



Instructions for Use of the Official Indoor Volleyball Scoresheets 2000-2001



1. BEFORE THE MATCH

Before the start of a match, the scorekeeper prepares the scoresheet(s) for the match by printing the heading information in blue or black ink. All heading information should appear in capital letters. At the top of the scoresheet this includes:

NAME OF COMPETITION

CITY

STATE

COURT

HALL – name of facility

POOL/PHASE

MATCH No - number of pool match, or semis, finals, etc.

DIVISION - x the appropriate Men or Women box

DATE - mm/dd/yy

CATEGORY - x the appropriate Adult or Junior box

LEVEL - write in the level of play (AA, A, BB, B, etc.)

TIME - hh:mm, international time

At the lower right side of the scoresheet, this includes:

1st Referee – last name, first name

2nd Referee - last name, first name

Scorekeeper – last name, first name

Work Team – team name

Region – region of the Work Team

After the coin toss for serve and playing area, the scorekeeper fills in the team names by printing the names of the teams on the sides on which they will begin play. The team that begins the match on the left is designated as Team A, so the scorekeeper records an **A** in the empty circle next to the team name. The team that begins the match on the right is designated as Team B, so the scorekeeper records a **B** in the empty circle next to that team name. *(Note: The letter designations for each team will remain the same for the entire match. In the second game of the match, team B will be on the left side of the scoresheet, and team A will be on the right side of the scoresheet. The scorekeeper records the A and B in the circles on the second game scoresheet as appropriate.)*

The scorekeeper places an "X" through the encircled **S** or **R** for each team based on whether the team is serving or receiving. If necessary, the box indicating Game # (near the Results Section) is filled in with the number of the game.

The scorekeeper obtains a roster from each team. The scorekeeper verifies all players' uniform numbers by checking the roster. No changes may be made to the roster once submitted to the scorekeeper except to correct a uniform number.

The scorekeeper also obtains a line-up sheet previously distributed to each team. The scorekeeper confirms that the coach or team captain has signed the line-up sheet and indicated the floor captain. If the experimental Libero player is being used, the scorekeeper also verifies that the Libero player's uniform number has been indicated on the lineup for Game 1. No

changes may be made to the players' numbers on the line-up sheet after it is submitted to the scorekeeper unless a substitution is used. Opponents may not see line-ups submitted by the other team.

Using the line-up sheets, the scorekeeper writes the players' uniform numbers in position order (Right Back is Position I, Right Front is Position II, etc.) in the **Service Order** row and marks a "c" after the floor captain's number. Note that the position order of the players (and thus the way the line-up is recorded) is the same regardless of which team is serving. Since the player in Position I of the receiving team will not serve first, the scorekeeper places an X in Box 1 of the **Service Rounds** section for that player.

The second referee will use the line-up sheets to check the players' starting positions on the court, while the scorekeeper simultaneously uses the scoresheet to verify the players' positions. The time the game starts is recorded (in pen, using international time) when the first referee whistles for the first serve.

2. DURING THE MATCH

Controlling Service

Beginning with the first serve, all Service Round information is recorded in pencil. The first time each player serves in a particular Service Round, the scorekeeper records a small check mark on top of the number in the appropriate Service Round box beneath the serving player's number.



When the rally is won by the serving team, the scorekeeper slashes the appropriate point in the **Points** column for the serving team.

/	12	23
/	13	24
3	14	25

When the rally is won by the receiving team, the scorekeeper records in the checked Service Round box the total cumulative points (called the Exit Score) earned by the serving team to that point in the game. The scorekeeper will also immediately record the Rally Point for the receiving team by slashing the appropriate point in their **Points** column.



When the result of the rally is a play-over, the scorekeeper does not record anything.

Substitutions

When using the USA Volleyball Rules Modified (**15-team substitutions**), in the **N° of Players** section, the scorekeeper slashes the departing player number and records the substitute player number on the same line (using the second and third lines only if necessary). The game score at the moment of the substitution is then written in the **Score at time of Substitution** section in the first available box beneath the player numbers, using the second column only if necessary. The score of the team requesting the substitution is listed first. The scorekeeper also slashes the next available substitution number beneath the Service Round section to indicate total team substitutions.

