USA Volleyball Scorekeeper Reference Manual

2009 – 2010

HOA Officials Training Program

Table of Contents

This table of contents provides a brief description of each item within the scorekeeper booklet.

Additionally it provides the order of documents, which combine to form the scorekeeper booklet.

All materials produced by the HOA Region have references and revision dates at the bottom of each page. Each section is number Page x of y, where x is the page number of y total pages for that section or chapter.

Please refer any suggestions to: Mark Bunker (ha-scrkprchair@hoavb.org)

HOA Officials Training Program

INTRODUCTION

Greetings to all scorekeepers, new and old, and welcome to another season.
My name is Mark Bunker and I am the newly elected Scorekeeper Chair.

The major goals of the Officials Commission for the upcoming season are to continue:
1. Reorganize and Improve the Heart of America Junior Officials Training Program.
2. Improve the administrative process for maintaining official's records.

Toward this end, the Officials Commission is attempting to streamline the process of becoming and staying an official. We want to make the process of being an official an enjoyable and relatively painless experience while maintaining a high level of officiating within the region.

Remember as scorekeepers you are officials and are an important part of the officiating team.

Please do not hesitate to contact me with any suggestions, concerns, problems or questions. My contact information can be found on the website (www.hoavb.org) under the OFFICIATING tab.

The following features will continue to be available in the upcoming season:

- Online Scorekeeping Tests
  Available for scorekeepers seeking or maintaining Adult certifications
  on the website www.hoavb.org
- "Ask the Chairs"
  An online question submission form on www.hoavb.org
- "FAQs" Frequently Asked Questions
  Answers to situations and questions that arise while refereeing
  Available at www.hoavb.org

Good Luck in the upcoming season.

Scorekeeper Overview

The Scorekeeper is a key official in the conduct of a volleyball match and is responsible for maintaining a complete and accurate record of all proceedings. The authorized USAV score sheet and scorekeeping system provides a simple but comprehensive method of recording events that occur during the progress of a set. This information provides a ready reference to assist the referees in conducting a set. It is also an excellent post-set source of information pertaining to player positions, substitutions, score, time-outs used, warnings and penalties, protests and other events or unusual incidents. An alert and competent scorekeeper makes a match proceed smoothly and efficiently.

First referees must continually be aware of the scorekeeper's duties and give clear signals to communicate the result of a play so that it can be recorded. When substitutions are made, the first referee must ensure that the scorekeeper has adequate time to record the information properly. The first referee should NOT resume play until the second referee indicates that the information has been properly recorded. Scorekeeper errors can very often be traced back to the first referee's lack of clear or proper signals or the failure to allow sufficient time for recording information.

Some Duties and Responsibilities of the Scorekeeper

1   Make sure all materials and equipment are available and functional well in advance of the scheduled starting time. In tournament play, this should be done immediately following completion of the previous match.

2   Check and make certain that a visual scoring device is available and in proper working order.

3   If rosters are not used, disregard. Obtain the team rosters for retention at the scorekeeper's table during the match. No changes or additions are to be allowed once rosters have been submitted. This assumes that rosters are being used.

4   Provide the second referee, after the coin toss, with official lineup sheets for teams to submit their lineups for the first set of the match.

5   Receive the lineup sheets from the teams; verify that a playing captain has been indicated and a team coach or captain has signed them. Prepare the score sheets for the entire match as recorded. Clearly print the names of all match officials on the score sheets. Once lineups have been received, no one except the officials are permitted to see them. For matches that have additional support personnel; statisticians, announcers and media member; the additional support personnel may see the lineup sheets but must not reveal the lineups to the opposing coaches or captains.

6   Enter the starting player numbers on the score sheet in correct lineup order.

7   Prior to the start of each set, while the second referee is checking the starting positions of players on the court, the scorekeeper also checks the starting positions of players to ensure that players are on the court in the same order as listed on the score sheet.

8   Check the servers closely to ascertain that the correct player is serving. If the scorekeeper observes a wrong server, as soon as the ball is contacted for the serve, they notify the referees by blowing a horn, whistle, or using any other means necessary to gain the attention of the referees.

9   Continually check the players on the court as play progresses to be certain that they are in their proper positions in the service order.

10   Record the score and other pertinent facts relating to scoring and ball possession as determined by the first referee.

11   Carefully record substitutions and ensures that the teams are observing proper substitution procedures.

12   Record the number of time-outs taken by each team. Notify the second referee of the number of time-outs that have been charged to each team in order that the second referee may notify the first referee.

