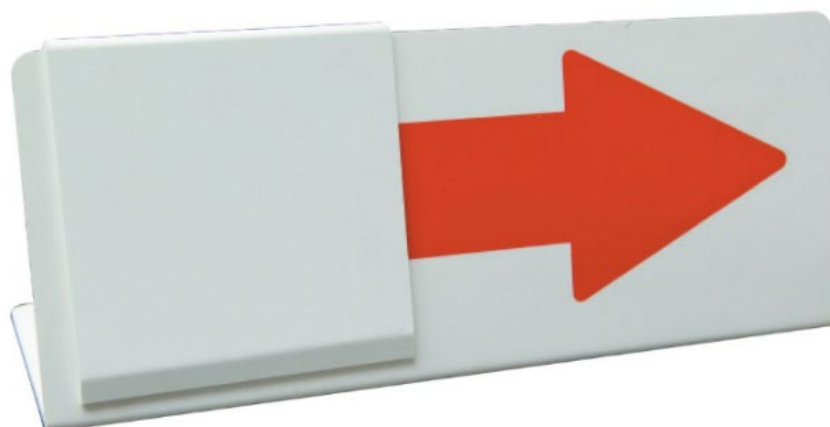
- When a jump ball situation (ball up) occurs (players tie up the ball and the referee signals with two thumbs pointed upward):
  - The team indicated by the alternating possession arrow is awarded a inbound at the nearest spot.
- The arrow is reversed immediately after the inbound, meaning after the ball is legally touched in-bounds and play resumes.

## Important

- Every ball-up situation results in the arrow being changed once play has resumed.
- Do not change the arrow when the whistle blows — change it only after the ball is put back into play.

## Half-Time Procedure

- At half-time, the scorers must reverse the arrow in the presence of the referees.
- This ensures that:
  - The team that was entitled to the next alternating possession at the end of the first half
  - Will receive the ball to start the second half
- Remember to change the arrow again once play has resumed at the start of the second half.



# **SCORING THE GAME**

## **Score Board / Game Clock**

### **STADIUM 1 - COURTS 1 & 2**

This section explains how to score a game using the courtside scoreboards and game clock on Courts 1 and 2 in Stadium 1 during live play. It outlines the basic tasks required at the score bench, including operating the game clock, recording points, team fouls, player fouls, timeouts, and other key game actions.

Scorers must follow the referee's signals closely and make the appropriate updates on the scoreboard controls immediately and accurately. This includes:

- Starting and stopping the game clock on the referee's whistle
- Adding points to the correct team
- Recording individual and team fouls as signalled
- Managing timeouts and period breaks

