



MORETON BAY SUNS SCORE BENCH MANUAL

BASKETBALL CONNECT
SCORING APP (IPAD)



PREPARED FOR
MBBI Scorebenching
2026

About this Guide

This guide is designed for parents and volunteers who are helping to operate the iPad for scoring a basketball game at our club. It is written with the understanding that many users may be using the scoring iPad for the first time or may only assist a few times each season.

You do not need to set anything up before the game. There is no need to connect cables, install apps, adjust settings, or configure the system — all of this will already be completed prior to the game starting. Your role is simply to use the iPad during the game to record scores and game actions by following the referee's signals and pressing the appropriate on-screen buttons.

No technical knowledge or previous scoring experience is required. You do not need to understand how the system works behind the scenes — only which buttons to tap and when. If you can use an iPad or touchscreen device, 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, and we greatly appreciate your support.

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 (1st personal foul, 4th 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 Referee/ 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 4th 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 4th 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 1st, 2nd and 3rd 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 4th 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

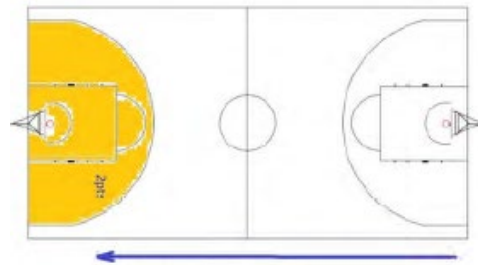


1 finger, 'flag' from wrist

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.

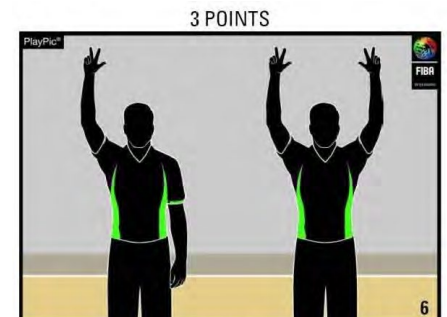


2 fingers, 'flag' from wrist

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.

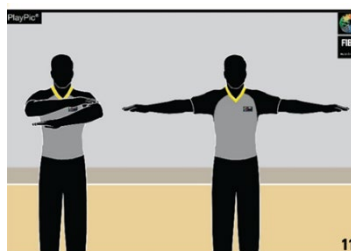
If the shooter jumps from outside the arc and releases the shot before landing inside the arc, the shot is worth 3 points if it goes in.



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 pictured above.

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**:

- 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)
- In the last minute of quarters 1, 2 and 3. (Substitutions are allowed in the last minute of the 4th quarter).

✓ **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.



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:

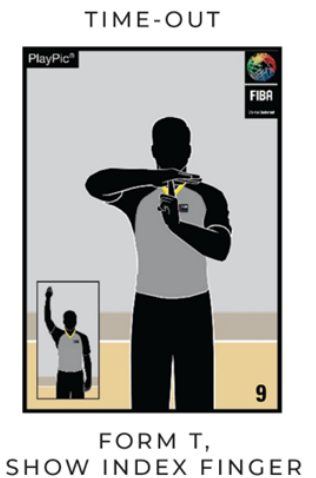
- 1 per quarter (per team)
- Qtrs. 1-3 – a time out cannot be granted once 2:00 or less is displayed on the game clock.

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.



Possession 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

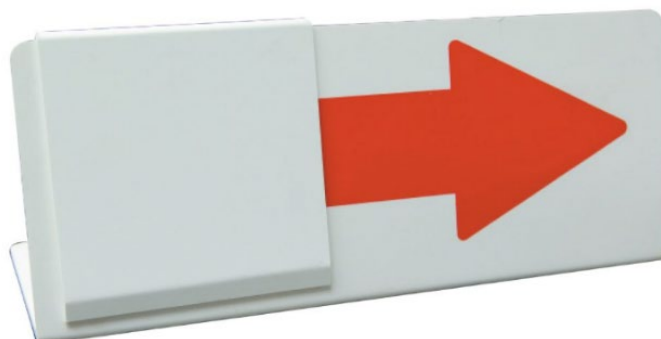
- When a jump ball situation (ball up) occurs (players tie up the ball and the referee signals with two thumbs pointed upward):
 - The team indicated by the alternating possession arrow is awarded a inbound at the nearest spot.
- The arrow is reversed immediately after the inbound, meaning after the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

iPad - Basketball Connect App

This section explains how to use the Basketball Connect app on the iPad to score the game during live play.

It covers the basic steps needed to operate the game clock, record points, fouls, timeouts, and other key game actions by following the referee's signals and selecting the correct on-screen buttons.

The process is designed to be simple and intuitive, with features such as undo and editing options to correct mistakes if needed.

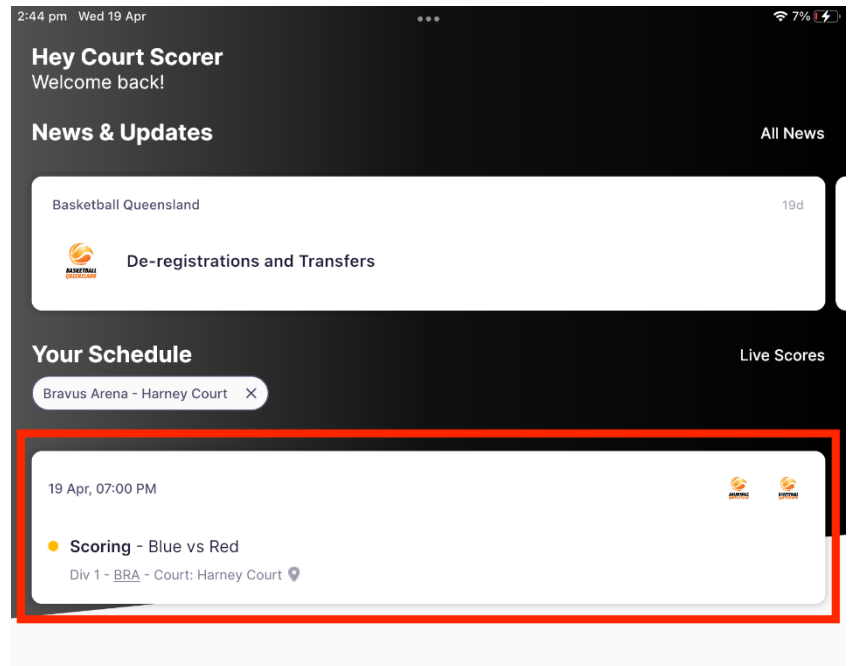
No prior scoring experience is required—if you can use an iPad, you can confidently score the game using the Basketball Connect app.



