

FOREWORD

The original version of this handbook was produced by the referee Commission of the English volleyball association in 1986.

The FIVB is constantly revising and trying to make the recording of the game easier and less prone to error. There is also of course the need to accommodate the rule changes as they affect scoring. This latest edition represents the most recent information concerning scoring procedures and also retains some of the hints and ideas found to be of value from previous editions.

As our showpiece games reach an ever widening audience it is important that we conform to the current practices and set ourselves high standards of proficiency, particularly at a time of entering onto the world stage of volleyball.

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SCORING

A competent, efficient scorer is an asset at any match, be it local league or International. For the participating teams accurate feedback on the state of the game is essential, particularly since every rally ends with a point being awarded, while for the first and second referees confidence in the ability of the scorer can lessen the burden on them. Rules 25 and 26 cover the duties of the Scorer and Assistant Scorer and the current (2009) versions are included at Annex A.

Potentially, everyone has the prerequisites to become a Scorer. Initially the task looks very daunting, but it is our view that clear explanation will create understanding and by applying that understanding to increasingly more difficult games skilled competent scorers will emerge.

To that end, what follows is an exercise in covering all the possible events that may happen in a game of volleyball and how these are recorded on the scoresheet. Some of these incidents will be mundane and obvious, others obscure and rare; try and be patient (a quality a scorer should cultivate).

The main text of this book deals with scoring that ideal match; an International or National final where the players and officials are ready at the correct time in the correct kit and with the correct accreditation. Included at Annex B is a section on NVL 'peculiarities' that crop up at various times during the season to assist in the scoring of the majority of matches that most will do.

INTRODUCTION

The scoresheet (Figs. 1 and 2)

Since the 1980 Moscow congress an internationally recognised scoresheet has gradually been introduced into the countries of the FIVB. Apart from very minor differences, it should now be possible to go to any match in the world and use the local scoresheet.

To the layman the scoresheet, at first glance, is not very user friendly but viewed as a number of discrete information blocks - each heavily outlined - and presented on one sheet for convenience it becomes more easily understood. It is further helped by the fact that unless certain types of card sanction are applied, only one block is in use at a time - a fact the some scorers make use of by masking off all other blocks.

Since the introduction of the 'Libero' player in 1999, an Assistant Scorer has been designated to monitor the entries and exits of this player onto and off the court. The assistant scorer records the player changes on a separate sheet noting the score at each exchange and the player the Libero replaces. Additionally they also work the visual scoreboard. The assistant scorer has no role in completing the match scoresheet other than adding his/her signature to the **APPROVAL** box at the end of the game

In the following text rules are referenced by rule, section, and sub-section, e.g. 17.5.4. Sections of the scoresheet when referenced are shown in **bold**. These references are based on the 2008 version issued by VE.

Scoring a volleyball match

In scoring terms a match can be divided into 4 distinct phases:

Pre-match

After each Toss for Service

During Play

Post Match

Pre-Match

This phase is related to collecting and recording information about the physical location and participants, dates and times and anything which could affect the playing of the match.

After the Toss before the 1st Set

This toss determines the order of service and court selection for the first 4 sets.

After the Toss for a deciding set

This toss determines the court selection and service for the 5th set.

During Play

This period is devoted to checking for the correct server, keeping the score, recording substitutions, sanctions etc.

Post Match

This starts after the final whistle and is the finalisation of the scoresheet. This involves ensuring the set details have been correctly entered into the **RESULTS** box, totalling the detail and entering the **WINNER**. The final responsibility is to obtain the approval signatures from the Captains and match officials.

What you need to bring to a match

Dress: a scorer is part of a team whose uniform is a blue top and navy blue trouser; at the very least a blue top should be worn when scoring. It is also worth bearing in mind that it may be cold or often draughty at the courtside so a blue sweatshirt or other top is useful. Concentration is difficult when you are cold.

Equipment: Two (fine) black (Bic™) ballpoint pens; and rotate them so that when you need the spare it works. If you want to be really helpful have another couple of biros that the coaches can borrow for completing Line-up sheets; never let them use yours (unlikely to be a problem at International matches). A six Inch ruler; it always looks neater with straight lines crossing through the unused parts of the scoresheet that need it. Spare Line-up Sheets.

Pre-match

Most scoresheets are now printed on NCR (no carbon required) paper, therefore before writing anything on the scoresheet remember to check the card is actually under the third/fourth sheet (for some tournaments four copies of the Scoresheet are required; for Internationals you may well be presented with a scoresheet pre-printed with all the pre-match information); do not detach the top sheet and the two/three copy sheets from the score pad and rest them on the table unless you have at least 3 paperclips. As mentioned under equipment the use of a fine ballpoint pen is recommended. Make all entries in BLOCK CAPITALS.

Before the officials make the toss with the two captains, enter the details required in the various small boxes to be found across the top of the scoresheet.

Distribution of copies : 1st page : to FIVB (Ref. Sub-Comm. Member); 2nd & 3rd page : one to each team; 4th page : to Organising Committee

Name of the Competition :										
City					Country Code :			Date		
Hall					Pool/Phase			Match N°		
Division : Men <input type="checkbox"/>		Women <input type="checkbox"/>		Category : Senior <input type="checkbox"/>		Junior <input type="checkbox"/>		Youth <input type="checkbox"/>		
					TEAMS		vs			
A or B									A or B	

Figure 3 - Match detail

Name of Competition

This should as far as is possible give a clear indication of the competition using accepted titles and abbreviations, e.g. 'WORLD CHAMPIONSHIP', 'STUDENT CUP'.

City, Hall and Country Code

This is an all-embracing term to indicate the geographical location of the match. It is preferable to use the recognized name of the town or city rather than that of a district or suburb which may be part of the sport hall name, e.g. CRYSTAL PALACE, NSC; or ASTON VILLA LC. For International matches the FIVB code (trigram) for that country is required - for England 'ENG'.

Pool/Phase

Deduced from the programme e.g. POOL, QUALIFYING ROUND, SEMI-FINAL etc.

Match No.

This refers to the number given to a particular game by the organizers. Some one-off games will not have a number and therefore the space is left blank; it is extremely unusual in organized matches for there to be no match no.

Date/Time

The date should indicate the day, month and year e.g. 05 03 09. The time should be the advertised starting (not warm-up) time from the programme, using the 24 hour clock, e.g. 14:30.