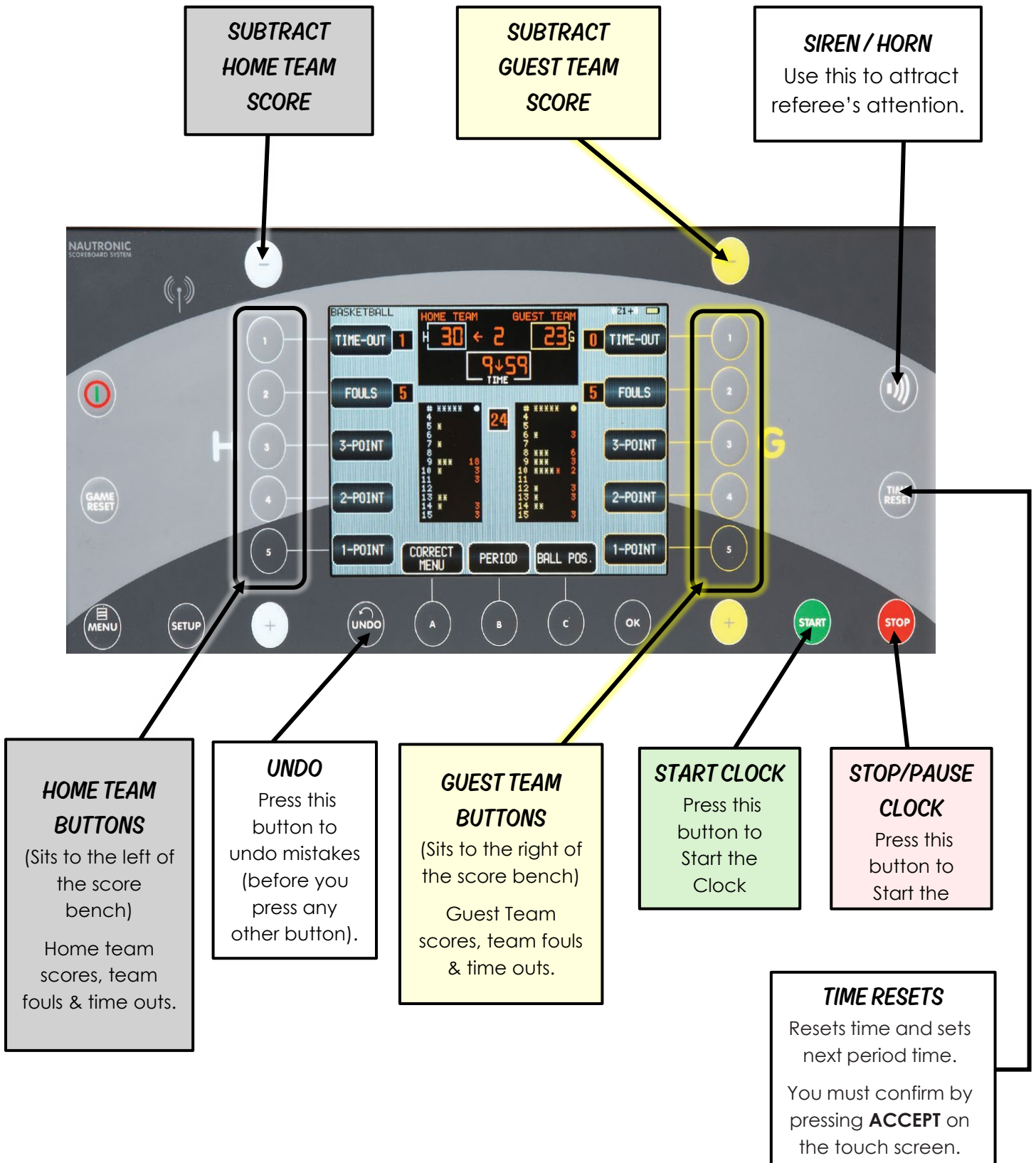
The scoreboards are designed to be clear and straightforward to operate, with simple controls that allow scorers to make quick adjustments if an error occurs. Corrections should always be made as soon as possible and, where required, in consultation with the referee.

No prior scoring experience is required. With basic instruction and attention to the referee's signals, anyone assigned to the score bench can confidently operate the game clock and scoreboards on Courts 1 and 2 in Stadium 1.



# Getting to know the Game Clock

## Stadium 1 - Courts 1 & 2



# Adding Team scores & Team Fouls

## Adding Team Scores

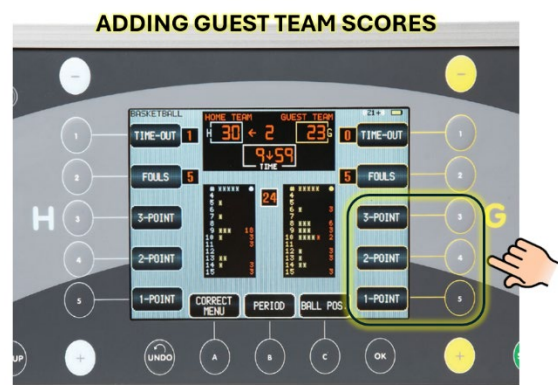
On the panel you will see physical buttons for **HOME** and **GUEST** teams.