13   Signal the referees when a set has been completed.

14   Remind the second referee, between sets of a match, to obtain lineups for the next set. Check lineups again to make certain they have been signed and the playing captains have been designated.

15   In the deciding set, notify the referees when one team has scored the eighth point (thirteenth point, if a one set playoff) so that the side change occurs properly.

16   Check to make sure all information has been entered at the conclusion of the set. The second referee will check, with the scorekeeper, to assure that a winning score has been attained and will then notify the first referee. Sign the score sheet in the appropriate block to verify the official score of the set.

17   Submits score sheets to the appropriate tournament personnel upon completion of the match.

The position of scorekeeping cannot be taken lightly. If errors occur in the score, it can affect the entire match and become the basis of a protest. Each member of the officiating team must be aware of the importance of the other members and do everything possible to see that the entire team works together to provide a smooth match.

Instructions for Use of the
Official Indoor Volleyball Scoresheets
including
<Modified Changes for the Heart of America Region>>

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. *<<HOA prefers that this be done using blue ink since blue is easier to see on the scoresheet.>>*

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 set 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 set 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 Set # (near the Results Section) is filled in with the number of the set.

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.

<<HOA does not use rosters at most tournaments.   This information is provided for scorekeepers pursuing advanced certification.>>

Instructions for Use of the
Official Indoor Volleyball Scoresheets
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<Modified Changes for the Heart of America Region>>

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. The scorekeeper also verifies that the Libero player's uniform number has been indicated on the lineup for Set 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, additionally the Libero number, if on the line-up sheet for this set, is recorded on the scoresheet. 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 set 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. (Figure 1) *<<HOA recommends using a blue pencil if available>>*

When the serving team wins the rally, the scorekeeper slashes the appropriate point in the **Points** column for the serving team. (Figure 2)

When the receiving team wins the rally, the scorekeeper records in the checked Service Round box the total cumulative points (called the Exit Score shown in Figure 3) earned by the serving team to that point in the set. 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.
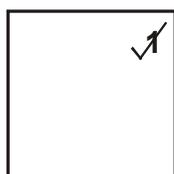
Figure 1
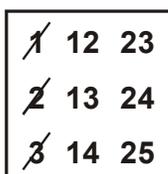
Figure 2

Figure 3

Substitutions

When using the USAV 15.6 DCR **(12–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 set 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

Substitution: 1̸ 2̸ 3

Players may enter the set 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 12 team substitutions. The exceptional substitution rule applies in case of injury. A detailed example of the 12-team substitution technique is shown in the **Explanation of Scorekeeping Example** section of the USA Volleyball Domestic Competition Regulations (DCR).

When using DCR 15.6 **(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 set 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 set 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 set. Players may enter the set 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.

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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. 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.

<<HOA has developed a Libero Tracking Sheet to be used for HOA tournaments. Below is a sample set with a brief explanation of usage.>>

S	Libero: 5	Team: **Comets**
E	8, 1, 7	
T		

	Libero: 11	Team: **Vipers**

	Libero:	Team:

Before the set started the assistant scorekeeper used the lineup sheet to determine that 5 was the Libero for the Comets and 11 was the Libero for the Vipers. The Comets are on the left side of the net and the Vipers are on the right side. When 5 came in for 8, the assistant scorekeeper wrote 8 in the LEFT TEAM Box. When 8 returned to the set, the assistant scorekeeper slashed the 8. Later the Libero (5) came in for 1 and 1 returned to the set. Currently the Libero (5) is in the set for 7. The Libero for the Vipers has not entered the set. If this was a deciding set and the Libero for the LEFT TEAM (Comets) was in the set at the court switch, the assistant scorekeeper would copy the last number in the LEFT TEAM box to the DECIDING box and continue using the RIGHT TEAM and DECIDING boxes. When the set is finished the assistant scorekeeper should cross all three boxes as shown in the DECIDING box. Since the Libero Tracking Sheet has room for 10 sets this will help eliminate confusion on which set is being used.

An alternative method is outlined in the USA Volleyball Domestic Competition Regulations.

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, official's 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.