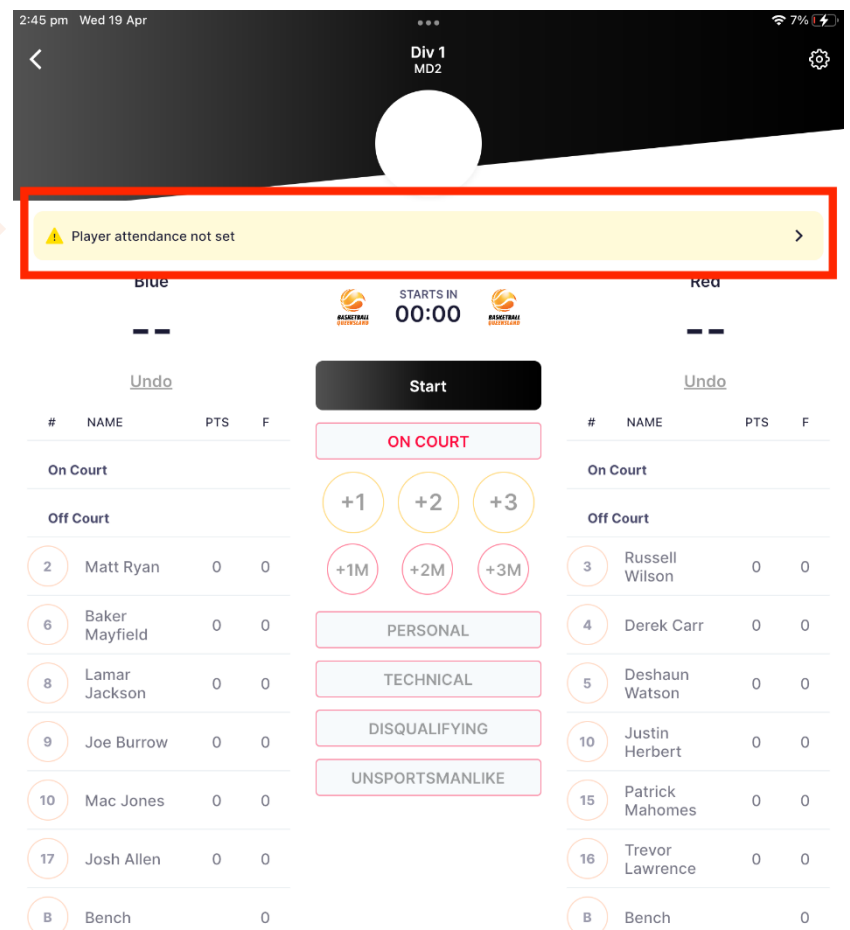
Taking Team Attendance & Borrowing Players - ipad

Taking team attendance

To start taking team attendance, press anywhere on the game panel to open the game.



Click on the yellow bar at the top of the screen that says **Player attendance not set**



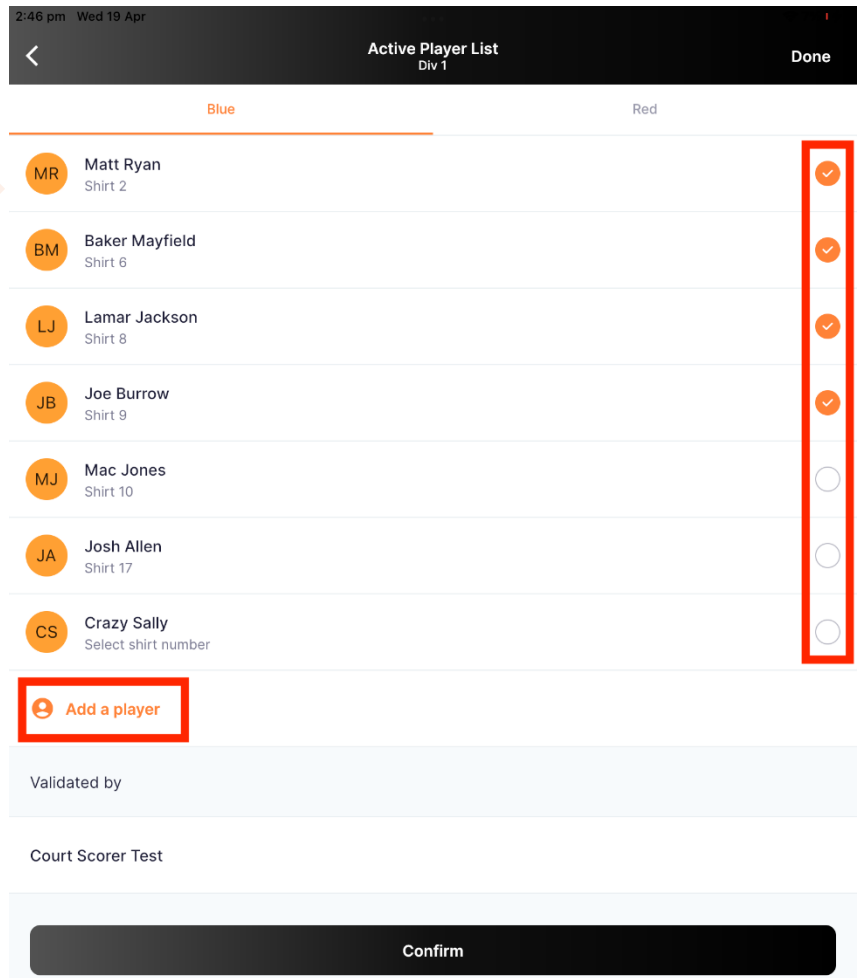
This will load the teams list for both teams.