Trigrams are inserted in the **Teams** box.

No and **Player Name** are entered from the provided team lists; Surname/Family name followed by initials. Players should always be entered in ascending shirt order number as this will assist in Line-up sheet and substitution checking. The Game Captain's shirt number is circled (if the Game Captain is not indicated on the team list then find out who it is from the 1st referee or record after the Captain has signed the scoresheet).

The 2008 FIVB Congress introduced a second Libero for FIVB and World Competitions for Seniors. The starting Libero is known as the Acting Libero and the substitute Libero as the Reserve Libero. You should determine before completing the team list how many Liberos a team is playing and who they are. In FIVB and domestic competitions the Libero(s) are only entered in the Libero boxes thus leaving 2 or more blank lines in the **Teams** box. For CEV controlled matches all players are listed with the Libero(s) also entered in the Libero box(es). The Acting Libero is always entered on the first Libero line.

TEAM OFFICIALS

These are **C** = Coach; **AC** = Assistant or second coach; **T** = Trainer/physiotherapist; and **M** = Medical Doctor with appropriate accreditation. Once this information is complete the scoresheet is ready for signature by the Captain and Coach of each team in the appropriate place. This serves two functions for the officials, it identifies the coach and captain of each team and also by signing the Coach is verifying that the team details as entered by the scorer are accurate. Should the details be incorrect the coach should identify any alterations, deletions or additions for correction by the scorer before signing. Once a team list is signed the team may make no further changes to it.

The remaining pre-toss task is the partial completion of the **APPROVAL** box at the foot of the sheet. The names of the first referee, second referee, scorer, assistant scorer and line judges are entered. In International matches the nationality of the officials, except the line judges is entered (using the recognized trigram for the country); in domestic games the licence numbers are entered. Line judges are numbered 1 to 4 anti-clockwise from the referee's stand and maintain the same position throughout the match.

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

Figure 5 - Approval Box

Occasionally the **REMARKS** section (lower left hand corner) may require some entry to be made before the first service. There may be protests about facilities, equipment, or eligibility of players. At this point in the game it is likely that the first referee would make the entry or that the scorer would under the first referee's direction.

REMARKS	

Figure 6 - Remarks Box

The **REMARKS** section will be further explained later in the text. There is the further possibility that some sanction might be given before the game. The procedure for this will also be explained later.

This concludes the 1st phase of scoring a game, and takes us on to the next stage – After the toss for the first service.

After the Toss for 1st Service

Anything up to 30 minutes before the scheduled first service the first referee calls the two captains together to make a toss (the time will vary depending on the match - in major events a published protocol itemises this). The choices made by the respective captains - service, court or reception – are noted by the first referee and conveyed to the scorer. The team starting on the Left Hand court will be team A and the other team B. These letters are entered in the circle next to the team name at the head of the scoresheet and in the **TEAMS** box

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Name of the Competition :											
City					Country Code :			Date	Time		
Hall					Pool/Phase			D	M	Y	
					Match N°			H	mn		
Division : Men <input type="checkbox"/> Women <input type="checkbox"/>			Category : Senior <input type="checkbox"/> Junior <input type="checkbox"/> Youth <input type="checkbox"/>			A or B <input type="radio"/>		TEAMS		A or B <input type="radio"/>	
						vs					

Figure 7 - FIVB after the toss

The upper left hand section where **Set 1** is located is now completed. The team name is inserted next to **TEAM A** and the same for **Team B**. After each team the letters **S** and **R** are to be found circled. These represent **S**ervice and **R**eception respectively. The outcome of the toss is indicated by placing a cross on the letter corresponding to the team's choice, - if they are to receive put a cross on the R, if receiving cross the S. An 'X' should be placed in the **service round box 1** of the receiving team. The team names, service/reception option and the 'X' in the **service round box 1** should be completed for **SET 2** (upper right hand section) and also for **SET 3** situated beneath the 'SET 1' box, and with which it should correspond. At this time the scorer should not enter anything in the **SET 4** or **SET 5** boxes as the game may finish in straight sets. Should **SET 4** be played it will correspond to **SET 2** above it, whilst the fifth set depends on the result of another toss being made.

Team line-up	Service order	N° of Starting players	N° of Player	Score at change	1st	5th	2nd	6th	3rd	7th	4th	8th	START	TEAM						POINTS	(S/R)	TEAM						POINTS	END
													time	H	min	I	II	III	IV	V	VI	(S/R)	I	II	III	IV	V	VI	time
SET 1													1	19	25	37										1	19	25	37
													2	14	26	38										2	14	26	38
													3	16	27	39										3	16	27	39
													4	18	28	40										4	18	28	40
													5	17	29	41										5	17	29	41
													6	18	30	42										6	18	30	42
													7	19	31	43										7	19	31	43
													8	21	32	44										8	21	32	44
													9	21	33	45										9	21	33	45
													10	22	34	46										10	22	34	46
													11	23	35	47										11	23	35	47
													12	24	36	48										12	24	36	48

Figure 8 - Set 1

After the toss and before the first service

During the warm up the scorer can check that the shirt numbers of the players warming up correspond with the **Player No's** on the **Team** list. The scorer should obtain from each team coach the Line-up sheet for the first set. The rules of the game state:

'If he/she fails to receive the Line-up sheets on time, he/she immediately notifies this fact to the second referee.'

What this means in practice is that you must have received them before the teams complete their warm up at the net for the 1st set or after 2 minutes of the end of subsequent sets. When coaches do bring them to the table, as they should do before the game and before each set, ensure that the opposing coach is not able to study the Line-up sheet before submitting his/her own Line-up sheet.

The Line-up sheet shows the players by their shirt numbers who will commence the set, and the position they will occupy on court. Before entering the Line-up sheet, check that all the numbers correspond to those in the team's list; any discrepancy should be brought to the notice of the second referee before entering the detail. If there are no problems then they can be entered.

SET 1		
R-5	LINE-UP SHEET Fiche de position	LIBERO N°
TEAM Equipe	<input style="width: 100%;" type="text"/>	
IV	III	II
<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
V	VI	I
<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
COACH SIGNATURE		
I.V.F.		

