

2013-2016 USA-International Volleyball Scorer Manual

*This manual is intended to be used in conjunction with the
International Scoresheet Clinic Power Point presentation
found on www.VolleyballRefTraining.com.*

*For additional information or clarification regarding anything printed
in this manual, click on “The Game” at the FIVB website at WWW.FIVB.org
where you will find the “FIVB Rules of the Game,”
“Refereeing Guidelines and Instructions”, the “Case Book’ and the FIVB
Scoresheet with Instructions on the back.*

**USA Volleyball
International Rating and Training Committee
International Scorer Sub-Commission
(Last revised March 2013)**

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General Requirements

USA-National Scorer/Qualified

1. Those **qualified** to keep score using the FIVB international scoresheet will be eligible for assignment to USA Team Tour/Exhibition matches, U.S. Open matches, High Performance matches and non-sanctioned international events in the United States.
2. To become **qualified** to keep score using the FIVB international scoresheet, the candidate must:
 - a. Be currently certified as a USA-National Scorer.
 - b. Complete the official USA Volleyball application form (obtained at the clinic) and pay any required fees to the Director of the USA International Scorer Sub-Commission at the clinic.
 - c. Successfully complete the prescribed training prior to the clinic at the U.S. Open Championships. At this time, the training consists of printing and studying this manual, studying the power point presentation online, and becoming familiar with the FIVB scoresheet.
 - d. Keep score on a minimum of two practice matches at the U.S. Open Championships using the FIVB international scoresheet. See the Director or Tournament Open Division Head Scorer for details.
3. To continue to be **qualified** a scorer must:
 - a. Remain active as a USA-National Scorer.
 - b. When in attendance at the United States Open Championships, score a minimum of one practice match using the international scoresheet (if not assigned to one or more Open matches).
 - c. Be available if possible for assignment when called upon.

Certification

1. Those **certified** as USA-International Scorers will be eligible for assignment to USA Team Tour /Exhibition matches, U.S. Open matches, non-sanctioned international events in the United States, World League, High Performance and sanctioned NORCECA and FIVB Championship competitions conducted within the United States.
2. To become a candidate for **certification** as a USA-International Scorer, the candidate must meet the following basic criteria:
 - a. Be currently rated as a USA-National Scorer, having maintained this rating for the last four consecutive years, and having maintained qualified status for a minimum of two years.
 - b. Have participated as a scorer on the FIVB scoresheet at the USA Volleyball Open Championships, High Performance Championships, and/or other approved events.
 - c. Have demonstrated an interest in this program as an active worker, scorer and/or rater on the national level during this time.
 - d. Demonstrate competence on the electronic scoresheet.

3. In addition, to become **certified**, the applicant must complete the following procedures when a USA-International Scorer certification clinic date has been announced:
 - a. Obtain an application from the Director of International Indoor Scorers.
 - b. File the application and a volleyball scoring activity resume with the Director by the closing date.
4. If selected as a candidate for **certification** as a USA-International Scorer, the candidate must:
 - a. Pay any required clinic fees to the Director.
 - b. Attend and successfully complete the prescribed training clinic.
 - c. Attend and successfully complete practical ratings at the assigned international matches. (PLEASE NOTE: Unless otherwise indicated, transportation and other expenses to fulfill the certification requirements are the responsibility of the candidate.)
5. To maintain **certification**, the USA-International Scorer must:
 - a. Remain active as a USA-National Scorer in a leadership role.
 - b. When in attendance at the United States Open Championships, accept a minimum of one assignment to an Open match using the FIVB international scoresheet. If this is not possible due to other commitments, arrangements must be made directly with the Director for permission to fulfill this obligation by doing a practice match.
 - c. Be available if possible for assignment when called upon.
 - d. Maintain a standard of excellence as determined by the International Rating and Training Committee (IRTC) of the International Scorer Sub-Commission through evaluation of all FIVB international scoresheets and input from other working officials at the U.S. Open and at international matches.
 - e. At least once every four years, the **certified** USA-International Scorer must be observed and obtain a passing rating by a member of the IRTC.

