

DIVA

SCOREKEEPER REFERENCE MANUAL

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 DIVA authorized scoresheet 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, protest, and other events or unusual incidents. An alert and competent scorekeeper makes a match proceed smoothly and efficiently.

First referees must be aware of the scorekeeper's duties and give clear signals to communicate that 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 all information has been recorded properly.

Materials Needed:

- Scoresheet
- Line-up sheets
- Pencil
- Pen
- Watch (something to record start and stop times)

* During the season, only non-deciding scoresheets are used.

DUTIES AND RESPONSIBILITIES

1. Ensure all materials and equipment are available and functional well in advance of the scheduled starting time or immediately following the completion of the previous match.
2. 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.
3. Receive the lineup sheets from the teams. Verify that a playing captain and Libero (if used) have been indicated and that a team captain has signed them.
4. Prepare the scoresheets for the entire match as recorded. Clearly print the names of all match officials on the scoresheets.
5. Enter the starting player numbers on the scoresheets in the correct lineup order.
6. Prior to the start of each set, while the second referee is checking the starting positions of players on the court, check the starting positions of

players to ensure that players are on the court in the same order as listed on the scoresheet.

7. Check the servers closely to ascertain that the correct player is serving. If the wrong player serves the ball, notify the referees (**after** the ball has been contacted) by any means necessary to gain the attention of the referees.
8. Continually check the players on the court as play progresses to be certain that they are in their proper positions in the service order.
9. Record the score and other pertinent facts relating to scoring and ball possession as determined by the first referee.
10. Carefully record substitutions and ensure that the teams are observing proper substitution procedures.
11. Record the number of time-outs taken by each team. Notify the referees of the number of times-outs that have been charged to each team.
12. Signal the referees when a team set point and which team it is.
13. Between sets, remind the referees to obtain lineups for the next set. Check lineups again to make certain they have been signed and the playing captains and liberos (if used) have been designated.
14. In the deciding set, notify the referees when one team has scored the thirteenth (or eighth) point so that the side change occurs properly.
15. Make sure all information has been entered at the conclusion of the set. The referees will check to assure that a winning score has been attained.
16. Sign the scoresheet in the appropriate block to verify the official score of the set.
17. Submit scoresheets to the appropriate personnel upon completion of the match.

The scorekeeper position cannot be taken lightly. If errors occur in the score, it can affect the entire match and become the basis for a protest.

BEFORE THE MATCH

Before the start of a match, the scorekeeper prepares the scoresheet(s) for the match by printing the heading information in ink. All heading information should appear in capital letters. Some information may be provided ahead of time. If not provided, enter heading information.

At the lower right side of the scoresheet, enter officials' information (i.e., 1st referee, 2nd referee, scorekeeper, and working team).

After the coin toss for serve and side, enter the team names by printing the names of the teams on the sides of which they will begin play. The team that begins the match on the left is designated as Team A. Record 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. Record a "B" in the empty circle next to that team name. The letter designations for each team remain the same for the entire match. Record the "A" and "B" in the circles on the second and deciding set scoresheet as appropriate.

Place an "X" through the encircled "S" or "R" for each team based on whether the team is serving or receiving.

Obtain line-up sheets with and verify that a playing captain and Libero (if used) has been indicated and that a team captain has signed them. No changes may be made to the lineups after it is submitted to the scorekeeper unless a substitution is used.

Enter players' names (on far left of the box to allow substitutions) in position order in the **Service Order** row and mark a "c" after the floor captain's name. Also, the libero's name (if one is used) should be recorded on scoresheet. Note that the position order of the players (how the line-up is recorded) is the same regardless of which team is serving. The 1st server for the receiving team is actually the player in Position II. Since the player in Position I of the receiving team will not serve first, place an "X" on Position I, **Service Round 1** of the receiving team.

The second referee will use the line-up sheets to check the players' starting positions on the court, while the scorekeeper uses the scoresheet to verify the players' positions.

The time in the heading is the scheduled match time. Record the start time as the actual time the set begins with the first referees whistle for first serve. Remember that all time should be written in military format.

DURING THE MATCH

Controlling Service

Beginning with the first serve, all **Service Round** information is recorded in pencil. The first time a player serves in a particular **Service Round**, record a small check mark on top of the number under the serving player's column. (Do not check until the serve in case there is an out of rotation or illegal server infraction.)

When the serving team wins the rally, slash the appropriate point in the **Points** column for the serving team.

When the receiving team wins the rally, record in the checked **Service Round** box the total cumulative points (called Exit Score) earned by the serving team

to that point in the set. 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 pay-over, nothing needs to be done.

Substitutions

When a team calls for a substitution, slash the departing player's name and record the name of the substitute player on the same line. Only use the second and third lines as necessary. Also, use initials after a player returns to the game.

The set score at the moment of the substitution is written in the **Score at Change** section in the first available box beneath the player's name. The score of the team requesting the substitution is listed first. Also, slash the next available substitution number beneath the **Service Round** section to indicate total team substitutions.

Players may enter the set an unlimited number of times but always in the same position in the service order. Each team is allowed a total of 12 substitutions. The exceptional substitution rule applies in case of injury.

Time Outs

Time outs are recorded in the **Time Out** box located under the team's **Points** section. List the score of the team requesting the time out first followed by the score of the opponent. The first time out is listed in the top box with the second in the lower box.