Figure 9 - Line-up sheet

Whilst it is the 2nd referees job to check the players are in the correct positions the scorer is also capable of doing this. Once the 1st referee has called the players onto court the scorer can make a 'shadow' check of the players. Problems that may arise are as follows:

The correct players are on court but not in the order given by the Coach on the Line-up sheet. The only option for the coach is to place the players in accordance with the Line-up sheet.

The players on the court do not correspond with the numbers on the Line-up sheet. This is resolved by either replacing the incorrect player(s) by the correct one(s) or by making a substitution in the position to retain the undeclared player(s) on court. Any such substitutions prior to the start of a set are counted against those permitted to a team in each set.

However, should the incorrect player not be on the team list (i.e. the Shirt No. does not appear on the Team List), then the Line-up sheet must be altered to include a player who is on the Team List. This should only occur if a player has the wrong shirt on as you as the scorer will have checked the Line-up sheet against the Team List before entering them on the scoresheet.

Only when the 2nd referee has verified the numbers of the starting six players may a coach bring on the player designated as the Libero and not before. We will consider this later.

During the match

Before the match starts the 2nd referee will confirm that you are ready by looking for the 'Ready' signal from you (raise both hands, palms towards the referee). When the 1st referee whistles for 1st Service check the time and enter it in the **start time** at the top of the first set box.

Team line-up		START time	TEAM	E	N	S	(A)	POINTS	(B)	S	C	W	TEAM	END time	POINTS	
Service order	N° of Starting players	11:00	I	II	III	IV	V	VI	4	3	11	7	1	12	1	15
	N° of Player															
Substitutes	Score at change															
	1 st 2 nd															
Service rounds	2 nd 3 rd															
	3 rd 4 th															
	4 th 5 th															
	5 th 6 th															

Figure 10 - Set 1 after LUS recorded

Look at the Server; does the shirt number of the person with the ball correspond with the number under **service order I** column of the scoresheet. If it does not, wait until the service is made, i.e. the ball is actually struck. Immediately attract the attention of the referee by using the buzzer or some other audible device and state "that is the wrong server"; advise the 2nd referee who should have served and the correct player order on court. This check *must* be made on each serve, as failure to pick up such rotational errors rapidly becomes very difficult to untangle if left undetected.

Assuming, however, that the number of the player about to serve corresponds to that on the scoresheet the following procedure is adopted:

Under each **service order** column in the rows **service rounds** the column is subdivided into eight small boxes each of which is numbered from 1 to 8. These represent, for each position, up to eight opportunities to serve in a set

When a player serves for the first time the scorer deletes the small number. This procedure is carried out as each new player in turn comes to serve. If the team rotates through all six positions and the player who first served returns to position 1, then the Scorer moves to the small box containing a 2 and deletes that. This indicates the second service round has commenced. As with the first round, as each player makes service in the second round the number 2 is deleted, the 3 in the third round and so on until the set is decided.

It is important to delete the service round number each time a player commences serving as it provides a ready check on who has served and who is serving. It is done at the commencement of the serving round rather than at the end of the previous rally as the 1st referee may decide to replay the point.

Any points scored by the opening server are crossed through as they are won on the vertical points columns to the centre and right of each set block. When the team loses its service the scorer enters the last deleted number from this column into the service round box where he/she had previously deleted the small number when that player had commenced serving. Had the first server made no score then a 0 (zero) would have been entered in the space.

		START time	TEAM	E	N	S	A	POINTS	S	B	S	C	W	TEAM	END time	POINTS
Team line-up	Service order															
	N° of Starting players															
	Substitutes	N° of Player														
		Score at change														
Service rounds	1 st 5 th	1	4	2	10	9	7	5								
	2 nd 6 th															
	3 rd 7 th															
	4 th 8 th															

Figure 11 - Set 1 in progress

Because the serving team has lost the rally a point is awarded to the opponents who also become the serving team. This point is immediately crossed through on their **points** column. This procedure of crossing through a point on the points column at the end of every rally and, if there is a change of service, entering the running total in the service round box of the player who has just lost service; or, deleting the small number in the service round box of the next server of the team that has commenced service, continues until a winning total is reached. As a check, the score entered in the service round box must always be greater than the one preceding it.

*Remember that for the first four sets this is the team that reaches 25 points with a two clear point advantage Thus: 25 : 23 or less, then 26 : 24, 27 : 25 etc. There is no upper limit. In the event that you run out of **Service Rounds Boxes** or **Points**, then the score would be continued on a separate sheet of paper which would then be attached to the scoresheet with a suitable comment in the **Remarks** area.*

Assistant Scorer

The Assistant Scorer must indicate to the 2nd Referee, using the 'In' and 'Out' signals executed with one hand for each team, the position of the Liberos. However as Libero replacements may only take place during play the Assistant Scorer must also make the 2nd Referee aware of any Libero replacement that might take place during the TTO or TO.

Other match delays

Occasionally the 1st referee will blow his whistle and indicate he is stopping the game to resolve some problem. He may also indicate that the teams may leave the court if he feels the stoppage may be lengthy. Although this looks like a TO it should not be recorded as such, however as scorer you should be alert to the fact that this may be the start of a prolonged game interruption (rule 17.3.1), and you are required you to make an entry in the **Remarks** box. These are covered in detail later.

If you are not sure about any decision or procedure, enlist the help of the 2nd referee and do not let the 1st referee rush you in your work. A good 1st referee will wait your acknowledgement that you are ready.

Substitutions (rules 15 & 16)

Each team is legally allowed a maximum of six player substitutions per set (rule 15.1) Such requests must be made when the ball is not in play (15.2.1), either by the coach or the game captain where buzzers are unavailable (see below). Where more than one substitute is requested it should be clear how many substitutions is being requested (rule 15.10.4) either by their arrival in the substitution zone (between 3m line and centre line) or by a hand signal from the Coach or Captain. Failure to do this will result in only one substitution being allowed.

Against each of the six positions on court it is possible to make two substitutions providing that in total these do not exceed six per team per set. Thus anyone of the starting six players may be replaced by a substitute from the bench, that being the first substitution on that position, subsequently the substitute player may in turn be replaced by the original player - the second and final legal substitution on that position (Rule 15.8.2 and 15.1.3). Scorers must understand that once a player or their substitute has been played in a particular court position they may not legally play in any other court position in that set.