To take team attendance, click each of the corresponding circle checkboxes to the right side of the screen to indicate that player will be playing.

To borrow a player, press the **Add a player** button at the bottom of the teams list. (see next step for screenshot)

To change jersey number, click anywhere in the white space next to a player's name and you will see a popup appear (see step 5 below for screenshot)

Once you have switched between both teams using that tabs above you can press confirm to progress.



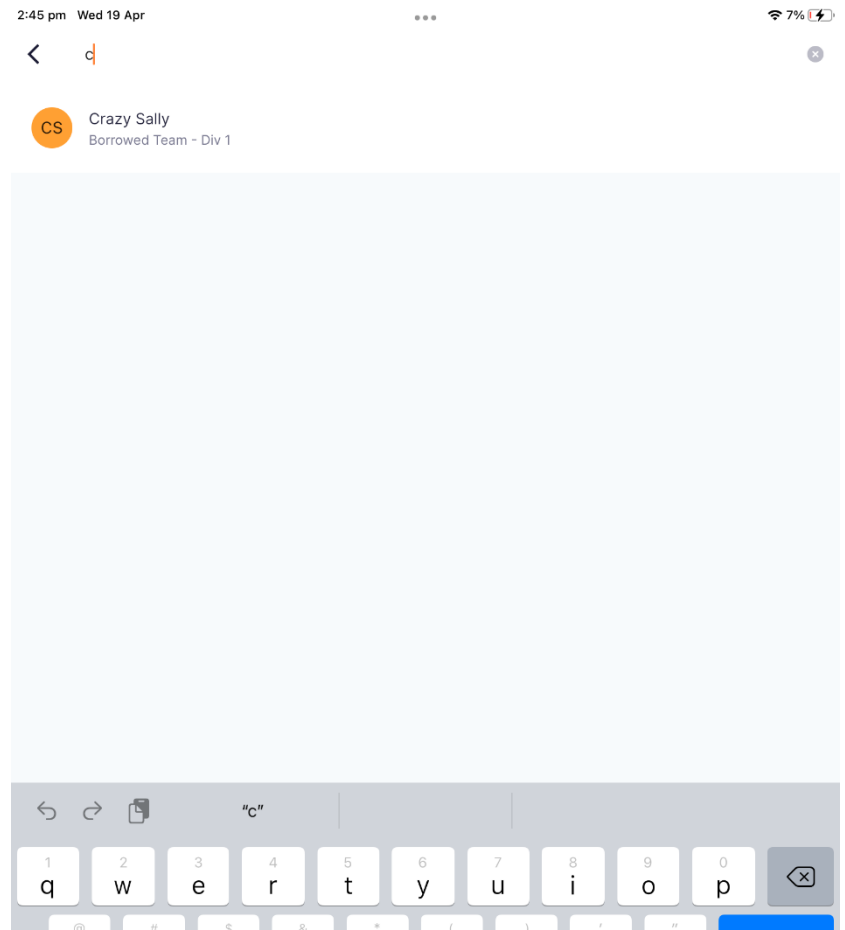
Borrowing a player

When borrowing a player, you just have to search for that participant's name in the top search box.

If a player's name is not appearing, please get in touch with the Score Bench Coordinator, as

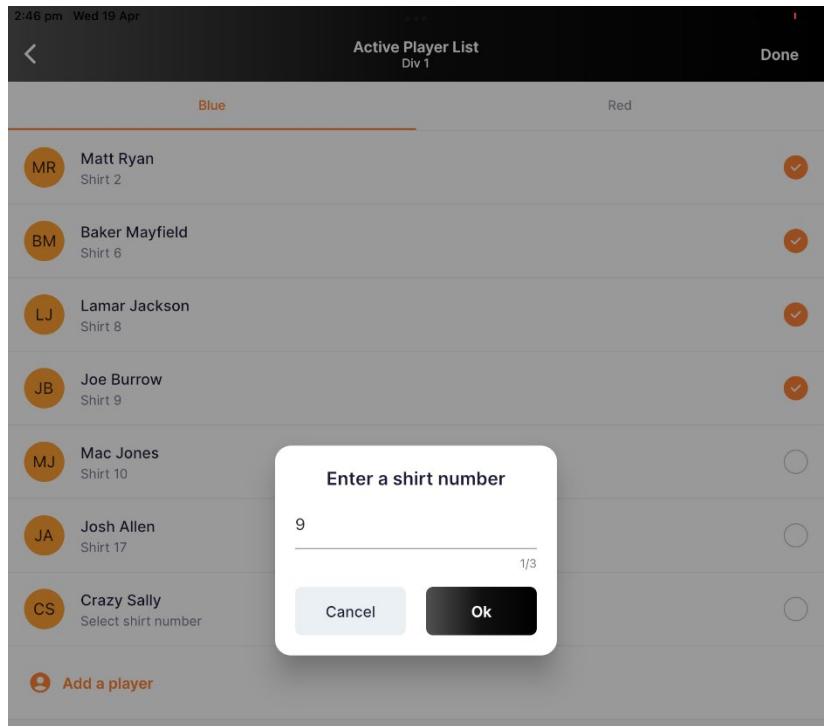
- The settings are incorrect in the competition setup to allow borrowed players

- The player you are trying to borrow does not have a valid registration to the organisation/competition



