

## Notes to Score Keepers

1. Use the Parkview Parochial League form (not your own)
2. Do NOT list first name only - last name is mandatory  
- DO NOT leave the name area blank
3. Balance the score sheet by quarters  
- fill in points per quarter followed by the game total
4. Keep the running score of the game at all times
5. Keep close track of fouls per individual as well as team total
6. make the 3 for a 3-point basket distinguishable from a 2
7. carefully mark made and missed free throws  
- using a one to indicate a made free throw is NOT correct  
- a free throw attempt is marked by a small circle  
- place a vertical line thru the circle if the free throw is made
8. Keep a close watch of the possession arrow on the score sheet  
Mark "D" (dark) and then "L" (light) down the middle of the score sheet  
Then cross off next letter each time possession is changed.
9. Note if a player has entered the game at any time  
- need only know if the student/athlete has played or NOT
10. List the correct name of the teams.
11. Get the correct number of the player
12. Give full name of gym - also, get the date right
13. Please, fill in the correct level of play - e.g., 8BL, 5GW, 7GS, 6BE
14. Keep track of the time outs - full and 30-second timeouts  
Write in the quarter and the time that the time out was taken.  
i.e., F/1st (2:52) or 30/2nd (1:41).
15. Make certain that the referees sign the score sheet
16. Make certain the scorer and time keeper are duly noted (last name)
17. Make certain that the scores are sent via e-mail to Bob Roloff by  
9:00 P.M. Sunday evening - send to ROL7033@yahoo.com
18. Scores sheets need to be mailed by Tuesday morning  
Score sheets can also be scanned or faxed to 414-367-2577
19. Please, NEATNESS, NEATNESS, NEATNESS