The Substitution Process

There are currently 3 processes in use:

- With Buzzers and Paddles
- With Paddles Only
- No Buzzers, No Paddles

All require that you must check quickly that any player attempting to enter is:

- On the team list of that team.
- Has not been on court in another position earlier in the set.
- Is the correct returning player for a substitute being substituted.
- And is not expelled or disqualified.

With Buzzer and Paddles (Quick Sub)

As soon as the player(s) appears in the substitution zone carrying a paddle(s) showing the number of the player they are to replace, the scorer presses the buzzer and records the substitution(s). When there are multiple substitutions then the 'Ready' signal is given when the recording is complete to indicate that the next substitution can take place. On the completion of all substitutions the 'Ready' signal is given. It should only last the time needed for recording the substitution on the scoresheet and for allowing the entry and exit of the players. Be aware that both teams might ask for simultaneous substitutions. In this situation you must make clear to the 2nd referee which team's substitution you are dealing with first by indicating them with an appropriate hand signal.

If having pressed the buzzer the scorer finds the request to be illegal, then the buzzer is pressed again and the scorer states "that request is not legal". You must call the 2nd referee to the table to explain why – the team will be awarded a delay sanction.

With Paddles Only

A request for substitution is made by the Coach or Captain. The substitute(s) arrive in the substitution zone carrying the paddle(s) as above. You raise a hand to indicate the request is legal, lower the hand and record the substitution(s) and then raise both hands to indicate you are ready. If the substitution is not legal you must call the 2nd referee to the table to explain why – the team will be awarded an improper request or a delay sanction.

No Buzzer No Paddles

As above; except you have to wait for the player(s) coming off to come to the sideline to check the legality of the substitution.

The act of substitution should disrupt the game as little as possible, however, as with any game delay, do not sacrifice accuracy to speed or allow yourself to be railroaded by the officials.

Possible problem situations at substitution

Sometimes both teams request a substitution at the same time. It is very easy as scorer to be so involved in the one team's substitution that you miss the other one and suddenly find an unaccounted for player on the court.

At multiple substitutions where there are no paddles, the pairings of the players to be exchanged may well get muddled. In such instances never guess, but have the pairings clarified by the 2nd referee.

However a good Assistant Scorer will assist by calling out the shirt numbers for you.

Non-standard substitutions

The substitutions so far described are what are within limits defined under rule 15.1 and are initiated by the coach or captain from choice. There are however three circumstances where a team has no option but to replace a player whether it wishes to or not. They are:

A player is expelled for a set. (rule 21.3.2).

A player is disqualified for the match (rule 21.3.3).

A player is injured (rule 8.2).

Let us consider the first two:

The first referee indicates the exclusion of a player by holding up the red card, and for a disqualification the red and yellow cards are held jointly; the offending player must leave the court or playing area respectively thus reducing their team to five players which the rules do not permit (rule 7.3.1a) therefore the excluded player must be replaced to restore six players to the court (Recording sanctions will be explained later). While a team is allowed to replace the players at fault they may only do so legally. If a legal substitution cannot be made then the team becomes incomplete and forfeits the set or the match. This will depend on the circumstances of the dismissal and what substitutes are available (rule 8.1).

The scorer must therefore check the following:

Has the team already had their six permitted substitutions? If yes, they must forfeit, if not a legal substitution may be possible depending on the next check.

Have there been any substitutions on the excluded player's position? If not then a previously unused substitute can be used to replace the excluded player; this would be recorded as for any legal substitution. If only one change has been made then the original starting player may return quite legally and would be recorded as for any change. Where both substitutions on a position have already been used then a legal substitution is impossible and the team would be deemed incomplete and forfeit as above.

The options are different when injury is involved (18.1). When a player is injured and the game is stopped an immediate substitution should be made. In practice referees use their discretion

indicating substitution only when a player may be safely moved or is obviously not going to recover quickly. Once it is clear that the injured player will have to be replaced the team must initially make a legal substitution. Where no substitution on the position has been made an unused substitute should be used, or if one substitution has been made on the position then the original player must be returned. Should a team be unable to replace an injured player legally then an exceptional substitution (8.2) is permitted.

Thus in the case of injury:

A team is allowed to substitute even when it has used all six substitutions in the set.

Where both substitutions on a position have been made a third is allowed but the injured player is replaced by the original substitute.

A team with a reduced squad may find it necessary to use as a substitute for the injured player, one who has already been on court in another position during the set. A referee may not permit an expelled or disqualified player to be used as a replacement.

The above examples are quite legal exceptional substitutions.

The exceptional substitutions are included in the total substitutions: it is therefore possible to enter more than 6 substitutions in the **Results** box.

Exceptional substitutions are recorded in the **Remarks** box,

e.g. exceptional substitution (injury) Team B, Set 3, No 6 for No 23, 15-5.

Where a team after injury cannot field six players either legally or exceptionally for whatever reason (only six players, or previous injuries, expulsions or disqualifications) the first referee must, after three minutes recovery time, declare the team incomplete (6.4.3) for the set and the match is conceded to the opponents. The team awarded the match is given sufficient points to win the incomplete set and wins each uncompleted set 25 – 0 (sets 1 – 4) or 15 -0 (set 5).

Unrecorded substitutions, rotational or positional faults.

If an unrecorded player is found to be on court (i.e. not in the starting six and no record of the substitution) or a positional or rotational fault is blown then the game is stopped as it is essential to establish the correct players in their correct order, and also try to determine the duration of the fault.

For an illegal player the correct player must be returned and an attempt made to trace when this player entered court as all points scored by that team from that point are deducted *providing that the exact moment can be established*. The same is true where a team is out of position or there is a rotational fault. If it is not possible to establish accurately the point where the incorrect server began or the illegal player entered court then the points of both teams remain unchanged. In any of the cases the team at fault is penalised; if serving, they lose service and their opponents are awarded a point or if their opponents are serving they are awarded a point, *unless they previously requested a Line-up check and were given incorrect information by the officials*. In this case they are put in the correct positions with no penalty.

Forfeiture (6.4.3)

As we have seen above a team may forfeit a set as a result of injury or player exclusion. Where a set is forfeit, the forfeiting team retains the points it has scored and their opponents are awarded sufficient points to give them victory in the set (6.2, 6.3) - record in the **Remarks** box as follows:

Set 3 Team A declared incomplete due to expulsion of player No. 7.