Press the correct button **once**:

- **+1** → Free throw
- **+2** → Normal basket
- **+3** → Three-pointer

⚠ Always double-check you pressed:

- The **correct team**
- The **correct number of points**

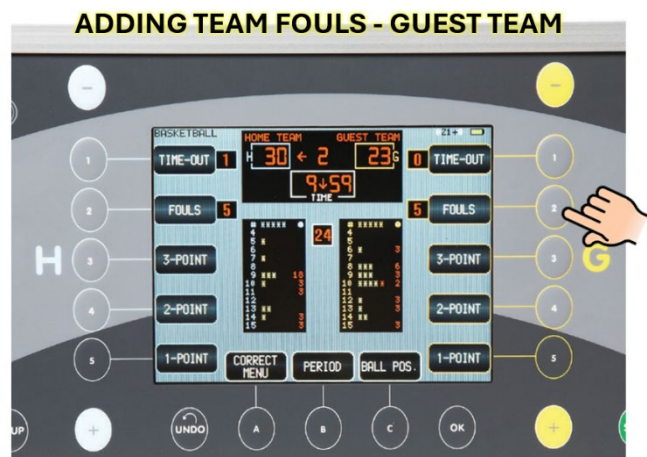
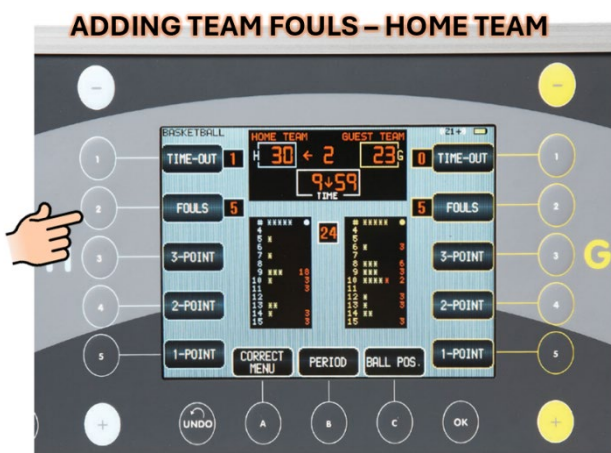


## Adding Team Fouls

To record a team foul:


Press the **FOUL (2)** button **once** for the correct team.

You generally **do not need to worry** about player numbers — it's handled on the iPad.



# Starting and Stopping the Clock


## To start play

1. Make sure teams are ready
2. Press **START**  when the referee blows the whistle at the start of the game and at the start of each quarter.
3. In the last 2 mins of the game – if the clock has been stopped for any reason, press start when the ball is back in play or the referee asks you to start the clock.

## STARTING THE CLOCK



## To stop play

Press **STOP**  to stop the clock.

The table below outlines when the clock should be stopped for junior club games.

Situation	Clock Stops?
Quarters 1–3 (normal play)	✗ No
Time-outs (Q1–Q3)	✗ No
Last 2 mins Q4 (≤10-pt margin)	✓ Yes
Time-outs (last 2 mins Q4)	✓ Yes
Injuries / blood	✓ Yes
Referee-directed stoppage	✓ Yes

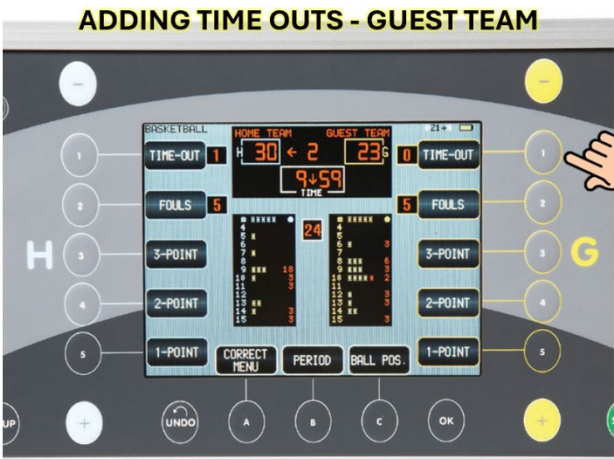
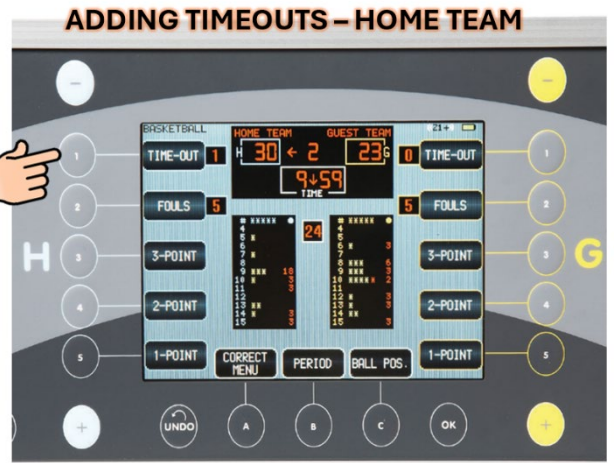
## STOPPING THE CLOCK