Official Uniform

As the scorer is representing the USA, exceptional care should be taken to insure an overall good appearance. Unless otherwise instructed by the Director, the official uniform required at all international competitions shall be the official USAV uniform as described on the VRT website - click on Training Materials, then Indoor Training Materials, then play the video titled "Official Uniform and Equipment."

1. Short-sleeved or long-sleeved white polo shirt with "Certified Official" embroidered in navy on the left sleeve or shirt provided by event organizer.
2. Dark navy pants or slacks (with navy or black belt).
3. Jacket/Sweater with "Certified Official" embroidered on left chest (optional).
4. All white shoes and socks (above ankle height sock with no logos or contrast trim).
5. Dark navy shorts (optional for warm weather and only when approved by the tournament coordinator).
6. Patches (only currently approved certification patches shall be displayed).

Assignments and Fees

The Director is responsible for making appropriate assignments for all competitions using the FIVB international scoresheet and protocol. These include, but are not limited to, USA Tour/Exhibition matches, Open matches at the U.S. National Volleyball Championships, the High Performance Tournament, non-sanctioned international events in the United States and sanctioned FIVB and NORCECA Championship competitions conducted within the United States.

1. Unless otherwise indicated by the Director, the assigned scorer must wear the official uniform as defined in the previous section.
2. The scorer **must** arrive at the competition site at least one hour (one and a half hour is preferred to allow time for unforeseen circumstances) prior to the scheduled start of the match to become familiar with logistics of the site.
3. Also, when reporting to the assigned location, the scorer must immediately check-in with the USA National Office representative: Melissa Weymouth, George Egan, or the National Office appointed event coordinator. Contact should be made with the tour director or tournament coordinator, Control Committee (NORCECA or FIVB event), referees, assistant scorer and scoreboard operator as well.
4. The scorer assigned to an international event must be extremely flexible and willing to adapt to unusual situations. Circumstances not covered in this manual and requiring the scorer's ingenuity can arise at any time. When this occurs, use your common sense and best judgment in handling the situation.

5. Tours

- a. Scorers will receive reimbursement for mileage or airfare (if necessary) and hotel/motel expenses if required. The scorer should not incur any expenses until authorization is obtained from the Director. Travel by air must be approved by the Director and National Office and arranged through the USA Volleyball travel coordinator.
- b. Match fees are currently \$75 for **certified** and \$50 for **qualified** USA-International Scorers. The assigned scorer will receive a contract, which must be completed and returned by the stated date to the Event Manager, Melissa Weymouth, at the National Office. If payment is not received within a reasonable time, the scorer should contact the Director.

6. Competitions

Expense reimbursement and fee/honorarium payments vary depending on fund availability from the event organizer. The scorer will be advised regarding this at the time of the assignment.

Use of the International Scoresheet

PLEASE NOTE: While reviewing this manual, please refer to the Power Point presentation entitled, "Completing the International Scoresheet" available on the VRT website. This may be accessed by going to: http://volleyballretraining.com/resources_scoring_materials.php and downloading the International Scoresheet Clinic. Many illustrations present in past manuals have not been duplicated here but may be found in the Power Point document. This manual will refer you to that document when appropriate. Other illustrations have been eliminated as they represented recording procedures which are now being used on our USA Volleyball scoresheet. Additionally, procedural items or scoresheet entry items that have changed since the printing of the previous manual are now underlined.

Procedures Prior to the Match

Prior to the match, the scorer prepares the scoresheet as follows using ALL CAPITAL letters and blue or black ink only. Pencil is not used on the FIVB-International Scoresheet.

Figure 1

Name of the Competition : 2013 U-21 MENS NORCECA CHAMPIONSHIPS										
City	COLORADO S P G S			Country Code :	USA		Date	16 09 13	Time	17 : 30
Hall	OTC			Pool/Phase	A		Match N°	03		
Division : Men <input checked="" type="checkbox"/> Women <input type="checkbox"/>				Category : Senior <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Youth <input type="checkbox"/>				A or B <input type="radio"/> USA TEAMS vs CAN <input type="radio"/> A or B		

Headings

(Fig. 1) - On the upper part of the form enter the following:

1. **Name of Competition** - i.e., USA/RUSSIA EXHIBITION, NORCECA MEN'S CHAMPIONSHIP, U.S. OPEN VOLLEYBALL CHAMPIONSHIPS
2. **City** - i.e., LOUISVILLE or OMAHA
3. **Country Code** - i.e., USA or specified three letter designations at Opens or HPC
4. **Hall** - Name of convention center, college, university, high school, municipal stadium or gymnasium (abbreviations may be used).
5. **Pool/Phase** - For pool, use the assigned alpha or numeric symbol
 - For phase, use either TOUR, EXHB (Exhibition), ELIM (Elimination round), SEMIF (Semi-final), CLAS (Classification), or FINAL.
6. **Match N°**- Preassigned by event or tour coordinators; check assignment sheet, program or ask appropriate individual.
7. **Date** - Day/month/year; i.e., 16 09 13 would be used for September 16, 2013. The letters D, M and Y are preprinted beneath the appropriate boxes.
8. **Time** - All scheduled times are recorded using international time, i.e., 19:30 for 7:30 p.m. The colon is pre-printed on the scoresheet.

9. **Division** - Place an X in appropriate box: Men or Women.
10. **Category** - Place an X in the appropriate box: Senior, Junior or Youth.
11. **Teams** - Write the team names using the appropriate three-letter country codes (Appendix D), entering left to right based on which team is listed first on the official program, and leave the circles blank. USA is listed first if playing a tour match.

Approval

1. **Names of the working officials** are recorded in the APPROVAL block (Fig. 2) located at the bottom of the scoresheet, and printed in ALL CAPITAL letters- last name, first initial (no period). The three-letter abbreviation for each official's country is entered in the space to the right of the name. This information may be available in the program sheet provided by the event coordinator.

Figure 2:

APPROVAL					
Referees	Name		Country	Signature	
1 st	GONZALES, J		MEX		
2 nd	LEFLEUR, G		TRI		
Scorer	BLUE, J		USA		
Assistant Scorer	COLLINS, D		USA		
CHAN, C		1	Line Judges	2 JONES, F	
SMITH, M		3		4 DRAGA, A	
		(A)	Team Captains	(B)	

2. **The names of the Line Judges** are listed by position in the numbered spaces (1 through 4). The scorer should check with the second referee for approval of line judge positions prior to entering counterclockwise from the scorer's table as follows:

- #1 - Sideline judge to the first referee's right;
- #2 - Endline judge to the scorer's left;
- #3 - Sideline judge to the scorer's right; and
- #4 - Endline judge to the first referee's left.

NOTE: If only two line judges are used, their names would be entered in positions #1 and #3 on the scoresheet.

Team Rosters

1. In the TEAMS block (Fig. 3) located in the lower right corner of the scoresheet:
 - a. **The scorer requests the rosters** from the coaches or team representatives if not provided by the event organizer. In case of extreme doubt, the scorer may request the identity cards (through the Control Committee [FIVB and NORCECA events only]) issued to the participants. This information is used to record the roster data in the TEAMS block.
 - b. **The three-letter country code** of each team is recorded at the top of the TEAMS roster column in the same order as listed in the TEAMS section in the HEADING.
 - c. **The player' names and jersey numbers** [(1-18 or 1-20 only) are listed in ascending numerical order in the same manner names were entered in the APPROVAL box. For additional information on the recording of the following information, please see PP p 5.
 - d. **The number of each team's captain** is circled.
 - e. **If teams are using the Libero** Defensive Player(s) the coach may designate one or two player(s) as the Libero(s) for the match, and the numbers and names of all Liberos must be recorded in the appropriate manner on the lines provided at the end of the TEAMS roster section under the heading LIBERO PLAYERS ("L").
 - 1) The coach must inform the scorer which player will act as the Libero(s) at least 16 minutes before the match starting time and prior to verifying and signing the roster entered on the scoresheet. If the roster has been entered prior to the designation of the Libero(s), the scorer must draw a line through that player's name and number in the regular player roster section.
 - 2) Libero players will have a numbered jersey in a contrasting color to that of their teammates.
 - 3) **The Libero may not serve, may not be captain**, and may only replace a back-line player, leaving or entering the court through the Libero Replacement zone. Libero replacements are not counted as substitutions. They are unlimited, but there must be a completed rally between two Libero replacements.
- (For instructions on how to complete the Libero Control sheet, see Appendix A)