Where a Team is declared incomplete in accordance with Rule 6.4.3 (insufficient players available due to injury or disqualification) then sufficient sets are awarded to the opposition to give them 3 sets, with zero points being scored in each set by the incomplete team. e.g. incomplete team losing 0 - 1, sets 2 and 3 awarded to opposition 25:0, 25:0; incomplete team leading 2 - 0, sets 3-5 awarded to opposition 25:0, 25:0, 15:0.

Should a team, for no valid reason, (i.e. not through injury expulsion or disqualification), refuse to complete or start a set, or indeed appear on court at the stipulated time, they are deemed to be in default and should the refusal be at the start of the set, the first referee could award a delay sanction or a misconduct warning issued to the Game Captain or Coach as being responsible for team discipline.

The first referee might further issue a delay penalty against the team. At some point however, the referee will judge the refusal to play as final and the team will be defaulted. Should the refusal occur during a set, a delay sanction would probably result followed by the match being defaulted. Whatever the circumstances leading up to the default the defaulted team forfeits all the sets and points it has won. The result is recorded as 3-0 (25-0, 25-0, 25-0) to the opponents. A comment in the **Remarks** section will be necessary:

Team A declared in Default having refused to play at 14 - 6 in Set 3.

Details already in the **Results** box for completed sets need to be neatly scored out.

Interruptions (18.3)

Very occasionally a game will be halted. These occasions may be quite mundane, a net snapping, post failure, power failure, roof leaks, etc. or more serious such as pitch invasions, bomb scares, riots or fire evacuations. Whatever the reason, the time of the stoppage must be noted, as depending on whether it is possible to restart the game in less than four hours will determine whether the match will continue.

If it is a straightforward problem, replacing the net, a false alarm or sweeping up broken light fittings, which might only cause a brief delay, then the match would continue from where it was interrupted. Before the match recommences you will be required to assist in ensuring that the players are in the correct positions.

If the stoppage is for a more fundamental reason e.g. major equipment failure, then it might be possible in a large sports hall to transfer to another court or, if it can be arranged and executed in less than four hours, move the match to another hall altogether. If either of these options is possible the set in progress is declared void but completed set(s) are retained.

The restarted set on the new court must have the same players and the same starting rotation order as the start of the void set. If the interruption happens before the fourth set you may use one of the unused set boxes and just re-number the set. However should the match go to a fourth set (or occur during the 5th set) you will need to use a reserve scoresheet.

Should one or more interruptions occur that in total exceed four hours, then the match is cancelled. This total time is cumulative and it highlights the importance of recording the beginning and end of all such stoppages in a match.

Sanctions

During a match the referee may decide to apply some level of sanction against a team player or team official: remember this includes all those eligible to sit on the bench (Rule 4.1.1). These sanctions fall into two categories:

Those which are given for delaying the game - rule 17.

Those which are given for misconduct - rules 20 & 21.

These sanctions are indicated by the first referee only who shows one or both of the red and yellow cards in a variety of combinations and positions. As scorer it is not essential that you know the offences for which it will be issued (it helps though), however you will need to know how they are to be recorded on the scoresheet, and what effect they have on the set in progress.

All sanctions, whether for delay or misconduct, are recorded in the **sanctions** box found in the bottom left hand corner of the scoresheet.

Delay sanctions are applied only to teams.

They are in effect for the whole match.

After the initial warning each further delay is penalised by a yellow card.

A yellow card has the same consequence to a team of losing a rally.

All delays, whether warning or penalties are recorded in the **sanctions** section.

Misconduct sanctions (20 & 21)

Rules 20 and 21 define, categorise and explain the appropriate sanction for misconduct offences. Only the first referee is empowered to issue card(s) against a team member. As stated before you do not necessarily need to know why they are issued but you must know what to do when they are. Three possible combinations of card might be shown (Fig.21).

Also the first referee may initially warn a team member about his/her conduct by a verbal warning via the Game Captain. This carries no sanction and there is no requirement for it to be entered onto the scoresheet but is also a warning as to the future conduct of the whole team.

Yellow Card

When the referee penalises a player or team official for misconduct he holds a yellow card in one hand and indicates the player with the other, or if it is one of the squad off the court this is notified via the captain. The scorer has several tasks to perform following the award of a yellow card.

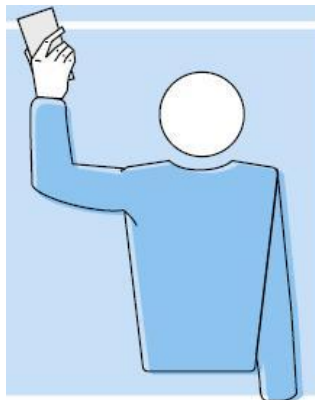


Figure 21 – Yellow Card

The yellow card has the same effect as rally being won by the opposition and a point is awarded to the opposing team with a side out if appropriate. This penalty point is indicated on the scoresheet by drawing a circle round the awarded point in the **points** column in addition to crossing it out.

Secondly, the penalised player or team official has to have their offence recorded in the **sanctions** box under the column **P Penalty**. The procedure is to enter the player number or official letter, team, set and score.

Red and Yellow cards jointly

A player shown red and yellow cards jointly they are disqualified from further part in the game and must leave the playing area. A team member may be disqualified having had no prior sanction of any kind. As with expulsion if a court player is involved a legal substitution will have to be made, and the details of the disqualification entered in the **sanctions** box.



Figure 26 – Disqualification (Red and Yellow Card)

As we have done with all other sanctions so far recorded, the appropriate column is **disqualification**.

SANCTIONS						
W <small>(Warning)</small>	P <small>(Points)</small>	E <small>(Expulsion)</small>	D <small>(Disqual)</small>	A or B	SET	SCORE
	7			A	2	11 : 18
	C			A	2	11 : 19
		7		A	2	14 : 23
			7	A	3	0 : 0
						:
						:
						:
						:
						:
						:
						:

To record sanctions: Put the corresponding abbreviation (W for player, C= Coach, AC= Assistant Coach, T= Trainer, M= Medical) or D for Delay sanctions, in the appropriate column and indicate the team, the set and the score at the moment of the sanction.

Figure 27 – Recording Disqualification

Points to remember

All the team including player, coaches, and medical staff can be given cards.

Sanctions are effective for the whole match, but expelled team members only miss the set in progress.

An expelled or disqualified coach may be replaced at the request of the team captain with the first referee's authorisation. This should be recorded in **Remarks**.