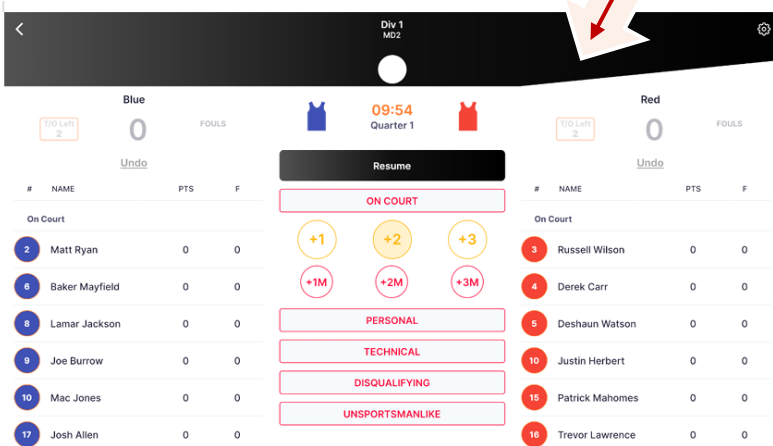
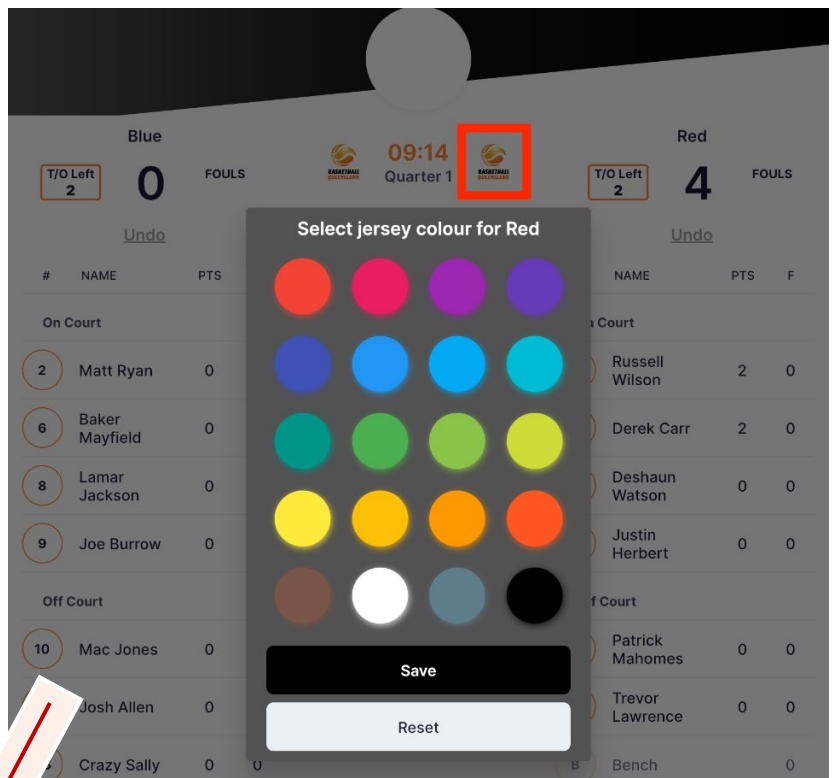
Changing a players jersey number

If you clicked on the white space next to a players name in the row, you can change their jersey number.



Team Colours / Jersey Colours

As an optional feature, if you select the icon to the left or right of the **game clock**, you can change the jersey colour for each team.