Sanctions and Remarks

The **SANCTIONS/REMARKS** section is used any time a noteworthy situation occurs and is pertinent to the progress of the set. 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 Set #, 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:

Examples of using the Sanctions and Remarks

	IR Improper Request	W Warning	P Penalty	E Explsn	D Disqual	Ⓐ Ⓑ	SET	SCORE	Sanctions:	REMARKS
									# = Player	7 EX SUB, B, 47/10, SET 1, 11–13
1	IR (slashed)	D				A	1	17:23	C = Coach	
									A = Assistant	8 Protest details as described in DCR
2	IR	D	17			B	2	21:23	Coach	
									T = Trainer	9 SET 3 10 MIN DELAY POWER OUTAGE
3	IR	D		25		B	1	22:15	M = Manager	A SERVING 18–19
4	IR	D			34	A	3	11 :15	1300=1:00pm	
									1400=2:00pm	10 CANCELLED POINT 11, A, SET 1 11–19
5	IR	D (slashed)				B	2	4 : 9	1500=3:00pm	IMPROPER PLAYER ON COURT
									1600=4:00pm	
6	IR	D	D			B	3	13:11	1700=5:00pm	11 Defaulted/Forfeited Set Information
	IR	D						:	1800=6:00pm 1900=7:00pm	

1. Improper Requests (Slash the IR, record A or B to indicate the team, record the set #, and record the score.) **IR Tm A Set 1 17-23 (A's score first)**
2. 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 set #, and record the score.) **IYC Penalty Tm B #17 Set 2 21-23 (B's score first)**

3　Red Card indicating a player is expelled for the remainder of a set and must leave the area. **IRC Expulsion Tm B #25 Set 1 22-15 (B's score first)**

4　Red/yellow cards together indicating a player is disqualified for the remainder of a match and must leave the area. **Disqualification Tm A #34 Set 3 11-15 (A's score first)**

5　Team Delay Warning (Slash the D in the Warning column, record A or B to indicate the team, record the set #, and record the score.) **TDW Tm B Set 2 4-9 (B's score first)**

6　Team Delay Penalty loss of rally (Record a D in the Penalty Column, record A or B to indicate the team, record the set #, and record the score.)
TDP Tm B Set 3 13-11 (B's score first) Score before loss of rally

7　Exceptional substitution allowed because of injury. **Details in Remarks**

8　Protested set 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.

9　Pertinent information relating to unusual circumstances in the conduct of the match.

10　Cancelled Points.

11　Defaulted or Forfeited set.

3 AFTER THE SET/MATCH

When the set 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 set ended. In the Points column, the scorekeeper draws an hour- glass figure through any unused column of points. 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.

Losing Score

Winning Score
on Serve

Winning Score
on sideout

Points		
1	12	23
2	13	24
3	14	25
4	15	26
5	16	27
6	17	28
7	18	29
8	19	30
9	20	31
10	21	32
11	22	33

4 SPECIAL CIRCUMSTANCES

If a set 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 25-0 or 15-0 (deciding set), then writes FORFEIT across the scoring section for that set. If more than one set is forfeited, the scorekeeper fills in the numbers of each forfeited set in the **SET** box in the **RESULTS** section.

5   DECIDING SET SCORESHEET PROCEDURES

When a deciding set scoresheet is used, the information for the team starting on the left court is placed on the left side of the scoresheet and continues on the right side of the scoresheet when the teams change courts at eight points (or 13 points if a one-set match). If this is the third or fifth set of a match, each team maintains it A or B designation from the previous sets of the match. If this is a one-set playoff, the team on the left will be designated Team A.

As minimum time is available between serves, the scorekeeper records most information on both sides of the scoresheet before the set and as the set progresses. This includes the starting line-ups, substitutions, and time outs. The information in the **Service Round** and **Points** section is not repeated on the right side of the scoresheet.

During the court change, the scorekeeper verifies that the required information from the far left is repeated on the far right (substitutions are repeated in the **PLAYERS' NUMBERS** column, substitution scores are repeated in the **Score at time of Substitution** section, **SUBSTITUTION** numbers are slashed, and time out scores are recorded).   The scorekeeper should take particular note that the team references are now reversed.

When a team has reached eight points (or 13 points in a one-set match), the scorekeeper records the number of points scored by the team on the far left in the circle marked **Points at Chg.** This number will allow the scorekeeper to know where to begin slashing points in the running score for the team on the far right once the set continues.

Note the additional procedures the scorekeeper must follow in the **Service Rounds** section while the teams are switching sides.

Team on left serves for point 8.   Far Left   Far Right

Points At Chg (8)

(Check mark in Service Round box on far left; during the court switch, instead of a check mark, record an X in the corresponding Service Round box on the far right; no score recorded in the Service Round box on the far left; final Exit Score recorded in the Service Round box on the far right.)