## Period Changes (Quarters)

- The scoreboard will automatically move to the next period when the time runs out
- If the referee wants the clock stopped early, press **STOP**

🔊 The horn may sound automatically at the end of the quarter



## Time Outs


When the referee signals a time-out Press **TIME-OUT** button for the correct team

- The clock will stop
- The horn may sound when the time-out finishes

## If you make a Mistake

This is very common, do not worry!

### Option 1: UNDO

- Press **UNDO**  immediately
- This fixes the *last* action



### Option 2: Correct Menu

If it's already been a moment:

1. Tap **CORRECT MENU** on the screen
2. **Subtract** the incorrect score/foul
3. Add the correct one

⚠️ Only fix what you are comp about.



# SCORING THE GAME

## Score Board / Game Clock

### STADIUM 2 - COURTS 3, 4 & 5

This section explains how to score a game using the courtside scoreboards and game clock on Courts 3, 4, and 5 in Stadium 2 during live play. It outlines the basic tasks required at the score bench, including operating the game clock, recording points, team fouls, player fouls, timeouts, and other key game actions.

Scorers must follow the referee's signals closely and make the appropriate updates on the scoreboard controls immediately and accurately. This includes:

- Starting and stopping the game clock on the referee's whistle
- Adding points to the correct team
- Recording individual and team fouls as signalled
- Managing timeouts and period breaks

The scoreboards are designed to be clear and straightforward to operate, with simple controls that allow scorers to make quick adjustments if an error occurs. Corrections should always be made as soon as possible and, where required, in consultation with the referee.

No prior scoring experience is required. With basic instruction and attention to the referee's signals, anyone assigned to the score bench can confidently operate the game clock and scoreboards on Courts 3, 4 and 5 in Stadium 2.



# Getting to know the Game Clock

## Stadium 2 - Courts 3, 4 & 5

### UNDO

Press this button to undo mistakes (before you press any other button), old to reset all scores at end of game.

### CHANGE PERIOD

Press this button to show what quarter you are in.

### SIREN / HORN

Use this to attract referee's attention.

### RESET TIME

After pushing toggle up to stop clock press this to reset time. Will automatically go to 20 minutes.

### ADJUST TIME

Keep pressing adjust time until you reach required minutes.

### MASTERS TIMING

10 minutes quarters  
RUNNING CLOCK  
3-minute warm up time

1 minute break  
between quarter &  
three-quarter time  
2-minute break at  
half time

### START / STOP TOGGLE

Use toggle to stop and start time.

Running clock except in the last 2-minutes of the 4<sup>th</sup> quarter ONLY when the clock is stopped on all whistles and made baskets.