Players may enter the game an unlimited number of times but always in the same position in relation to teammates. An unlimited number of players are allowed to enter at a given position. The team is allowed a total of 15 team substitutions. The exceptional substitution rule applies in case of injury. A detailed example of the 15-team substitution technique is shown in the **Explanation of Scorekeeping Example** section.

5
3/6
7/6

When using the USA Volleyball Rules (**6-team substitutions**), in the **N° of Players** section, the scorekeeper records the substitute player number underneath the starting player number (no slashing of departing player). The game score at the moment of the substitution is then written in the **Score at time of Substitution** section in the first available box underneath the player numbers. The scorekeeper also slashes the next available substitution number beneath the Service Round section to indicate total team substitutions. If the starting player returns, the scorekeeper records the game score at the moment of substitution in the remaining **Score at time of Substitution** box and circles the substitute player number to indicate that player cannot return to the game.

IV
5
④
8:12
11:17

Players may enter the game only once, not counting the start. Only two players, including the starting player, may enter a position. The team is allowed a total of six substitutions. The exceptional substitution rule applies in case of injury.

When using the USA Rule Modified with the experimental Libero player, the substitutions are recorded no differently than when using the 15 team substitution procedures. However, each team will only be allowed 8 team subs instead of 15. The scorekeeper should draw a horizontal line through team subs 9 through 15 on each side of the scoresheet.

~~7 8 9 10 11 12 13 14 15~~

Tracking the Libero

The assistant scorekeeper is responsible for ensuring the Libero switches take place correctly. There are two important procedures that the assistant scorekeeper is responsible for enforcing. The first is that when the Libero player leaves the court, the player originally replaced by the Libero is the player who returns to the court. This can be tracked on a separate sheet of paper using any method the assistant scorekeeper finds easy to use. An example is as follows:

5 7 5

In the above sequence, player # 5 (the starter) is replaced by the Libero, and then returns to the game. At some point player # 5 is replaced by a sub, player # 7. Later, the Libero replaces # 7. It is very important to ensure that it is player # 7 who replaces the Libero, not the original starter

(player # 5). Once the originally replaced player #7 is back on the court, then a sub can be made, if desired, to return the original starter, player # 5, to the court.

The second procedure that the assistant scorekeeper must enforce is that once the Libero leaves the court, at least **one** serve must take place before the Libero returns to the court.

Time Outs

Time outs are recorded in the “**Time Outs**” box located under the team's **Points** section, listing first the score of the team taking the time out followed by the score of the opponent. The first time out is listed in the top box, the second time out in the lower box.

Correcting mistakes

If the scorekeeper makes an inadvertent error that was originally recorded in pen (e.g. team names, officials names, lineups, etc.), the scorekeeper must place an **X** through the incorrect information and neatly record the correct information immediately following the X.

If the scorekeeper makes an inadvertent error (e.g. the scorekeeper misinterprets the referee's signal and records the wrong symbol), an error that must be acted on by the referee (e.g. points scored by a wrong server or while an illegal player is on the court), or if the referee makes a mind change (all of which were originally recorded in pencil), the scorekeeper may erase the error and record the correction. The scorekeeper must not miss any action while the correction is taking place.

Wrong Server

When a wrong server occurs, the scorekeeper must immediately notify the second referee so that play can be stopped. The scorekeeper then records the exit score in the Service Round box of the player who should have served. (If the wrong service occurs on the first service for that round, the scorekeeper does not check the Service Round number. If it occurs after the player's first service for that round, the scorekeeper need not do anything additional.)

If a server fails to serve in the allotted time period or fails to serve during the first toss (or for any other reason does not actually contact the ball for service), the scorekeeper records the exit score in the Service Round box of that player. (If the violation occurs on the first service for that round, the scorekeeper does not check the Service Round number. If it occurs after the player's first service for that round, the scorekeeper need not do anything additional.) This is not recorded in the **REMARKS** section.