Figure 3

A OF B U.S.A		TEAMS		C.A.N A OF B	
Nº	Name of the player	Nº	Name of the player	Nº	Name of the player
1	PLAYER, A	2	PLAYERS, M		
2	PLAYER, B	3	PLAYERS, N		
4	PLAYER, C	5	PLAYERS, O		
6	PLAYER, D	7	PLAYERS, P		
7	PLAYER, E	8	PLAYERS, Q		
9	PLAYER, F	9	PLAYERS, R		
12	PLAYER, G	10	PLAYERS, S		
13	PLAYER, H	11	PLAYERS, T		
15	PLAYER, I	12	PLAYERS, U		
16	PLAYER, J	14	PLAYERS, V		
17	PLAYER, K	15	PLAYERS, W		
18	PLAYER, L	17	PLAYERS, Y		
LIBERO PLAYERS ("L")					
1	PLAYER, A	4	PLAYERS, Z		
3	PLAYER, X	18	PLAYERS, H		
OFFICIALS					
COACH, T		C	COACH, Z		
ASSISTANT, R		AC¹	ASSISTANT, W		
ASSISTANT, S		AC²			
THERAPIST, B		T	THERAPIST, P		
MEDICAL, N		M	MEDICAL, B		
SIGNATURES					
Team Captain			Team Captain		
Coach			Coach		

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f. Entering Team Rosters

- 1) The names of the teams' staff are included in the OFFICIALS section located below the TEAMS box: C = Coach, AC¹ and AC² = Assistant Coaches, T = Therapist and M = Medical (doctor).
 - 2) Only these individuals are allowed on the bench. If a problem occurs, alert the second referee.
 - 3) If a team has two assistant coaches, and there is only one line, record them both on the same line, separated by a slash.
- g. Prior to the start of the match, the team captain and the coach must sign on the appropriate lines below their rosters. This confirms the exact numbers and names of the players.
- 1) The scorer should take notice of the number of the captain (if not already known and circled) signing the roster and circle it in the N^o box.
 - 2) Changes may only be made by the coach (after approval by the Control Committee or event coordinator) prior to signing.

Line-up Sheet

1. The scorer fills in the team name (three-letter country code) on all five line-up cards. (PP pg 8 shows a Set 1 section from this sheet.)
2. The entire five-card sheet is given to the second referee for distribution to the teams. (Line-up sheets should be perforated so the coach may retain a copy of the line-up if desired.)

Coin Toss

1. The coin toss is usually performed after the informal warm-up period during the 17-minute pre-match protocol.
2. For official FIVB and NORCECA events the scorer will accompany the referees to the team entrance area of the court where the coin toss will occur. The scorer will then obtain the signatures of the teams' captains and coaches (Fig. 3) on the scoresheet at the bottom of the TEAMS roster section.
3. After the coin toss, the referee informs the scorer as to:
 - a. which team is serving first; and
 - b. which side of the court each team will occupy.
4. Using this information, the scorer completes the upper left square labeled SET1 scoresheet as follows:
 - a. Print the three-letter country code for each team next to the letters A and B in the boxes corresponding to the sides of the playing court on which each team begins the match. (Team A is to the left of the scorer and team B to the right.)
 - b. Print an X over the encircled S of the team serving first and an X over the encircled R of the receiving team.

- c. For the receiving team, place an X in the first Service rounds box (box 1) under service order column I. This will indicate that the first service for the receiving team will occur after the team rotates to position II.
5. This information- team names, serve/receive, X in Service rounds box 1 for appropriate team-also should be entered at this time for Set 2 and Set 3.
6. As the teams are now classified A and B, enter the corresponding letter in the empty circles in the HEADING next to the team names and in the TEAMS roster section.
7. The appropriate team country code corresponding to the A and B also should be entered in the RESULTS box at this time.