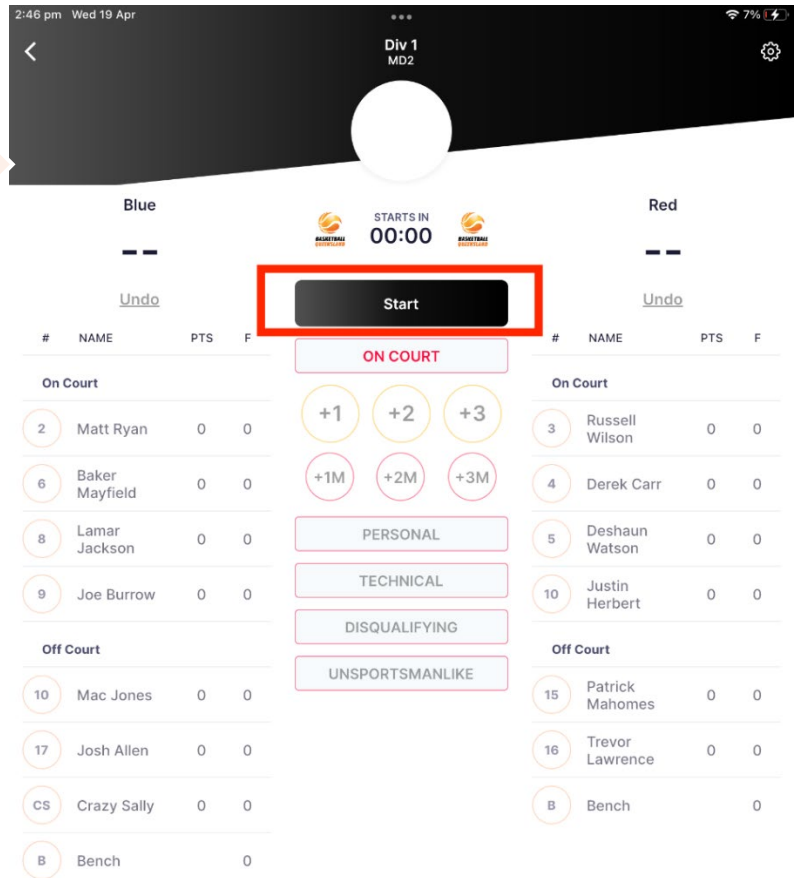


Scoring the Game - iPad

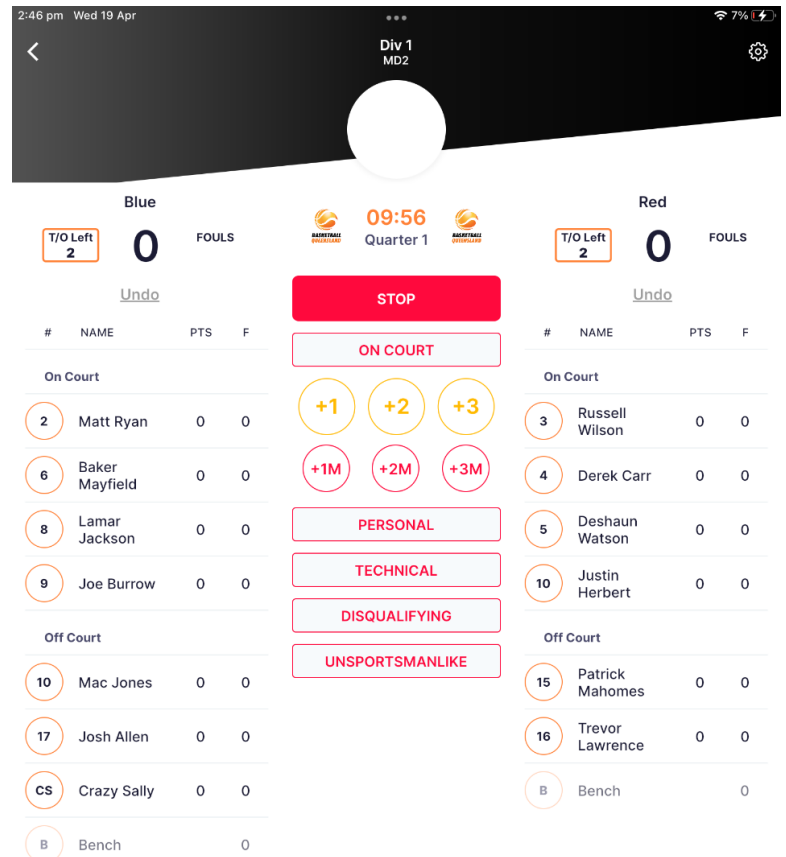
Starting the game clock

To Start the game clock, simply hit the **Start** button.

Tip: After you hit Start, the button will turn to a Stop button, so you can press that at any point to Stop the clock.



You will notice that once you have pressed start, all the players, scoring and foul buttons turn from grey to a darker colour, meaning you can now start interacting with those buttons and scoring.



Adding Points to a player

To add points to a player, you simply have to press either +1, +2 or +3 in the yellow circles and then select the player you want to award the points too.

In this example, +2 in yellow was selected and then the scorer pressed Russell Wilson, which awarded him 2 points in that column.

Note: As an optional category, the red circles for +1M, +2M and +3M is for whether a player missed a 1, 2 or 3 point shot, if you are collecting shooting percentage as well.

The screenshot shows a basketball game interface for 'Div 1 MD2' at 2:46 pm on Wed 19 Apr. The game is in Quarter 1 with 09:52 remaining. The Blue team has 0 points and 2 fouls, while the Red team has 2 points and 2 fouls. The 'ON COURT' menu is open, showing options for +1, +2, +3 (yellow circles) and +1M, +2M, +3M (red circles). The +2 option is selected. Below the menu, the 'PERSONAL', 'TECHNICAL', 'DISQUALIFYING', and 'UNSPORTSMANLIKE' buttons are visible. The player list shows Russell Wilson (number 3) with 2 points and 0 fouls, highlighted with a red box.

Adding Fouls to a player

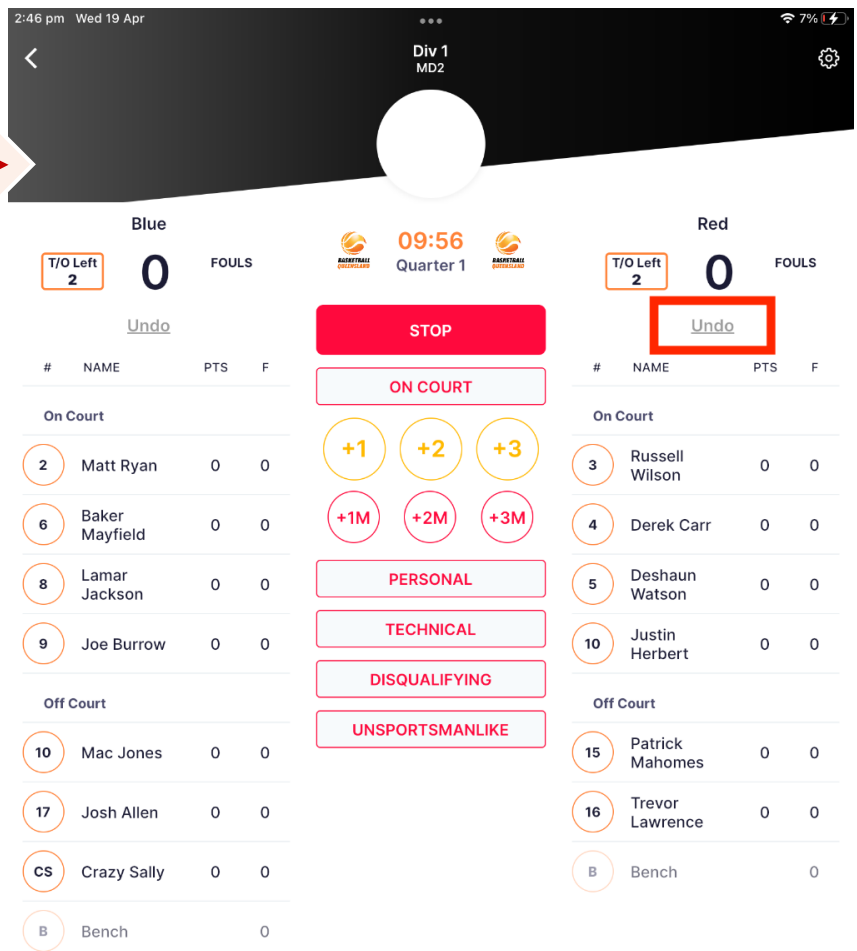
If you want to add a personal, technical, disqualifying or unsportsmanlike foul, you just have to hit the corresponding button in the centre of the screen and then select the player you wish to award that foul to.

(exactly the same how allocating points work above).

The screenshot shows the same basketball game interface as above, but at 09:56 in Quarter 1. The 'ON COURT' menu is open, and the 'PERSONAL', 'TECHNICAL', 'DISQUALIFYING', and 'UNSPORTSMANLIKE' buttons are highlighted with a red box. The player list shows Russell Wilson (number 3) with 0 points and 0 fouls, highlighted with a red box.