Cards may be given between sets and apply to the set following their issue. This would mean the team losing service and their opponents gaining a penalty point or if their opponents were due to

serve them gaining a penalty point. In this case the Penalty point would be awarded at 0-0 in the subsequent set as the previous set has already completed.

The loss of a player is considered punishment enough in the exclusion or disqualification sanction; no other action is taken i.e. no Penalty Point is awarded.

The Fifth Set

The referee will make a fresh toss at the end of the fourth set to decide which option the respective captains may choose for the fifth set; as at the start of the match the first referee will tell you the outcome of the Toss. Where one side has scored eight points the teams are required to change ends with as little delay as possible. Like the previous four sets there is no point limitation on the length of the fifth set; the first team to achieve a two point clear margin at 15 or beyond is the match winner. The above factors require that the layout is different to the previous four. It is larger and divided into thirds. At the start of the set the left hand third corresponds to the team on your left while the centre third corresponds to the right hand team. When one team scores eight points the centre third becomes the left-hand team and the right hand third covers the team to your right.

Team line-up	Service order		TEAM		POINTS	TEAM		POINTS		Change side	TEAM		POINTS AT CHANGE		POINTS	
	N° of Starting players		I II III IV V VI			I II III IV V VI		1 11 21			I II III IV V VI		1 11 21			
	Substitutes		N° of Player			I II III IV V VI		2 12 22			I II III IV V VI		2 12 22			
	Score at change		I II III IV V VI			I II III IV V VI		3 13 23			I II III IV V VI		3 13 23			
	1st 4th		I II III IV V VI			I II III IV V VI		4 14 24			I II III IV V VI		4 14 24			
	2nd 5th		I II III IV V VI			I II III IV V VI		5 15 25			I II III IV V VI		5 15 25			
3rd 6th		I II III IV V VI		I II III IV V VI		6 16 26		I II III IV V VI		6 16 26						
		I II III IV V VI		I II III IV V VI		7 17 27		I II III IV V VI		7 17 27						
		I II III IV V VI		I II III IV V VI		8 18 28		I II III IV V VI		8 18 28						
		I II III IV V VI		I II III IV V VI		9 19 29		I II III IV V VI		9 19 29						
		I II III IV V VI		I II III IV V VI		10 20 30		I II III IV V VI		10 20 30						

Figure 28 - The 5th Set

Procedure

The time between the fourth and fifth sets is three minutes as with the other sets. When you have been informed of the outcome of the toss fill in the team trigrams and enter A or B in the 3 circles above each of the sections dependent upon which court the two teams chose – A B A or B A B. After the coaches have presented their Line-up sheets these are entered as in previous sets. Only enter detail into the Left and Centre boxes at this stage. Any TO or Substitutions that occur prior to change of ends are recorded in the usual way. When a team reaches 8 points the teams must change ends. The number of points scored by the team on the left are recorded in the box marked **POINTS AT CHANGE**, all detail relating to that team is transferred to the right hand box (this will ensure that the teams do not have more TO or Substitutions than they are allowed) and the points in the right hand **POINTS** column are lined through; this must be done whilst the teams are changing ends. If the eighth point has been scored by the left hand team then the corresponding service round box in the right hand third has its small number crossed and when the player eventually loses service the point total is entered in this box rather than the one to the left. If the left hand team area not serving at the change round then their next server after the change is dealt with in the usual way. The remainder of the set is then scored as before, until the winning point is scored. The End of Set procedure as for the previous 4 sets is followed.

Team line-up	Service order		TEAM		POINTS	TEAM		POINTS		Change side	TEAM		POINTS AT CHANGE		POINTS	
	N° of Starting players		I II III IV V VI			I II III IV V VI		1 11 21			I II III IV V VI		1 11 21			
	Substitutes		N° of Player			I II III IV V VI		2 12 22			I II III IV V VI		2 12 22			
	Score at change		I II III IV V VI			I II III IV V VI		3 13 23			I II III IV V VI		3 13 23			
	1st 4th		I II III IV V VI			I II III IV V VI		4 14 24			I II III IV V VI		4 14 24			
	2nd 5th		I II III IV V VI			I II III IV V VI		5 15 25			I II III IV V VI		5 15 25			
3rd 6th		I II III IV V VI		I II III IV V VI		6 16 26		I II III IV V VI		6 16 26						
		I II III IV V VI		I II III IV V VI		7 17 27		I II III IV V VI		7 17 27						
		I II III IV V VI		I II III IV V VI		8 18 28		I II III IV V VI		8 18 28						
		I II III IV V VI		I II III IV V VI		9 19 29		I II III IV V VI		9 19 29						
		I II III IV V VI		I II III IV V VI		10 20 30		I II III IV V VI		10 20 30						

Figure 29 – The 5th set completed

Hints

If for some reason the change round at eight points is missed, it should be made immediately the error is spotted - the score stands, no points are deducted.

At the eighth point teams are required to rotate base line to base line without stopping to pick up kit, have a drink, or speak to the coach. All these actions could be punished by a sanction so be prepared.

You should assist the 2nd referee by indicating the players at position **I** for each team.

The Libero Player

The Libero is a specialist defensive player and for that reason plays across the back court. The Libero may come on and off the court and replace a player whenever the ball is dead. There is no requirement for the coach to signal for a substitution and the change of player is not recorded on the scoresheet (in major competitions these changes are recorded by the assistant scorer on a Libero control sheet). The Libero's entry and exit from the court is made, without the supervision of the 2nd referee, via the sideline of the back court immediately in front of the team bench, never through the substitution zone of the front court. The Libero may replace and be replaced without limit in a set, the only provisos being that the player originally replaced by the Libero always replaces the Libero and that each time the Libero leaves court he must remain off for a minimum of 1 completed rally. A Libero may not be used as an exceptional substitution.

Should a Libero be injured, and there is no replacement Libero, the 1st referee will authorise another player to take on this role provided that they have not played in the set in progress. Where there is a Reserve Libero they may be used as an exchange for the Acting Libero for any reason; the Acting Libero may not however return to play in the match once they have been exchanged.

Any change to the Acting Libero must be recorded in the **Remarks** box and on the bottom of the Libero Replacement Sheet.