### HOME TEAM BUTTONS

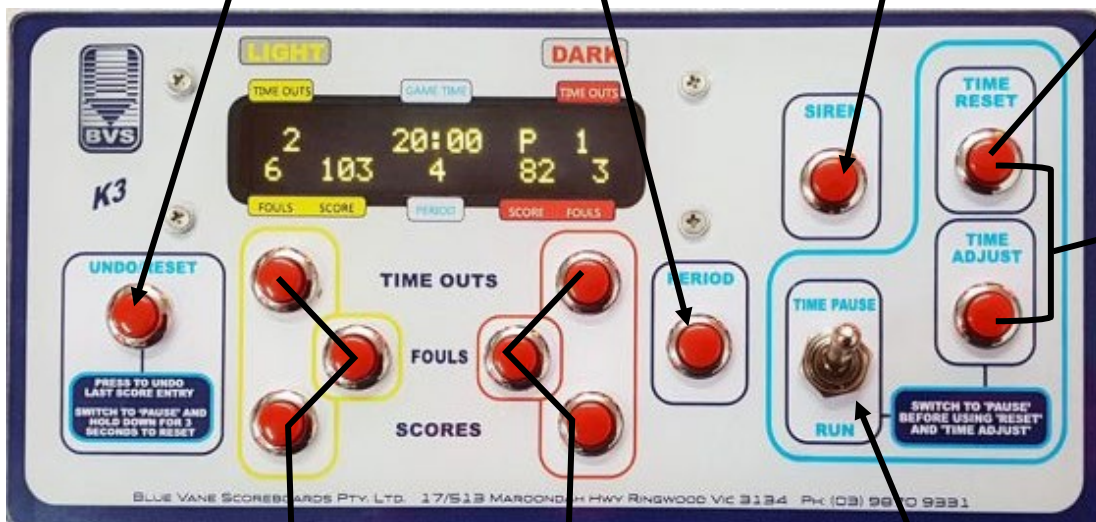
(Sits to the left of the score bench)

Light team (home team) scores, team fouls & time outs.

### AWAY TEAM BUTTONS

(Sits to the right of the score bench)

Dark team (Away Team) scores, team fouls & time outs.



# Adding Team scores & Team Fouls

## Adding Team Scores

On the panel you will see physical buttons for **LIGHT (HOME)** and **DARK (AWAY)** teams.

Press the scores button **once** per point for the allocated team.

- Press **once (+1)** → Free throw
- Press **twice (+2)** → Normal basket
- Press **three (+3)** → Three-pointer

⚠ Always double-check you pressed:

- The **correct team**
- The **correct number of points**

## ADDING HOME TEAM SCORES



## ADDING AWAY TEAM SCORES



## Adding Team Fouls

To record a team foul:

Press the **FOUL** button **once** for the correct team.

You generally **do not need to worry** about player numbers — it's handled on the iPad.

## ADDING HOME TEAM FOUL



## ADDING AWAY TEAM FOUL



# Starting and Stopping the Clock

## To start play

4. Make sure teams are ready
5. Flick the toggle down to the **“RUN”** position when the referee blows the whistle at the start of the game and at the start of each quarter.
6. In the last 2 mins of the game – if the clock has been stopped for any reason, press start when the ball is back in play or the referee asks you to start the clock.

### STARTING THE CLOCK (RUN)



## To stop play

Flick the toggle up into the **“PAUSE TIME”** position to stop the clock.

The table below outlines when the clock should be stopped for junior club games.

Situation	Clock Stops?
Quarters 1–3 (normal play)	✗ No
Time-outs (Q1–Q3)	✗ No
Last 2 mins Q4 (≤10-pt margin)	✓ Yes
Time-outs (last 2 mins Q4)	✓ Yes
Injuries / blood	✓ Yes
Referee-directed stoppage	✓ Yes

### STOP THE CLOCK (TIME PAUSE)



## Period Changes (Quarters)

Press the **Period** Button during the break between quarters to change the Quarter.



## ADDING HOME TEAM TIME OUT

### Time Outs

When the referee signals a time-out Press the **TIME-OUT** button for the correct team

Set the manual timer for 1-minute and press start on the manual timer.

When the manual timer arrives at 10 sec on the count down, signal to the Referees that there is 10 sec left by holding up both hands palms facing Referees.




## ADDING AWAY TEAM TIMEOUT



## If you make a Mistake

This is very common, do not worry!

Press **UNDO**  immediately (before you press any other buttons) to undo the last action.

Hold for 3 seconds to reset all scores at end of game.

## UNDO LAST ACTION