Line-up Recording

1. **When the line-up sheet** is obtained from the second referee, the scorer:
 - a. **Verifies that the line-up** sheet is signed by the coach.
 - b. Verifies the numbers on the line-up sheet with the recorded roster in the TEAMS section of the scoresheet.
 - c. **Records for each team, the players' numbers** in the boxes under the service order columns I through VI on the line entitled Starting players in the following order determined by the respective line-up sheets: I = right back; II = right front; III = center front; IV = left front; V = left back; VI = center back.
 - d. **NOTE: The set captain's number** for official FIVB competition is not required to be recorded on the line-up sheet by the coach, nor is it indicated on the scoresheet in the **Nº of Starting players** or Substitutes sections. However, the scorer can mark this on a separate sheet of paper for verification during the match.
 - 1) If a captain is not indicated and the designated roster captain is on the line-up sheet, the scorer may assume that player is the set captain.
 - 2) If the team (roster) captain is not a member of the starting line-up, the scorer should alert the second referee prior to recording the line-up. The second referee will request this information from the team coach.

Match Recording Procedures

FIVB/USA International volleyball matches consist of the best three out of five sets. All sets are played using the rally-point scoring system. The first four sets are played to 25 points; the fifth set to 15 points, and all sets have no cap and a two point advantage to win.

Recordings Prior to First Serve

1. As the second referee verifies each team's line-up from the line-up sheets, the scorer checks that the appropriate players (as recorded in the **Starting player's** boxes on the scoresheet) are on the court to begin the set. It is best if the scorer checks the same side of the court as the second referee when verifying line-ups as not to miss a Libero exchange.

2. When these duties have been completed the scorer gives the second referee the “ready” signal by raising both hands above the head with palms facing the court.
3. In SET 1 in the box marked START, record the time when the first referee whistles for the first serve. This is the actual starting time in hours/minutes (e.g., 1620) and must be recorded in the RESULTS table under Match Starting Time when time permits.
4. At the completion of each set, record the time in the END box.
5. Subsequent sets will begin three minutes after the END time of the previous set or when the referee whistles for the first serve of that set.
6. **NOTE:** Often between Sets 2 and 3 (and sometimes between all sets) FIVB allows for an extended time interval for promotional reasons. If this does occur, it should be indicated in the REMARKS section on each occasion with the amount of time added to each interval indicated. Often all intervals are being extended to five minutes or the interval between Sets 2 and 3 to ten minutes.

Recording Points and Control of Service

After each play, the referee will move the arm in the direction of the team to serve next, which will also indicate a point for that team. As all scoring is in the rally-point format, each serve will result in a point unless a replay is awarded.

1. If the serving team wins the rally, they receive a point and continue to serve.
2. If a fault is committed by the serving team, a point is awarded to the receiving team.
3. Sometime before the match begins, review with the scoreboard operator the referee’s signals. After each play the referee will indicate which team will serve next and then give the hand signal for the committed fault.
4. The service order of the players and the result of each service is controlled by following the order of the Service rounds boxes numbered 1st through 8th in the columns below the Service order boxes I - VI.
5. The first service of the set is indicated by ticking off with a check mark ✓ the small 1 in the upper right corner of the 1st Service rounds box under column I.
6. When the team loses the service, record the cumulative points scored by the serving team to that moment in the set in Service rounds box 1 and slash a point in the running score POINTS column (described in c. below) for the opposing team.
7. To the right of columns I to VI for each team is a POINTS column (numbered 1 to 48). This column is used to register, from top to bottom, the running score of each team by diagonally marking through the correct number as each point is scored.

8. When the team loses the service, the last number marked in the POINTS column (cumulative points to that point) is recorded inside the Service rounds box of the player who served.
9. Proceed to the other team's section for SET 1. As the receiving team must rotate, the player whose number is recorded in column II is the correct first server. (An X should have been placed in box 1 column I at the beginning of the match.) The small number in box 1 column II must be ticked.