Libero Repl Team A, Set 2, 15 - 20

Libero Exch Team B, Set 3, 7 - 16

INSTRUCTIONS FOR COMPLETION OF LIBERO PLAYER CONTROL SHEET

Before the match

The assistant scorer must check that the boxes identifying the match have been filled in properly. If they have not, he/she should fill them in as follows:

On the upper part of the sheet:

- 1.1 Date (day, month, and year)
- 1.2 Venue
- 1.3 Match number
- 1.4 Name of teams (follow the official program order, leaving the circles for A or B blank. They are filled in after the toss [see point 2.2])

After the Toss

Before the start of the match, the assistant scorer must obtain the following information

- 2.1 The number of the Libero player(s) from the scorer.
- 2.2 With the information obtained he/she proceeds as follows:

Records the letter A and B assigned to each team in the blank circles on the upper part of the sheet as well as the number of the Libero player for the sets.
- 2.3 In the case of re-designation of a Libero player due to injury of the starting Libero, he/she must use the number of the new Libero player from the moment of re-designation.

During the Match

During the match the assistant scorer proceeds as follows:

- 3.1 In set 1 after the execution of each Libero control, he/she records the number of the starting or substitute player in whose place the Libero entered onto the court into the left square of the appropriate team. In the upper box of the right part, the score when the Libero control was executed must be recorded.
- 3.2 When the starting or substitute player replaces the Libero, the score must be recorded in the lower box of the right part.

The above instructions must be followed in sets I - IV.

3.3 In the deciding set:

- a) After the toss, the assistant scorer records the letter A and B assigned to each team in the blank boxes below the box "SET 5", i.e., putting in the left box the letter of the team playing on the left side and in the centre box the letter of the team on the right side.
- b) The assistant scorer then proceeds using the same procedure as in the non-deciding sets using the first two sections entitled SET 5.
- c) Upon the change of court after point 8, the assistant scorer continues in the third section on the far right to record the Libero control data of the team which were originally recorded in set I section on the left.

After the Match

After the match, the assistant scorer transmits the Libero player control sheet to the referees who will check it; and then signs the scoresheet.

At the end of the match

At the completion of the winning set, be it third, fourth or fifth, several tasks remain to the scorer before the job is finished. These are:

- Completing the **results** section
- Dealing with protests.
- Collecting signatures.
- Distribution of the scoresheet copies.

Final result

You should be completing the **RESULTS** at the end of each set; this will mean at the end of the match you will only have to enter the last set detail and complete the totalling. A very good scorer will have the scoresheet ready for signature when the Captains approach the table to thank you having completed the end of match exchange of handshakes. However a protest could be lodged so this would need to be entered in the **remarks** section before the Captains can sign.

As mentioned above the **RESULTS** box should be completed after each set has completed:

RESULTS												
Team				E N S		A		B		S C W		Team
T	S	W	P	SET	Duration	P	W	S	T			
			(Points)			(Points)						
2	4	W	25	1	(26)	19		2	2			
				2	()							
				3	()							
				4	()							
				5	()							
				Total Set Duration								
				(mn)								
Match Starting Time				Match Ending Time				Total Match Duration				
.. h .. mn				.. h .. mn				.. h .. mn				
WINNER								3 :				

Figure 31 – Results Box after 1st Set

And when the match has completed.

RESULTS												
Team		E	N	S	(A)	(B)	S	C	W	Team		
T	S	W	P	SET	Duration	P	W	S	T			
			(Points)			(Points)						
2	4	W	25	1	(26)	19			2	2		
2	4		22	2	(28)	25	W			2		
2	4	W	25	3	(26)	19			2	2		
2	4		22	4	(28)	25	W			2		
	1	W	15	5	(12)	8			1	2		
8	17	3	109	Total Set Duration (120 mn)		96	2	5	10			
Match Starting Time				Match Ending Time				Total Match Duration				
11	h	00	mn	13	h	12	mn	2	h	12	mn	
WINNER				E N S				3 : 2				

Figure 32 – Results Box at end of Game

Note that unused spaces have '0's entered: no crossing out or leaving blank, '1' and '0' for the set Winner and Loser (not 'W' and 'L') and as the **Total Set Duration** is in minutes there is no need to write 'mins.' after each set duration. The total match duration will be the total set duration plus the no. of set breaks times 3 mins. I.e. +6 for 3-0, +9 for 3-1 and +12 for 3-2. If this doesn't work then:

- Check the time between sets
- Check the set duration
- Check the match start and end times
- Check your addition!

Protests

Under rules 5.1.2.1 and 5.1.3.1, the captains may, providing correct procedure is followed, protest in writing at the end of a game. Such protests must be written in **Remarks**, by the scorer under dictation from the Game Captain (23.2.4). The size limitations of the **Remarks** box may require the protest to be noted in essence rather than in detail - a fuller report submitted elsewhere. At major events the jury will be involved in any serious dispute, as will the two officials. Stay neutral and insist that only you are going to enter the protest.

Approval

In the order described the following signatures must be entered on the scoresheet in the **approval** section. The Assistant Scorer signs first followed by the Scorer, then the two Game Captains against their respective team letter; in an ideal world you will be ready to do this immediately. If the scoresheet is not ready then ask the Refs to ensure the Captains do not absent themselves. The second referee then adds his/her signature and the scoresheet is presented to the first referee for scrutiny and checking before (s)he also signs. Line judges do not sign.

APPROVAL			
Referees	Name	Country	Signature
1-	Smart, D	ENG	<i>D Smart</i>
2-	Gore, J		<i>J Gore</i>
Scorer	Shakespeare, MW		M W Shakespeare
Assistant Scorer	Wright, A	NIR	<i>A Wright</i>
	Brennard, S	1	2 Postance, J
	Saunders, R	3	4 Saker, Y
	(A) Team Captain	(B)	

Figure 33 - Approval Box Completed

Distribution

The scoresheet must be produced in triplicate/quadruplicate depending on the event. After all the signatories have signed, ensure that you or the referees give a copy of the scoresheet to a representative of each team. The remaining one/two copies go to the governing body. At this point your responsibilities as scorer are finished.

General points for scorers

Visual score display: while the only valid match score is the one on the scoresheet teams do like an accurate visual display of the score. The art of your job is to ensure that these displays are accurate (25.2.2.1). But it is not be your job to work them; that is the role of the Assistant Scorer.