Undo a point / foul

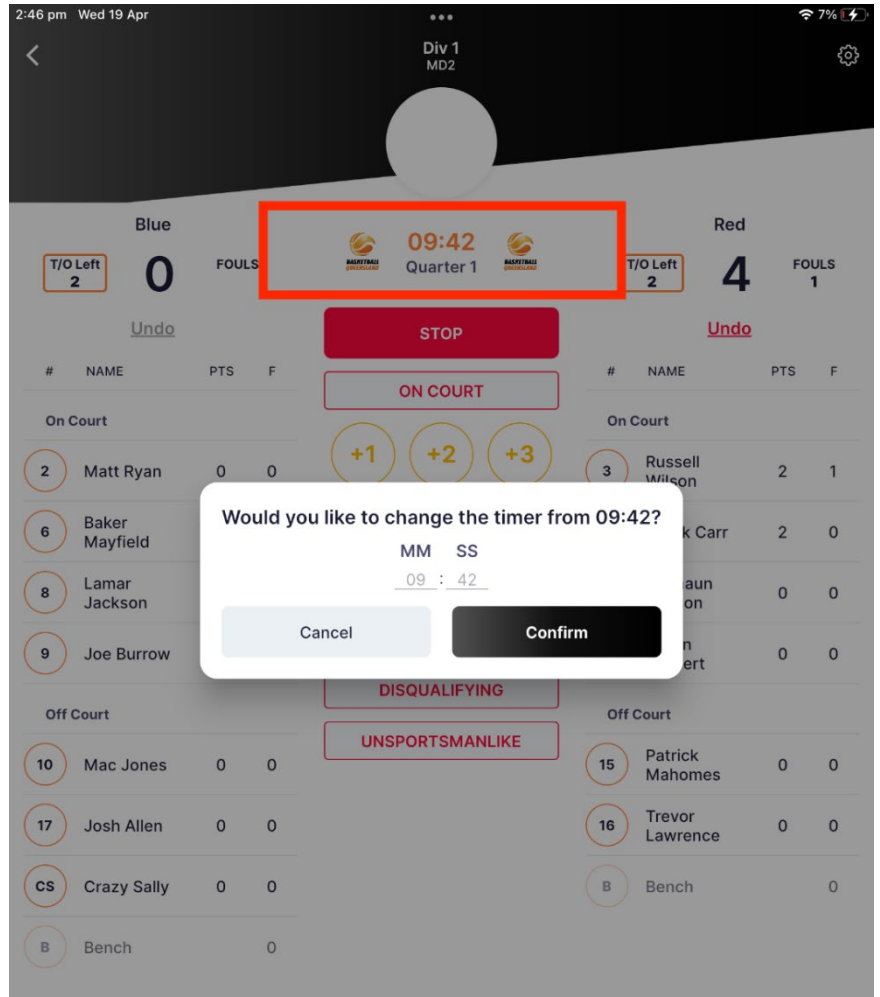
If at any point you allocate the incorrect points/foul, you can simply press the **undo** button above the teams list where you made the mistake and it will retract that allocation.



Changing the Time

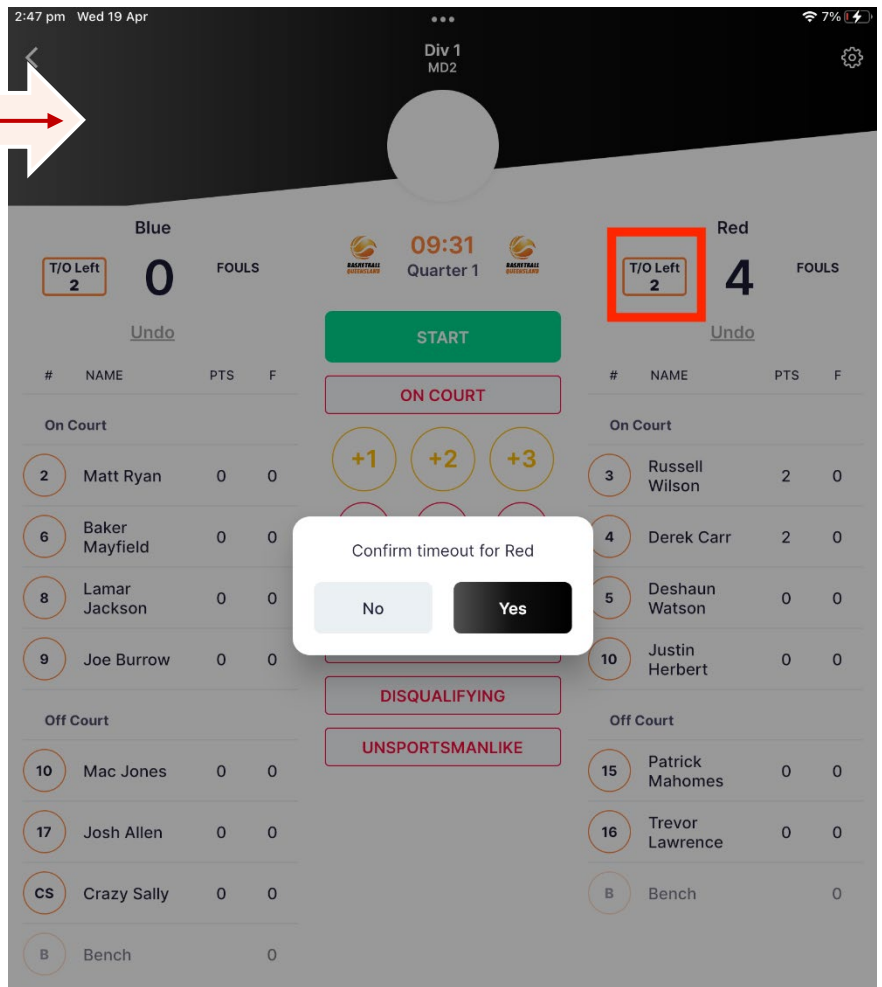
If at any point the time is incorrect, you can press on the time itself and a popup box will appear where you can manually adjust the time.

Note: If this popup does not appear, then your Competition Organiser has set up different clock settings in the backend, so you will need to get in touch with them if you want to enable this feature.



Time Out

If a team calls a timeout, you can trigger it by pressing the **T/O Left** box to the left of the current team score. This will open a popup where you can confirm the timeout has occurred.