The **SANCTIONS/REMARKS** section is used any time a noteworthy situation occurs and is pertinent to the progress of the game. It is not to be used for a scorekeeper's frivolous remarks. When using the **SANCTIONS** box, the teams will be referred to by their appropriate letter, A or B. When using the rest of the Remarks section, the information recorded includes the Game #, score at the time of the incident, referee action [default, exceptional sub, etc], team involved, uniform number(s) of player(s) [if individual player(s) involved]. The order in which the information is recorded is not important. Scores will always be listed with the score of team involved in the remark recorded first. Noteworthy situations include but are not limited to the following referee actions:

- Improper Requests (Slash the IR, record A or B to indicate the team, record the game #, and record the score.)

SANCTIONS						
IR <small>Improper Request</small>	W <small>Warning</small>	P <small>Penalty</small>	WS <small>Wrong Server</small>	Ⓐ Ⓑ	GM	SCORE
IR	D		/	A	1	3 : 11

- Yellow card indicating individual Misconduct Penalty point or Penalty loss of service (Record the player # in the Penalty column, record A or B to indicate the team, record the game #, and record the score.)

SANCTIONS						
IR <small>Improper Request</small>	W <small>Warning</small>	P <small>Penalty</small>	WS <small>Wrong Server</small>	Ⓐ Ⓑ	GM	SCORE
IR	D	10	/	B	3	8 : 8

- Red Card indicating a player is expelled for the remainder of a game and must leave the area.
- Red/yellow cards together indicating a player is disqualified for the remainder of a match and must leave the area.
- Team Delay Warning (Slash the D in the Warning column, record A or B to indicate the team, record the game #, and record the score.)

SANCTIONS						
IR <small>Improper Request</small>	W <small>Warning</small>	P <small>Penalty</small>	WS <small>Wrong Server</small>	Ⓐ Ⓑ	GM	SCORE
IR	/		/	B	3	8 : 5

- Team Delay Penalty point or Penalty loss of service (Record a D in the Penalty Column, record A or B to indicate the team, record the game #, and record the score.)

SANCTIONS						
IR <small>Improper Request</small>	W <small>Warning</small>	P <small>Penalty</small>	WS <small>Wrong Server</small>	Ⓐ Ⓑ	GM	SCORE
IR	D	D	/	B	2	4 : 7

- Loss of service awarded as the result of a wrong server. (Record the player numbers in the WS column, record A or B to indicate the team, record the game #, and record the score.)

SANCTIONS						
IR <small>Improper Request</small>	W <small>Warning</small>	P <small>Penalty</small>	WS <small>Wrong Server</small>	Ⓐ Ⓑ	GM	SCORE
IR	D		3/6	A	2	7 : 11

- Exceptional substitution allowed because of injury.
- Protested game with score of each team, team areas, player serving, relative position of both teams on the court at time of protested play, substitutions (team and player) and timeouts. The referee dictates protest claims and signs; both floor captains and the scorekeeper sign.
- Pertinent information relating to unusual circumstances in the conduct of the match.
- Defaulted or Forfeited game.

3. AFTER THE MATCH

When the game is finished, blue or black ink is used to complete the scoresheet. The **End Time** is filled in. The last recorded point for each team is circled in the Service Round box to clearly indicate where the game ended. In the Points column, the scorekeeper draws an hour-glass figure through any unused column of points.

Points	
/	23
/	24
/	25
/	26
/	27
/	28
/	29
/	30
/	31
/	32
/	33
/	34
/	35
/	36
/	37
/	38
/	39
/	40
/	41
/	42
/	43
/	44
/	45
/	46
/	47
/	48
/	49
/	50
/	51
/	52
/	53
/	54
/	55
/	56
/	57
/	58
/	59
/	60

The **WINNING TEAM** and associated **SCORE** is written on the top line in the **RESULTS** section with the **LOSING TEAM** and **SCORE** written below it. The scorekeeper reviews the scoresheet for completeness, taking special care to verify that the scores are correct, and then signs the scoresheet in the designated area.

4. SPECIAL CIRCUMSTANCES

If a game is forfeited prior to its start, the scorekeeper prepares the scoresheet by filling in the heading, officials' names, line-up of players and/or team present and a score of 15-0, then writes FORFEIT across the scoring section for that game. If more than one game is forfeited, the scorekeeper fills in the numbers of each forfeited game in the **GAME** box in the **RESULTS** section.

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