Team on left earns point eight on a sideout (Points At Chg. is 8), or team on right scores point 8 (Points At Chg is 7).   Far Left   Far Right

(No check mark in the Service Round box of the next server on the far left; during the court switch, repeat the last recorded exit score of the previous server, using an X instead of a check mark; check mark in the Service Round box of the next server on the far right; no score recorded in the Service Round box on the far left; final Exit Score record in the Service Round box on the far right.)

- One Page Scorekeeping Summary

USA Volleyball

Deciding Set

Team B earns point 8 or team A earns point 8 on a loss of rally

① Recording headings and events in a deciding set is the same as a non-deciding set with the exception of the court change

② Enter the line-up

③ Court change B serves for point 8 or A earns point 8 on a loss of rally

④ Court change A serves for point 8

② Enter team A line-up on BOTH far left and far right

SET 3 LINE-UP SHEET
| TEAM | SILVER | LIBERO N° 22 |

IV	III	II
9	1	17

V	VI	I
4	2	5c

SERVICE

COACH SIGNATURE — Jonas Pike

③
1. Enter Points At Change
2. NO check mark in Service Rounds box on far left
3. On far right repeat last score of previous server and enter an X instead of a check in the Service Rounds box
4. No exit score recorded on far left

Team A serves for point 8

④
1. Enter points at change
2. Check mark in Service Rounds box on far left
3. During switch, no exit score recorded on far left
4. Record X in Service Rounds box on far right
5. Final exit score recorded on far right

OFFICIAL SCORE SHEET

Name of the Competition	2009 US OPEN CHAMPIONSHIPS		
City	MINNEAPOLIS	State MN	Court 2
Hall	CONV CTR	Pool/Phase WA	Match N° FINALS
Division:	Men ☐ Women ☒ CoEd ☐		Date: 05/31/09
Category:	Adult ☒ Junior ☐ Level A		Time: 16:45

SANCTIONS

W Warning	P Penalty	E Explsn	D Disqual	Ⓐ Ⓑ	SET SCORE
			D		:
			D		:
			D		:
			D		:
			D		:
			D		:

IMPROPER REQUEST TEAM Ⓐ : TEAM Ⓑ

#= Player
C= Coach
A= Ast Coach
T= Trainer
M= Manager
D= Delay
8:00a = 08:00
1:00p = 13:00
2:00p = 14:00
3:00p = 15:00
4:00p = 16:00
5:00p = 17:00
6:00p = 18:00

REMARKS

OFFICIALS

1st Referee:	SHOE, DONNA
2nd Referee:	TALBOTT, BOB
Score Keeper Print Name	NAME, YOUR
Sign Name	Your Name
Work Team	ORANGE Region LS

RESULTS

SET 3	Winning Team:	BLUE	15
	Losing Team:	SILVER	11

Ⓐ Team Captains Ⓑ

1st Referee Signature

CRANE - 1pagexd10 - 5/26/09

USAVolleyball - One Page Scorekeeping Summary

Non-Deciding Set

Use blue or black ink. You may use pencil in the shaded section and the N° of Players section after the initial line-up entry

(1) Heading information in all caps

(2) Serving team: X through Ⓢ

(2) Receiving team: X through Ⓡ and Service Rounds box 1

Heading Information Hints
- **(1)** Pool/Phase - A, B, 1, 2, etc.
  Level - 16 Open, 18 Club, A, etc.
  Date - MM/DD/YY
- **(2)** After the Coin Toss
- **(3)** When Play begins
- **(4)** During Play
- **(5)** End of set

(2) Line Ups:
1. Start with position I (right Back) for BOTH teams.
2. Match position numbers between Line-Up Sheet and Score sheet
3. Enter Libero number in the space provided

(3) Set Start time:
1. Use international time HH:MM
2. When R1 beckons for 1st serve

(5) Set End time:
1. When last play is whistled dead
2. Use international time HH:MM

LINE-UP SHEET

SET 1 LINE-UP SHEET **LIBERO N°** 22
TEAM PURPLE 22

| IV 15 | III 1 | II 16 |
| V 12 | VI 4c | 9 SERVICE |

COACH SIGNATURE *Jonas Pike*

OFFICIAL SCORE SHEET

Name of the Competition: **2009 US OPEN CHAMPIONSHIPS**
City: **MINNEAPOLIS** State: **MN** Court: **18**
Hall: **CONV CTR** Pool/Phase: **MA** Match N°: **FINALS**
Division: Men ☒ Women ☐ CoEd ☐ Date: **05/31/09**
Category: Adult ☒ Junior ☐ Level: **A** Time: **19:00**