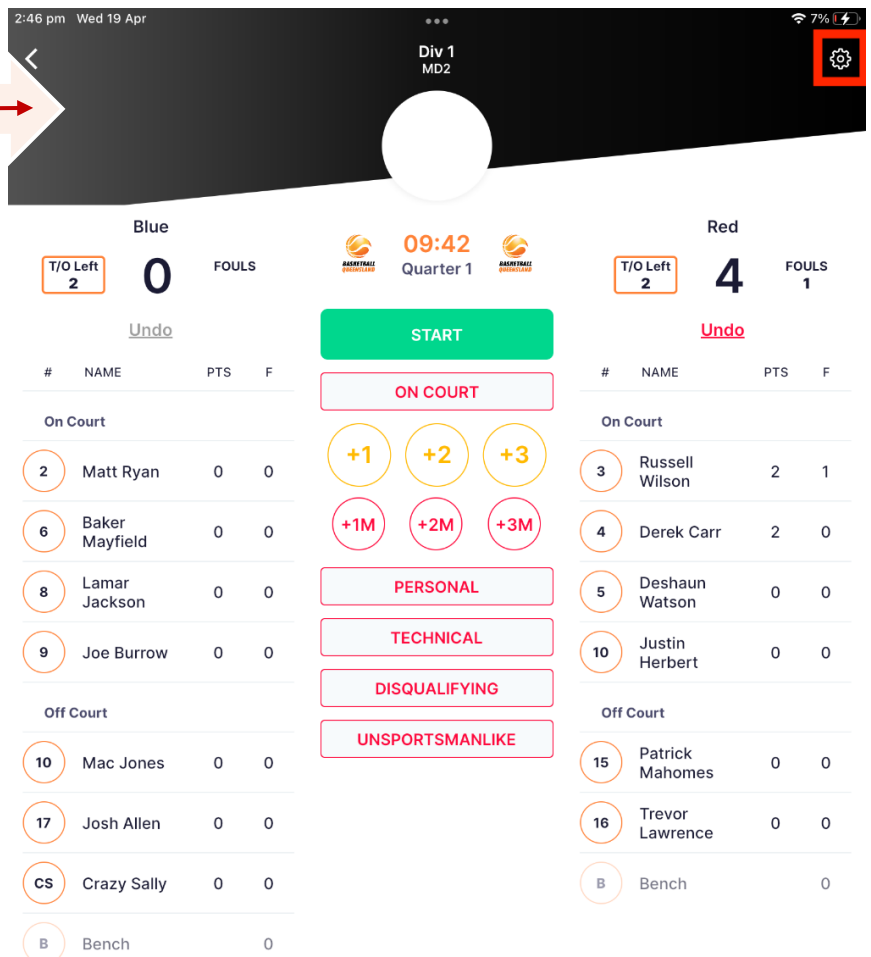


Accessing the Settings menu

If you wish to access the settings menu to

- Edit Team Attendance
- Edit Action Log
- Add Incidents

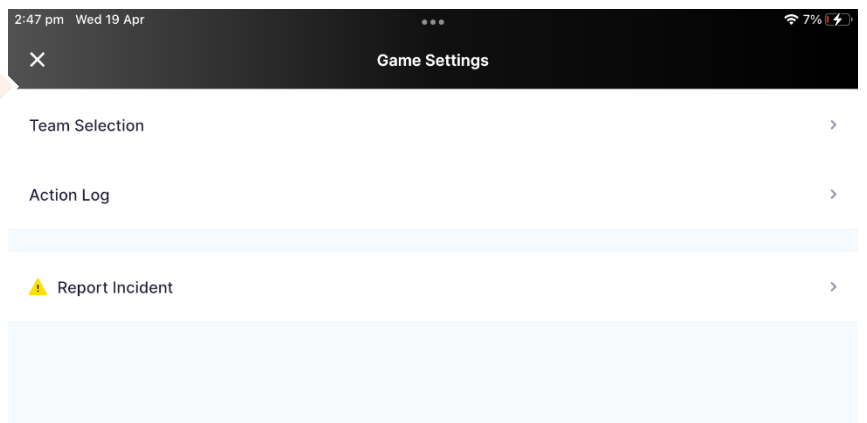
Press the settings cog icon at the top right hand corner of the screen



Editing Team Selections

When you are in the Game Settings section, if you select **Team Selection**, you will return to the original team selection page as seen earlier in this guide.

See steps below for Action Log
See steps below for Report Incident

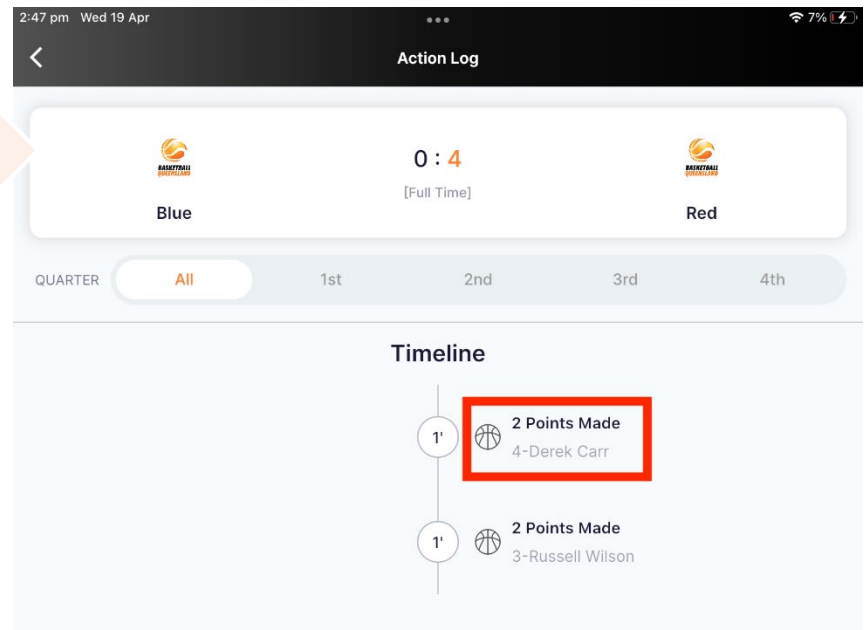


Editing the Action Log

When you are in the action log section, you can review any points/fouls allocated to a player.

If you want to edit any of the points/fouls, simply click on that entry in the action log below (e.g. where the red box is).