Wrong Server

When a wrong server occurs, immediately notify the referees after the ball has been contacted. Record 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, do not check the **Service Round** number. If it occurs after the player's first service for that round, do 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), record the Exit Score in the **Service Round** box for that player. If the violation occurs on the first service for that round, do not check the **Service Round** number. If it occurs after the player's first service for that round, do not do anything additional.

Tracking the Libero

The assistant scorekeeper or person flipping numbers is responsible for ensuring the Libero switches take place correctly. Ensure the when the Libero player leaves the court; the player originally replaced is the player who returns to the

court. Also, make certain that once the Libero leaves the court at least one serve occurs before the Libero returns to the court.

On the **Libero Tracking Sheet** write "A" or "B" to designate which team is using a Libero. Write the libero's name next to the box for titled **Libero**. Record the player's names to coordinate with the line-up sheets. When the Libero enters, slash the player's name being replaced and record an "L". When the libero leaves, slash the "L" and enter the returning player's initial. If a regular substitution occurs, slash the player name and enter the new player's name.

Sanctions and Remarks

The **Sanctions** and **Remarks** sections are used any time a noteworthy situation occurs and is pertinent to the progress of the set. It is not to be used for frivolous remarks. When using the **Sanctions** box, the teams will be referenced by their appropriate letter (A or B). When using the **Remarks** section, the information recorded includes the Set #, score at the time of the incident, referee action (e.g., default, exceptional substitution), team involved, and player name. The order in which the information is recorded is not important. Score will always be listed with the score of the team involved in the remark recorded first.

Noteworthy situations include, but are not limited to, the following referee actions:

1. Improper Requests. *(Slash the IR, record A or B to indicate the team, record the set #, and record the score.)*
2. Yellow card indicating individual Misconduct Penalty point or Penalty loss of service. *(Record the player's name in the Penalty column, record A or B to indicate the team, record the set #, and record the score.)*
3. Red card indicating a player is expelled for the remainder of a set and must leave the area. *(Record the player's name in the Expulsion column, record A or B to indicate the team, record the set #, and record the score.)*
4. Red/yellow cards together indicating a player is disqualified for the remainder of the match and must leave the area. *(Record the player's name in the Disqualified column, record A or B to indicate the team, record the set #, and record the score.)*
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.)*
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. The score should be before the loss of rally.)*
7. Exceptional substitution allowed because of injury. *(Record details in Remarks section. Record EX SUB, A or B to indicate the team, name of substitution player, name of injured player, set #, and the score.)*

8. Protest set with score of each team, team areas, player serving, relative position of both teams on the court at the 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. (Example: *SET 1 DELAYED DUE TO POWER SHORTAGE, A SERVING 18-19.*)
10. Cancelled points. (Example: *CANCELLED POINT 11, A, SET 1 11-19, WRONG SERVER.*)
11. Defaulted or Forfeited set.

AFTER THE MATCH

When the set is finished, a pen is used to complete the scoresheet. Record the **End Time**. The last recorded point for each team is circled in the **Service Round** box to indicate where the set ended. In the **Points** column, draw an hourglass figure through any unused column of points. The winning team and associated score are written on the top line in the Results section. The losing team and score are written below it. Review the scoresheet to make sure it is complete, including verification of scores. Finally, sign the scoresheet in the designate area.

FORFEITS

If a set is forfeited prior to its start, prepare the scoresheet by completing the heading, officials' names, line-up of players and/or team present and a score of 25-0 (or 25-4 if sets start at 4). Write "FORFEIT" across the scoring section for that set. If more than one set is forfeited, record the numbers of each forfeited set in the **Set** box in the **Results** section.

DECIDING SET SCORESHEET

When a deciding set scoresheet is used, the information from the team starting on the left court is placed on the left side of the scoresheet and continues on the right side when the teams change sides (can be at 8 or 13 points). Each team maintains its A or B designation. If it is a one-set match, the team on the left will be designated at Team A.

As a minimum amount of time is available while teams switch sides, record as much information on both sides of the scoresheet before the start of 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, verify that the required information from the far left is repeated on the far right. Substitutions are repeated in the **Player's Numbers** column, substitution scores are repeated in the **Score at Change** section, substitution names are slashed, and the time out scores are recorded. Remember that team references are reversed now.

When a team reaches thirteen points (or eight in a 15-point set), record the number of points score by the team on the far left in the circle marked **Points at Chg.** This indicates where to begin slashing points in the running score for the team on the far right once the set continues.

If the team on the left serves for point 13 (or 8), there will be a check mark in the **Service Round** box on the far left. During the switch, instead of a check mark, record an "x" in the corresponding **Service Round** box on the far right. No score is recorded in the **Service Round** box on the far left. The final Exit Score is recorded in the **Service Round** box on the far right.

If the team on the right score point 13 (or 8), there is no check mark in the **Service Round** box of the next server on the far left. During the switch, repeat the last recorded Exit Score of the previous server on the far right using an "x" instead of a check mark. Record a check in the **Service Round** box of the next server on the far right. The final Exit Score is recorded in the **Service Round** box on the far right.

Scoresheet Markings

Use a check in the Service Rounds to signify a player has served.

Use a slash to mark a point on the Points column.

Also, use a slash to mark substitutions for each team.

When a team requests a time out or a substitution, always place their score first in the appropriate place.