START **19:00** TEAM **PURPLE** Libero# 22 A/B Ⓐ ☒ Ⓡ | Points | Points | Ⓢ ☒ B A/B Libero# 23 **GOLD** TEAM END **19:22**

(4) Keeping Score:
1. Start with Service Round 1
2. When the player contacts the ball for service tic the number in the box
3. If a point is scored slash the number in the Points section
4. When a loss of rally occurs write the exit score in the box then slash the next point in the opponents Points column

(4) Substitutions:
1. Slash exiting player number
2. Record entering player number (Work left to right)
3. Record Score at Change (subbing team score 1st) Fill in boxes top to bottom
4. Slash team Substitutions

Svc Order: I 9 | II 16 | III 15 | IV 152 | V 123 | VI 484 84c
N° of Players

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SANCTIONS

W Warning	P Penalty	E Expsln	D Disqual	Ⓐ/Ⓑ	SET	SCORE
D	12			A	1	4:6
	⊘			A	1	7:10
D		44		B	1	12:10
D			C	B	1	24:23
D						:
D						:

#=Player
C=Coach
A=Ast Coach
T=Trainer
M=Manager
D=Delay

8:00a = 08:00
1:00p = 13:00
2:00p = 14:00
3:00p = 15:00
4:00p = 16:00
5:00p = 17:00
6:00p = 18:00

(4) Sanctions:
1. Improper Request
2. Yellow Card penalty — Point circled and slashed in the Points section
3. Team Delay
4. Expulsion
5. Disqualification
6. Verbal warnings are not recorded on the score sheet

IMPROPER REQUEST
TEAM Ⓐ ☒ : TEAM Ⓑ

REMARKS
EX SUB #3 FOR #15, B, SET 1, 19-18

(4) Remarks:
1. For exceptional activity only (No coloring or notes to friends) Record: What happened, Player #, Team, Set # and score
2. Exceptional Substitution
3. Circle exiting player indicating they may not return to the set

OFFICIALS
1st Referee: **TALBOTT, BOB**
2nd Referee: **SHOE, DONNA**
Print Name: **NAME, YOUR**
Sign Name: *Your Name*
Work Team: **SILVER** Region: **LS**

RESULTS
SET	Winning Team: GOLD	Losing Team: PURPLE	Score
1	GOLD	PURPLE	27 / 25

Team Captains Ⓐ Ⓑ
1st Referee Signature: *Bob Talbott*

(1) Officials names:
Last name first, Work Team and Region in all CAPS

(1) Set number

(5) End of Set:
1. Circle last point scored by each team in the Service Rounds section (if the last point is from a loss of rally, do not tic the number in the Service Rounds box)
2. Enter the team names (all caps) and scores in the Results section
3. Hourglass all unused points
4. Verify the sheet for correctness and sign
5. Have Team Captains or Coaches sign
6. Give to R1 for confirmation and signature

CRANE - 1pagexnd10.cdr - 5/26/09

SCOREKEEPING TIPS AND REMINDERS

USAVolleyball

1. **ALL CAPITAL LETTERS** throughout the scoresheet.
2. **ALL** information prior to the first serve and after the last point should be in **PEN**.
3. In the **OFFICIALS** section, **LAST NAME**, **FIRST NAME**.
4. Tournament **Date** should be **SIX** characters, *mm/dd/yy* (example: 09/18/05).
5. All **TIMES** should be in **INTERNATIONAL TIME** (ex: 9am=0900, 2:15pm=1415).
6. After the coin toss, place an **"X"** in **three** places: (can be done for both sets)
   1. through the encircled Ⓢ of the serving team
   2. through the encircled Ⓡ of the receiving team
   3. in **SERVICE ROUNDS** box 1 for the Position I player of **Receiving** team
7. You may use **PENCIL** from the first serve until final point is recorded.
8. Make a small **CHECKMARK** over the number in the **Service Rounds** box for each player's **FIRST SERVE** (if legal serve).
   Exceptions: 1. wrong server
               2. set point awarded to receiving team on loss of rally
               3. In a deciding set, at the change of courts,
                 a. When team on left serves for point 8, use a **checkmark** on far left and "**x**" on far right for that server; no exit score recorded in far left box, final exit score is recorded in far right box.
                 b. when the team on the right earns point 8, or the team on the left earns point 8 on a loss of rally, use an "**x**" instead of a checkmark and repeat the last exit score from the previous server.
9. **THREE** actions on **SUBSTITUTION**:
   1. Slash the player #, replace with sub player #
   2. Write the Score at Change (sub team score first)
   3. Slash the team sub
10. **After** the **LAST POINT** is recorded (begin using pen):
    1. Record **END** time **INTERNATIONAL TIME**
    2. Circle **BOTH** final **EXIT SCORES** (Service Rounds section ONLY)
    3. Record team names and scores of set in **RESULTS** section
    4. Hourglass unused points in the Points column (both teams) ⟶
    5. Check scoresheet for errors and proper count of substitutions
    6. **SIGN** scoresheet **AFTER** all information has been **VERIFIED**
    7. Offer to 1st referee for **SIGNATURE**
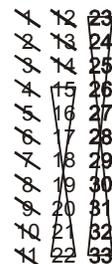
QUICK REFERENCE FOR PEN/PENCIL USAGE