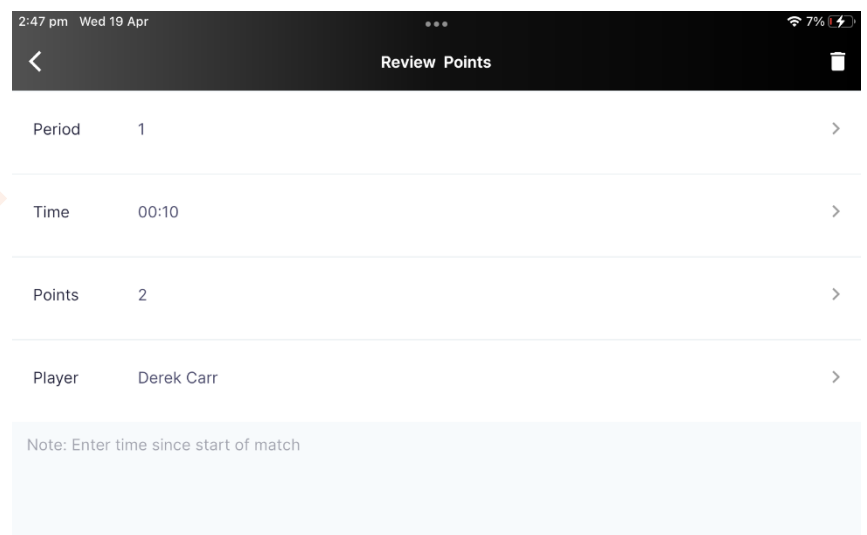
IMPORTANT: YOU CAN ONLY EDIT THE ACTION LOG IF THE TIMER/CLOCK IS STOPPED. IF IT IS RUNNING NOTHING WILL HAPPEN SO YOU NEED TO RETURN TO THE SCORING PAGE AND PAUSE THE CLOCK BEFORE MAKING CHANGES.



If you clicked on an entry in the Action log you will see a menu like this where you can edit such items as

- Period
- Time
- Point Count
- Player

You can also delete the record by pressing the **bin** icon in the top right-hand corner.



Reporting an Incident

If you pressed **Report Incident** in the **Game Settings** Menu, you can then select which kind of incident it was and which team it was for.

2:47 pm Wed 19 Apr

Incident Type

- Other
- Discipline
- Injury- Ambulance
- Injury- First Aid
- Referee Report

Select a Team

- Blue
- Red

Next

End of Quarter & end of game confirmation

At the end of each quarter or the end of the game, you will be prompted to confirm whether the scores are correct or not.

If they are not and you need to make changes, you can simply press No and make any changes to the score (and in the action log) as needed.

Once you have done this just close the game by pressing the back arrow up the top left hand corner.

2:48 pm Wed 19 Apr

Div 1 MD2

Blue 0 FOULS Red 4 FOULS

00:59 Quarter 1 Break

Start

ON COURT

+1 +2 +3

+1M +2M +3M

PERSONAL

TECHNICAL

DISQUALIFYING

UNSPORTSMANLIKE

Confirm 1st quarter score?

Blue : 0

Red : 4

No Yes

#	NAME	PTS	F
2	Matt Ryan	0	0
6	Baker Mayfield	0	0
8	Lamar Jackson	0	0
9	Joe Burrow	0	0
10	Mac Jones	0	0
17	Josh Allen	0	0
CS	Crazy Sally	0	0
B	Bench	0	0

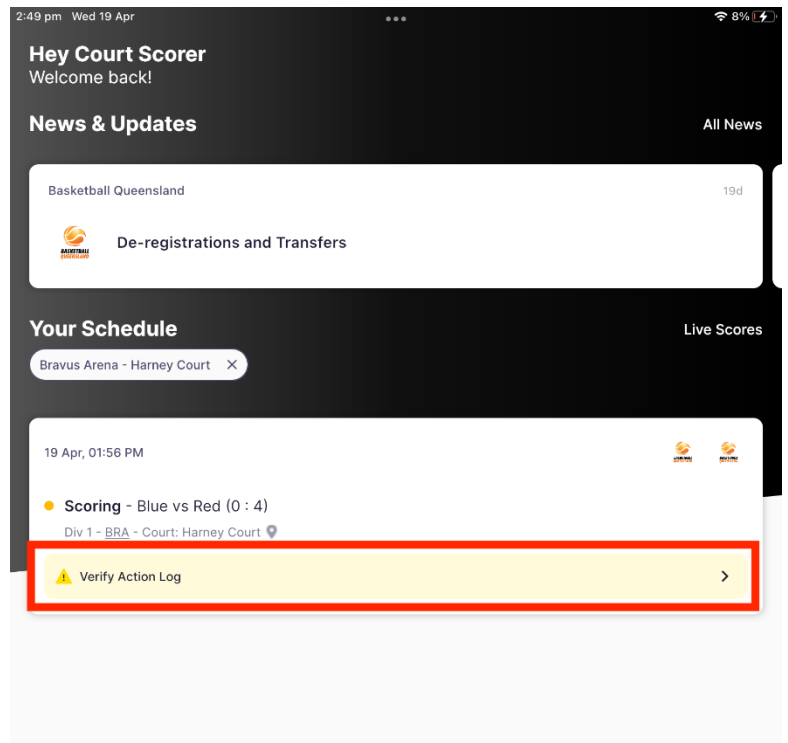
#	NAME	PTS	F
3	Russell Wilson	2	0
4	Derek Carr	2	0
5	Deshawn Watson	0	0
10	Justin Herbert	0	0
15	Patrick Mahomes	0	0
16	Trevor Lawrence	0	0
B	Bench	0	0

Verify action log after game from home screen

If you did not confirm scores on the previous page, you will see now that on the home page there is a yellow bar on the game panel that says **Verify Action Log**.

Click on this to confirm the score.

TIP: If you have multiple game panels remaining in this list (of potentially already finished games) with the Verify Action Log button, you may need to confirm those games in a stronger WiFi connection (e.g stadium office).



Confirm action log to close game

When you have verified the action log/final score, hit **Verify** up the top right hand corner. Once completed you will be returned to the Home screen and the game would have disappeared.

