



## Scorekeeper Responsibilities, Duties & Qualifications

### Responsibilities/ Duties

- Arrive to work on time and clock in no more than 15 minutes prior to first game.
- Wear the appropriate attire: Uniform shirt, Black/Khaki pants or plain black gym shorts, plain sneakers.
- Set up your gym and scorekeeper station before game. (Table, clock, chair, ball, crank, scoresheets, pen, first aid, walkie talkie, team benches, etc. )
- Fill out all appropriate spaces on the scoresheet that are marked with a \*, including personal stats for each player. Sign your name on the bottom of the sheet and return all scoresheets in the scoresheet bin.
- Use walkie talkie **ONLY** to radio supervisor for emergency on your court. Ex. Fight or injury.
- After each game, clean your court of any left bottles or garbage and sweep the court for the next game.
- If you have the last game, pack up all equipment and return it **where it belongs**. (Table, clock, chair, ball, crank, scoresheets, pen, first aid, walkie talkie, team benches, etc. )
- Clock out no more than 15 minutes after your last game finishes and your court and station are clean.
- Sign out your games in the binder for back up.
- If an emergency comes up and you can make it your scheduled work time, you are responsible for finding coverage and telling your supervisor.
- **NO** use of cell phones during games.
- **NO** shooting on the court during halftime or timeouts.
- Do not let parents/coaches/players hang out around the scorekeeper table.
- Be professional if a coach, parent, or player is complaining to you about your scorekeeping and call your supervisor over to handle the situation.
- **PAY ATTENTION** during games! Every timeout, every foul, every point is crucial to the game and needs to be accounted for.
- Performs all other duties as assigned by supervisor



## Qualifications

- Must be at least 14 years of age
- Must possess the legal right to work in the United States
- Must be able to pass a Level II Background Check
- Must be able to write, read and understand English fluently
- At least (1) year of work experience preferred (experience in sports management/ officiating is a plus)
- Must be able to learn how to operate scoreboards
- Must be able to understand league rules and how to properly fill out a score sheet