PEN *(prior to first serve)*	**PENCIL** *(everything during set play)*	**PEN** *(after last point recorded)*
• heading	• "checkmark" for first serve	• set END time
• OFFICIALS section	• slashes in Points column	• circle final exit scores
• team names	• exit scores	• RESULTS section
• 3 "Xs" for Ⓢ Ⓡ and ⊠	• Substitutions and Time Outs	• hourglasses in Points column
• lineups	• Sanctions	• signature
• set START time		

SCOREKEEPING TIPS AND REMINDERS

USAVolleyball

1. **ALL CAPITAL LETTERS** throughout the score sheet.
2. **ALL** information prior to the first serve and after the last point should be in **PEN**
3. In the **OFFICIALS** section, **LAST NAME**, **FIRST NAME**.
4. Tournament **DATE** should be **SIX** characters, *mm/dd/yy* (example: 09/18/04)
5. All **TIMES** should be in **INTERNATIONAL TIME** (ex: 9am=0900, 2:15pm=1415)
6. After the coin toss, place an **"X"** in **THREE** places: (can be done for both sets)
   1. through the encircled Ⓢ of the serving team
   2. through the encircled Ⓡ of the receiving team
   3. in **SERVICE ROUNDS** box 1 for the Position I player of **Receiving** team
7. You may use **PENCIL** from the first serve until final point is recorded.
8. Make a small **CHECK MARK** over the number in the **Service Rounds** box for
   each player's **FIRST SERVE** (if a legal serve)
   Exceptions:
   1. wrong server
   2. set point awarded to receiving team on loss of rally
   3. In a deciding set, at the change of courts,
     a.When team on left serves point 8, use a **check mark** on far left and **"X"** on far right for
       that server; no exit score is recorded in far left box, final exit score is recorded in far right box.
     b.when the team on the right earns point 8, or the team on the left earns point 8 on a loss of
       rally, use an **"X"** instead of a check mark and repeat the last exit score from the previous server.

9. THREE actions on **SUBSTITUTION**:
1. Slash the player #, replace with sub player #
2. Write the Score at Change (sub team score first)
3. Slash the team sub

10. After the **LAST POINT** is recorded (begin using pen):
1. Record **END** time in **INTERNATIONAL TIME**
2. Circle **BOTH** final **EXIT SCORES** (Service Rounds section <u>ONLY</u>)
3. Record team names and scores of set in **RESULTS** section
4. Hourglass unused points in the Points column (both teams) ⟶
5. Check score sheet for errors and proper count of substitutions
6. **SIGN** score sheet **AFTER** all information has been **VERIFIED**
7. Obtain Captain/Coach signatures, then offer to 1st referee for **SIGNATURE**

```
1  12  23
2  13  24
3  14  25
4  15  26
5  16  27
6  17  28
7  18  29
8  19  30
9  20  31
10 21  32
11 22  33
```

QUICK REFERENCE FOR PEN/PENCIL USAGE

PEN *(prior to first serve)*	**PENCIL** *(everything during game play)*	**PEN** *(after last point recorded)*
• heading	• "check mark" for first serve	• set END time
• OFFICIALS section	• slashes in Points column	• circle final exit scores
• team names	• exit scores	• RESULTS section
• 3 "Xs" for ⊗, ℛ and ⊠	• Substitutions and Time Outs	• hourglasses in Points column
• lineups	• Sanctions and Remarks	• signature
• set START time		

