

INSTRUCTIONS FOR COMPLETING THE VOLLEYBALL SCORESHEET

I. BEFORE THE MATCH

The scorer must check that the lines or boxes identifying the match to be played have been properly filled in. If not, they must be filled in as follows:

A. - On the upper part of the form:

- 1.1 Name of the competition
- 1.2 Site (city) and Country Code
- 1.3 Hall (name of stadium or gymnasium)
- 1.4 Round to be played (indicate the phase as follows):
 - Eliminator round : **Elim.**
 - Play-Off : **Seeding** or **Qual.**
 - Final round : **Final**
- 1.5 Match number
- 1.6 Division : Men, Women (put an **X** in the box)
- 1.7 Category : Senior, Junior, Youth (put an **X** in the box)
- 1.8 Date (day, month, year)
- 1.9 Starting time (according to the programme of the day)
- 1.10 Teams- country codes (write the team names according to the order of the programme of the day and leave the circles for A or B blank: they must be filled in after the toss - see 2.3)

B. - In the square on the lower right-hand part of the form (Fig. 1):

- 1.11 Teams (one name on the left, the other on the right in the same order as in 1.10 above, leaving the circles for A or B blank)
- 1.12 Number and name of the players of each team (put a circle for the team captain).
If the number and name of the Acting Libero Player **was determined and published previously**, it shall be recorded only in the first (top) special line reserved for it in the scoresheet. The Reserve Libero shall be recorded in the lower box.
- 1.13 Name of : **C**: Coach **T**: Trainer
AC: Assistant Coach **M**: Medical Doctor

A or B	U S A	TEAMS	J P N	A or B
N°	Name of the player	N°	Name of the player	
1	X	1	X	
3	X	2	X	
5	X	4	X	
7	X	5	X	
8	X			
		15	X	
LIBERO PLAYERS ("L")				
2	X	3	X	
14	X	11	X	
OFFICIALS				
X		C	X	
X		AC	X	
X		T	X	
X		M	X	
SIGNATURES				
Team Captain		Team Captain		
Coach		Coach		

Fig. 1

- 1.14 Signature of the team captains (after verifying 1.11, 12 and 13)
- 1.15 Signature of the coach of each team (after verifying 1.11, 12 and 13).

C. - In the lower left part entitled "APPROVAL", write the names and countries of (Fig. 2):

APPROVAL				
Referees	Name	Country	Signal	
1 st	X	X Y Z		
2 nd	X	X Y Z		
Scorer	X	X Y Z		
Assistant Scorer	X	X Y Z		
		1	Line Judges	2 X
		3		4 X
		(A)	Team Captains	(B)

Fig. 2

- 1.18 Scorer
- 1.19 Assistant scorer
- 1.20 Line judges (names only)

II. AFTER THE TOSS FOR SERVICE

but before starting the match, the scorer must obtain the following information:

- 2.1 From the 1st referee :

- a) The side of the playing court where each team begins.
 - b) The team that serves first.
- 2.2 From the 2nd referee the line-up sheet for the first set (fig. 3) with the numbers of the players recorded in their starting positions.
- 2.3 With the information obtained, the scorer proceeds as follows (fig. 4):

Fig. 3

SET 1					
LINE-UP SHEET					
Fiche de position					
R-5					
TEAM U S A					
Equipage					
IV	III	II			
2	5	4			
V	VI	I			
1	13	8			
FIVE COACH SERVICE					

- a) In the upper left square, entitled "SET 1", he/she records the country codes of the teams "A" and "B" in the boxes corresponding to the sides of the playing court in which each team begins the set (team "A" is to the left of the scorer and "B" to the right) and marks with an **X** the encircled **S** of the team serving first and the **R** of the team receiving first. The corresponding letters "A" or "B" are placed in the blank circles:
 - i) in the Teams section (see 1.10) in the top portion of the scoresheet;
 - ii) in the "Teams" section in the bottom right portion of the scoresheet (see 1.11).

Fig. 4

Team line-up	Service order		S		E		T		START time 16:02		TEAM U S A		(A)		(B)		POINTS		END time :		POINTS											
	N° of Starting players		I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI						
	Substitutes		8	4	5	2	1	13	3	1	6	4	2	8	4	16	28	40	17	29	41	6	18	30	42	4	16	28	40			
	Score at change		:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:			
Service rounds	1 st 5 th		4	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5		
	2 nd 6 th		2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6
	3 rd 7 th		3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7
	4 th 8 th		4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8

- b) Then, in the square on the right entitled "SET 2" he/she writes on the right side the name of team "A" and on the left side the name of team "B". The scorer marks with an **X** the encircled **S** or **R** of each team to indicate that for this set the serving team is the team which received the first service of the previous set and vice versa.
- c) Below the square "SET 1" is the square "SET 3". Here he/she records the names of the teams and marks the encircled letters **S** and **R** in the same way as for set 1.
- d) If necessary, on the right, under the square "SET 2" is the square "SET 4", in which the names are recorded and the circled **S** and **R** are marked as for set 2.