Coaches: coaches are permitted to ask you the number of time outs or substitutions they have used in a set. Such requests must be dealt with at your convenience, disturbing your concentration as little as possible, unless there is a visual scoreboard which shows this information, in which case you politely refer them to this.

Abuse etc: as a match official you are protected from the actions of the members of the competing teams. Any abuse, gestures, and attacks threatened or actual should immediately be drawn to the referees' attention. The same applies to trouble from spectators, e.g. things being thrown; such distractions do not allow you to do your job.

If you concentrate then you will not have any issues. However if you get lost then ensure that you ask the 2nd referee to pause the game whilst you resolve the problem; it will cause less problems if you spot the problem early. Do not be hurried by anyone, take your time and resolve the problem to your satisfaction. One long delay is better than a series of short ones.

The Assistant Scorer

As mentioned in the opening, the main role of the Assistant Scorer is to complete the Libero Player Control Sheet. Additional tasks are to operate the visual scoreboard and to assist the Scorer by warning of impending substitutions, advising the server number and regularly confirming the score. As an Assistant scorer you form part of a team with the scorer to ensure that nothing goes wrong in the recording of the match.

And that is it – the art of scoring – revise often and practice at every opportunity.

Also remember: for the majority of us the only opportunity to appear at the highest levels of the game is as a Line Judge or part of the Scoring Team; and you get to sit down and watch the game as a Scorer!

Extract from the FIVB Rules of the Game 2009 - 2012

**25 SCORER
25.1 LOCATION**

The scorer performs his/her functions seated at the scorer's table on the opposite side of the court facing the first referee.

25.2 RESPONSIBILITIES

He/she keeps the score sheet according to the Rules, co-operating with the second referee.

He/she uses a buzzer or other sound device to notify irregularities or give signals to the referees on the basis of his/her responsibilities.

25.2.1 Prior to the match and set, the scorer:

25.2.1.1 registers the data of the match and teams, including the name and number of the Libero player, according to the procedures in force, and obtains the signatures of the captains and the coaches ;

25.2.1.2 records the starting line-up of each team from the line-up sheet;

If he/she fails to receive the line-up sheets on time, he/she immediately notifies this fact to the second referee.

25.2.2 During the match, the scorer:

25.2.2.1 records the points scored

25.2.2.2 controls the serving order of each team and indicates any error to the referees immediately after the service hit;

25.2.2.3 is empowered to acknowledge and announce requests for player substitutions by use of the buzzer, controlling their number; and records the substitutions and time-outs, informing the second referee;

25.2.2.4 notifies the referees of a request for interruption that is out of order;

25.2.2.5 announces to the referees the ends of the sets, and the scoring of the 8th point in the deciding set;

25.2.2.6 records any sanctions and improper requests;

25.2.2.7 records all other events as instructed by the second referee, i.e. exceptional substitutions, recovery time, prolonged interruptions, external interference, etc.

25.2.2.8 controls the interval between sets

25.2.3 At the end of the match, the scorer:

25.2.3.1 records the final result;

25.2.3.2 in the case of protest, with the previous authorization of the first referee, writes or permits the team/game captain to write on the scoresheet a statement on the incident protested.

25.2.3.3 after signing the scoresheet him/herself, obtains the signatures of the team captains and then the referees.

26. ASSISTANT SCORER

26.1 LOCATION

The assistant scorer performs his/her functions seated beside the scorer at the scorer's table

26.2 RESPONSIBILITIES

He/she records the replacements involving the Libero.

He/she assists with the administrative duties of the scorer's work.

Should the scorer become unable to continue his/her work, the assistant scorer substitutes for the scorer.

26.2.1 Prior to the match and set, the assistant scorer:

26.2.1.1 prepares the Libero control sheet,

26.2.1.2 prepares the reserve scoresheet.

26.2.2 During the match, the assistant scorer:

26.2.2.1 records the details of the Libero replacements,

26.2.2.2 notifies the referees of any fault of the Libero replacement, by using the buzzer

26.2.2.3 starts and ends the timing of Technical Time-out,

26.2.2.4 operates the manual scoreboard on the scorer's table,

26.2.2.5 checks that the scoreboards agree

26.2.2.6 if necessary, updates the reserve scoresheet and gives it to the scorer.

26.2.3 At the end of the match, the assistant scorer:

26.2.3.1 signs the Libero control sheet and submits it for checking;

26.2.3.2 signs the scoresheet.

NATIONAL VOLLEYBALL LEAGUE SPECIFICS

Match Number

It should be noted that in the National League, at all levels, each game is given a number, which can be found in the NVL Handbook, and that scorers failing to enter this will cost the club a fine.

Team Shirt Numbers

Usually, the coach or the captain provides the scorer with the details for each player.

Players

Particularly at the start of the season some of the player registration cards may be unavailable for a number of reasons. Missing cards need to be noted in the **Reg No** box as well as the **remarks** box. If registration cards are not present then place an

- * for 'card with VE',
- # for 'registration on day'
- X for 'card missing – other reason'

in the **Reg No** box.

Scorers have to take on trust that the players listed will be present for the match. In domestic competitions there are rules governing the entry of players not present at the start of the game into the match once it is underway; essentially any player not present and ready to play at the start of a set is ineligible to play in that set (even as an exceptional substitute). If the match finishes before the player is eligible to play they should be neatly ruled through.

Players playing up from a lower team must be noted in the **remarks** box (when they enter play) and the number of sets in which they play recorded on their registration card and included in the **remarks** box. If a Libero is playing up then he is considered to have played in each set, irrespective of whether he enters court. A playing up player who does not enter court in the match should be ruled through (unless he has received a disciplinary card).

Timings

The NVL protocol is published in the NVL handbook.

Scorers should be aware that there are regulations regarding match start times, and the amount of grace time permitted beyond these scheduled start times. It may help subsequent commission deliberations if any relevant information is recorded on the scoresheet at the referee's direction e.g. telephone message to the sports centre (state time) saying motorway closed etc. arrival delayed or journey abandoned.

Penalties, Expulsions and Disqualifications

The player registration card has section for recording cards. Following the issuing of a card, scorers should complete this section at the next available opportunity (TO, between sets) but not at the time the card is issued as this will delay play.

There may well be a disciplinary hearing and the scorer may be asked to provide written or oral evidence. It is advisable therefore to make a few notes about the incident as soon as practicable, being as objective as you can.