USAVolleyball
OFFICIAL SCORE SHEET

Name of the Competition		
City	State	Court
Hall	Pool/Phase	Match Nº

Division: Men ☐ Women ☐ CoEd ☐   Date:

Category: Adult ☐ Junior ☐ Level ⋮   Time: ⋮

| START : | TEAM | Libero# | A or B ◯ S R | Points | Points | S R ◯ A or B | Libero# | TEAM | END : |

Team Line-up

Svc Order	I	II	III	IV	V	VI			I	II	III	IV	V	VI

Nº of Players

Score at Change

Points:
1 12 23
2 13 24
3 14 25
4 15 26
5 16 27
6 17 28
7 18 29
8 19 30
9 20 31
10 21 32
11 22 33

Service Rounds

1st	5th	1	5	1	5	1	5	1	5	1	5	1	5
2nd	6th	2	6	2	6	2	6	2	6	2	6	2	6
3rd	7th	3	7	3	7	3	7	3	7	3	7	3	7
4th	8th	4	8	4	8	4	8	4	8	4	8	4	8

Time Outs ⋮   Time Outs ⋮

NonDecSetSksht09
5/25/09
USA Volleyball
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clcrane@crane-consulting.com

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12   Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SANCTIONS

IMPROPER REQUEST

TEAM Ⓐ : TEAM Ⓑ

W Warning	P Penalty	E Explsn	D Disqual	Ⓐ Ⓑ	SET	SCORE
D						⋮
D						⋮
D						⋮
D						⋮
D						⋮
D						⋮

#= Player
C= Coach
A= Ast Coach
T= Trainer
M= Manager
D= Delay

8:00a = 08:00
1:00p = 13:00
2:00p = 14:00
3:00p = 15:00
4:00p = 16:00
5:00p = 17:00
6:00p = 18:00

REMARKS

OFFICIALS

1st Referee:

2nd Referee:

Score keeper: *Print Name* *Sign Name*

Work Team   Region

RESULTS   Score

| SET | Winning Team: | |
| | Losing Team: | |

Ⓐ Team Captains Ⓑ

1st Referee Signature

USA Volleyball
OFFICIAL SCORE SHEET

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Name of the Competition

City		State	Court
Hall		Pool/Phase	Match N°

Division: Men ☐ Women ☐ CoEd ☐   Date:

Category: Adult ☐ Junior ☐   Level :   Time: :

TEAMS
v.s.

SET 1

START : TEAM Libero# Ⓐ Ⓢ/Ⓡ Points | Points Ⓢ/Ⓡ Ⓑ Libero# TEAM END :

Team Line-up

Service Order

N° of Players

Score at Change

I II III IV V VI

Points:
1 12 23
2 13 24
3 14 25
4 15 26
5 16 27
6 17 28
7 18 29
8 19 30
9 20 31
10 21 32
11 22 33

Time Outs : :

Service Rounds

1st	5th
2nd	6th
3rd	7th
4th	8th

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12   Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SET 2

START : TEAM Libero# Ⓑ Ⓢ/Ⓡ Points | Points Ⓢ/Ⓡ Ⓐ Libero# TEAM END :

Team Line-up

Service Order

N° of Players

Score at Change

I II III IV V VI

Points:
1 12 23
2 13 24
3 14 25
4 15 26
5 16 27
6 17 28
7 18 29
8 19 30
9 20 31
10 21 32
11 22 33

Time Outs : :

Service Rounds

1st	5th
2nd	6th
3rd	7th
4th	8th

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12   Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SANCTIONS

W Warning	P Penalty	E Explsn	D Disqual	Ⓐ/Ⓑ	SET	SCORE
D						:
D						:
D						:
D						:
D						:
D						:

IMPROPER REQUEST
TEAM Ⓐ : TEAM Ⓑ

\# = Player
C = Coach
A = Ast Coach
T = Trainer
M = Manager
D = Delay

8:00a = 08:00
1:00p = 13:00
2:00p = 14:00
3:00p = 15:00
4:00p = 16:00
5:00p = 17:00
6:00p = 18:00

REMARKS

OFFICIALS

1st Referee:

2nd Referee:

Score keeper — Print Name / Sign Name

Work Team | Region

RESULTS

SET 1	Score	SET 2	Score
Winning Team:		Winning Team:	
Losing Team:		Losing Team:	

R1 Signature: Ⓐ Team Captains Ⓑ

USAVolleyball
OFFICIAL SCORE SHEET

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Name of the Competition		
City	State	Court
Hall	Pool/ Phase	Match Nº
Division: Men ☐ Women ☐ CoEd ☐		Date:
Category: Adult ☐ Junior ☐ Level :		Time: :

TEAMS
v.s.