- 2.4. With the line-up sheet obtained from the 2nd referee, the scorer proceeds before each set as follows (fig. 4):
 - a) He/she records in the boxes under the Roman numerals **I** to **VI** on the line entitled "STARTING PLAYERS" on the side of each team, the numbers of the recorded players following the order determined by the Roman numerals **I** to **VI** of the respective line-up sheet.
 - b) Example (fig. 4):

For the team "A":	Under I	no. 8
	Under II	no. 4
	Under III	no. 5 etc.
	Under I	no. 3
For the team "B":	Under II	no. 1
	Under III	no. 6 etc.

III. DURING THE MATCH

During the match, the scorer proceeds as follows (fig. 4):

- 3.1 At the top of the square "SET 1", in the box "START time" he/she marks the time at which the referee whistles for the 1st service. Example: 16:02 (actual starting time in hours and minutes).
- 3.2 Before each service he/she checks the order of service printed on the second line of the square of each set and which they must follow as the order in which the players were recorded under the Roman numerals **I** to **VI**.
- 3.3 He/she records the services of each player and controls the result of each service following the order of the boxes numbered **1** to **8**, in the column in which is recorded the number of the server which correspond to the 4 lines marked "SERVICE ROUNDS" in the left part of the square of the set. The scorer proceeds as follows :
 - a) The first service is indicated by ticking (✓) off the number of the box marked **1** in the column of the serving player. Once the team has lost the service, the total number of points scored by the serving team to that point in the game are recorded in this box.
 - b) The scorer then passes to the other team section of the square of the first set and puts an **X** in the service box **1** of column **I** of the opponent team. The team must then rotate and the player whose number is recorded in column **II** serves. The number in box **1** column **II** must be ticked off (✓).
 - c) On the right of columns **I** to **VI** of each team there is a "POINTS" column, numbered from **1** to **48**. This is the column to record from top to bottom the score of the corresponding team by slashing (/) the number of points scored. When the team loses the service, the last number marked in the "POINTS" column is recorded under the box whose ticked off (✓) number (in this case **1**) corresponds to the player who had the service.

3.4 Example of recording of points and control of service in a set:

- a) The team "A" wins the right to serve first and No. **8** who was recorded in position **I** serves first. Team "A" wins the rally and also a point, the scorer slashes off (/) the **1** of the "POINTS" column. The following rally is also won by team "A", the scorer slashes off (/) the **2** of the column, etc. After winning **4** consecutive points, Team "A" loses the service. The scorer writes the number **4** in the box **1** of the column **I** of player No. **8** of Team "A". Thus we know that this team won 4 points when player No. **8** had the service.
- b) The scorer then passes to the section corresponding to the team "B" After winning the rally and the right to serve, the team "B" gains one point and the point **1** of the "POINTS" column of that team is to be slashed off (/). Next, the scorer cancels with an **X** the box **1** of column **I**, since this team must now rotate for its first service to be made by the following player. The scorer then ticks off (✓) No. **1** of the box corresponding to column **II**. This shows that player No. **1** of the team "B" serves first (cf. 3.3.b). Team "B" wins the next rally and gains a point. The **2** of the "POINTS" column of that team is slashed off (/).

The team "B" loses the next rally and thus loses the service. The scorer writes the number **2** in the box of player No. **1** of the team "B", which had the service. This indicates that the team "B" has scored two points when player No. **1** finished his first service.

- c) Immediately the scorer returns to the section of the team "A" and slashes off (/) the next point (**5**) in the column "POINTS", since to win the rally means to win a point. He/she then ticks off (✓) the figure **1** in the box in column **II** to show that player No. **4**, recorded in this column, is the one who now serves. Player No. **4** wins two points before losing the service. The scorer writes the number **7** in the box **1** of the column **II** of player No. **4** of the team "A" etc.
- d) The scorer continues in this way successively until the end of the set, which finished on the score of **25:22** for the team "A". At this moment, he/she notes down the time (e.g. **16:24**) in the box "END time" reserved for this purpose (fig. 5).
- e) If there is a tie **24:24**, the set continues until a **2** point lead is achieved (**26:24; 27:25...**).
- f) The numbers not slashed off (/) in the "POINTS" column of each team are cancelled and the last point scored is noted by circling in the service round box of the player who served last. If the receiving team won the set, the last point is noted in the service round box of the player who would have served, without (✓).

Fig. 5

Team line-up	Service order		S		E		T		START time 16:02		TEAM U S A		(A)		(B)		POINTS		END time 16:24		POINTS											
	N° of Starting players		I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI						
	Substitutes		8	4	5	2	1	13	3	1	6	4	2	8	4	16	28	40	17	29	41	6	18	30	42	4	16	28	40			
	Score at change		:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:		
Service rounds	1 st 5 th		4	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5		
	2 nd 6 th		2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6
	3 rd 7 th		3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7
	4 th 8 th		4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8

3.5 In the case of a deciding set (5th set):

- a) After the toss, the scorer writes down in the blank circles the letter **A** or **B** assigned to each team, putting in the left section the team playing on his/her left.
- b) The scorer then follows the same procedure