When each set ends

1. Enter the time in the box marked END located above columns V and VI of the team starting on the right court.
2. In the POINTS column, cancel the unused points with an "hourglass" by drawing a straight line above the first unscored point and below the last unscored point connecting by an X. Use a separate hourglass for each column.
3. The last point marked in the POINTS column should also appear and be circled in the Service rounds box of the last server for each team or the un-ticked box of the player who would have served next if the set is won by the receiving team.
4. For officially sanctioned FIVB and NORCECA competition, the scorer or assistant will give the set duration time to the control committee. Clarify before the match what other information will be needed.
5. The results for the set should be entered in the RESULTS table. (See IV. Recording Procedures at the Conclusion of the Match on page 18 of this manual and PP p. 17.)

Substitutions

Substitutions will be made using the Quick Substitution Method –the actual request is the entrance of the substitute player(s) into the substitution zone, ready to play, during a regular interruption. (Only in the case of injury may the coach or game captain make the substitute signal to the second referee who will authorize the substitution.)

1. When a player enters the substitution zone, the scorer immediately indicates acknowledgment of the substitution by pressing the buzzer. (No hand signal is given.) If the second referee acknowledges the substitution by whistling prior to the scorer pressing the buzzer, the scorer does not buzz.
2. The scorer then verifies that the substitute's number is listed on the roster in the TEAMS block and that the player has not previously played in another position. (The substituting player may carry a paddle showing the number of the player s/he is replacing to assist the scorer in tracking the substitution.)
3. **If the substitution is not legal**, the scorer will press the buzzer again; raise one hand and wave off the substitution and state, "The request is not legal." [**NOTE:** This is the only time that the scorer will raise one hand with the exception of showing the 5th team substitution when fingers will be spread apart.]

4. If legal, the number (1 - 18 or 1 - 20 depending on the competition) of the substitute player entering the set is recorded directly below the number of the player leaving the court. In the same column in the upper box of the SCORE line, record the score of the set at the moment of the substitution request, entering first the score of the team requesting the substitution followed by the score of the opposing team (*Fig 4-a*).

Substitution/Starting Player
Returns to Set

<i>Fig 4-a</i>	<i>Fig 4-b</i>
V	V
4	4
5	⑤
15 : 18	15 : 18
:	17 : 20

5. If a team intends to make more than one substitution, all substitute players must report to the substitution zone at the same time to be considered in the same request, one pair of players following after the others. In this case, the scorer only presses the buzzer one time at the start of the substitution procedure. When both teams want to substitute during the same interruptions, the procedures, where practical, will be: the next team to serve substitutes first, followed by the receiving team.
6. To indicate completion of each substitution, the scorer, signals the referees by raising both hands above the head with the palms facing the court. The scorer will then immediately proceed to the recording of the next substitution.
7. After a team takes its fifth and sixth substitutions, the scorer will show this to the referees by raising hand(s) with the appropriate number of fingers showing.
8. If the original starting player subsequently returns to the set, the scorer verifies that the number of the player re-entering is identical to the number of the original player. The score is recorded in the lower box of the same column AND the number of the substitute leaving the game is circled (*Fig. 4-b*). This signifies that under normal circumstances, the substitute is ineligible to re-enter the court in the same set.
9. **NOTE:** If an illegal player has been allowed to enter the court through substitution, the error must be corrected immediately when realized.
 - a. The original player must return to the court.
 - b. A substitution will not be charged when the original player returns; however, the substitution charged when the illegal player entered remains in effect and will not be cancelled.

Time-outs

1. Below the POINTS column of each team are two boxes marked with a "T." The score at the moment the time-out is granted is recorded:
 - a. In the upper box for the first time-out.
 - b. In the lower box for the second time-out.
2. The first score listed is always the score of the team requesting the time-out.

3. Inform the second referee only when the second team time-out has been taken.
4. If technical time-outs occur, they will be 60 seconds in duration and occur at points eight and 16.
 - a. The assistant scorer or the scoreboard operator will sound a horn or buzzer at the time the score reaches the appropriate level to begin the technical time-out.
 - b. The horn or buzzer is sounded again at the conclusion of the technical time-out.
 - c. If technical time-outs are used, each team will be entitled to two requested/granted time-out in Sets 1 through 4.
 - d. Technical time-outs will not be used in Set 5, and each team will be allowed the customary two time-outs.
 - e. At the conclusion of the time-out the scorer will indicate s/he is ready for the match to resume by giving the "ready" signal (both hands raised above the head with palms facing the court) when the second referee makes eye contact for the signal.