SET 1

| START : TEAM | Libero# Ⓐ (S)(R) | Points | Points | (S)(R) Ⓑ Libero# | TEAM END : |

Service Order
Nº of Players
Score at Change

Points (left): 1 12 23 / 2 13 24 / 3 14 25 / 4 15 26 / 5 16 27 / 6 17 28 / 7 18 29 / 8 19 30 / 9 20 31 / 10 21 32 / 11 22 33

Time Outs : :

Service Rounds: 1st 5th / 2nd 6th / 3rd 7th / 4th 8th

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SET 2

| START : TEAM | Libero# Ⓑ (S)(R) | Points | Points | (S)(R) Ⓐ Libero# | TEAM END : |

Service Order
Nº of Players
Score at Change

Points (left): 1 12 23 / 2 13 24 / 3 14 25 / 4 15 26 / 5 16 27 / 6 17 28 / 7 18 29 / 8 19 30 / 9 20 31 / 10 21 32 / 11 22 33

Time Outs : :

Service Rounds: 1st 5th / 2nd 6th / 3rd 7th / 4th 8th

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12

SANCTIONS

W Warning	P Penalty	E Explsn	D Disqual	Ⓐ Ⓑ	SET	SCORE
D						:
D						:
D						:
D						:
D						:
D						:

IMPROPER REQUEST

TEAM Ⓐ : TEAM Ⓑ

\# = Player
C = Coach
A = Ast Coach
T = Trainer
M = Manager
D = Delay

8:00a = 08:00
1:00p = 13:00
2:00p = 14:00
3:00p = 15:00
4:00p = 16:00
5:00p = 17:00
6:00p = 18:00

REMARKS

OFFICIALS

1st Referee:

2nd Referee:

Score keeper: Print Name / Sign Name

Work Team | Region

RESULTS

SET 1	Score	SET 2	Score
Winning Team:		Winning Team:	
Losing Team:		Losing Team:	
R1 Signature:		Ⓐ Team Captains Ⓑ	

SET 1
LINE-UP SHEET

LIBERO
Nº

TEAM

IV	III	II
V	VI	I

SERVICE

COACH SIGNATURE

USAVolleyball

SET 2
LINE-UP SHEET

LIBERO
Nº

TEAM

IV	III	II
V	VI	I

SERVICE

COACH SIGNATURE

USAVolleyball

SET 3
LINE-UP SHEET

LIBERO
Nº

TEAM

IV	III	II
V	VI	I

SERVICE

COACH SIGNATURE

USAVolleyball

SET 1
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
USAVolleyball

SET 2
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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SET 3
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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SET 4
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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SET 5
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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SET 1
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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SET 2
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
USAVolleyball

SET 3
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
USAVolleyball

SET 4
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
USAVolleyball

SET 5
LINE-UP SHEET | LIBERO Nº

TEAM

IV	III	II
V	VI	I

SERVICE
COACH SIGNATURE
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Libero Tracking Sheet

Write the Libero No: and the Team Name prior to each game. When the Libero enters the game write the number of the player leaving. When this player returns, slash / through their number. If the Libero is on the court at court switch, copy the number from the **LEFT TEAM** box to the **DECIDING** box. When the game ends write a big X through each of the **LEFT TEAM, RIGHT TEAM** and **DECIDING** boxes.

LEFT TEAM | RIGHT TEAM | DECIDING

GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:
GAME	Libero:	Team:	Libero:	Team:	Libero:	Team:

Libero Tracking Sheet

USAVolleyball

AorB	Libero SP
I	
II	
III	
IV	
V	
VI	

AorB	Libero SP
I	
II	
III	
IV	
V	
VI	

CRANE-liberotk.cdr - 04/05/06

AorB	Libero SP
I	
II	
III	
IV	
V	
VI	

AorB	Libero SP
I	
II	
III	
IV	
V	
VI	

AorB Libero SP		AorB Libero SP		AorB Libero SP	
I		I		I	
II		II		II	
III		III		III	
IV		IV		IV	
V		V		V	
VI		VI		VI	

Enter team A or B. Enter the Libero's number in the Libero box and starting players' numbers in the SP column. When the Libero enters, slash the player number and enter L. When the Libero leaves, slash the L and enter the returning player number.
If a regular sub occurs, slash the player number and enter the new number.

I	6	L 6 L 6 21 L 21 6