Improper Requests and Sanctions

1. **Improper Requests** are recorded on the scoresheet. A small box for each team in which to do this has been added to the scoresheet above the SANCTIONS box. Put an X through the circle marked A or B depending on which team incurs the Improper Request. (Fig 5.)

Figure 5
Improper Request and Sanctions

2. **Sanctions** (Fig. 5, PP p 14 & Appendix C, page 22) The SANCTIONS box is located in the lower left corner of the scoresheet. The scorer enters all information regarding misconduct and delays in the SANCTIONS section.

SANCTIONS				IMPROPER REQ		
W (Warning)	P (Penalty)	E (Expulsion)	D (Disqual)	(A) (B)	SET	SCORE
D				A	1	17 : 15
3				B	1	18 : 20
	5			B	3	6 : 15
		5		B	3	8 : 20
		AC		B	3	8 : 20
13				A	4	22 : 20

- a. All Misconduct and Delay Sanctions remain in force for the entire match. In other words, they are cumulative and carryover from set to set.
- b. To record sanctions enter the jersey number of the player or the appropriate abbreviation (C = Coach, AC¹ and AC² = Assistant Coaches, T = Therapist, M = Medical [doctor]) or D for Delay sanctions in the appropriate column.
- c. Indicate the team, using the A or B designation, the set and the score at the moment of the sanction. The score of the team incurring the sanction is the first recorded followed by that of the opposing team.
- d. The sanction categories are W = Warning, P = Penalty, E = Expulsion and D = Disqualification.
 - Minor misconduct warning is verbal only and not recorded on the scoresheet.
 - Yellow card is a warning and extends to all the team members and is recorded on the scoresheet by recording a player number or a team member letter in the W column.

- Red card is a penalty (point to serving team or loss of service for serving team and point to opponents) and is recorded on the scoresheet by slashing and circling a point in the appropriate team's POINTS column.
- Yellow and Red card held jointly is an expulsion.
- Yellow and red card held in separate hands is a disqualification.
- Yellow card held to the wrist is a delay warning; Red card held to the wrist is a delay penalty.

Wrong Server

1. The server should be verified each time a player goes to the end line to serve.
2. If it is an incorrect server, wait until the ball is contacted, then immediately sound the horn/buzzer or whistle and advise the second referee. Enter the score in the Service rounds box of the correct server.
3. If it is the first service for that round/position, do not tick the number in the corner of the Service rounds box.
4. If the wrong server occurs after the player's first service for that round and a tick has already been made, make no additional mark and only enter the score.

Exceptional Substitutions

1. There is no order for replacement for exceptional substitutions. The coach may select any uncommitted player except the Libero or his/her replacement player if the Libero is on the court at the time of the exceptional substitution.
2. The following information is recorded in the REMARKS section:
 - a. The words: "Exceptional Sub," team three-letter code, the jersey number of the injured player or Libero leaving, followed by the jersey number of the entering player or re-designated player, set#, score
 - b. In the Team Line-up section, the number of the injured player is circled to indicate that the player cannot return to compete in that match. Even if the team has not used all six allowable team substitutions, this is NEVER charged as a team substitution.

Protests

1. The game captain can make a protest at any moment and a Judges' Conference will be called immediately to rule on that protest.
 - a. The actual written protest will be recorded on the scoresheet at the conclusion of the match.
 - b. During the Judges' Conference, the scorer will note in the REMARKS section (i.e., score, team areas, player serving and current position of all players for each team). After the match is over, the captain/coach will dictate or write a personal statement regarding the facts relating to the protest.

- c. This information should begin in the REMARKS section and, if necessary, continue to the reverse of the top sheet.

2. **NOTE:** In instances when a Jury/Control Committee is present, a coach or jury member can refer a case to the President of the Jury at any moment of the game if an improper situation or a decision not in accordance with the regulations is noticed.

Default

1. The following information is recorded in the REMARKS section: Default, team three letter code, the reason, set 3, score.
2. The additional points needed for the winning team are slashed and circled in the POINTS column and the final score is recorded in the appropriate Service rounds box.

Forfeit

The following information is recorded in the REMARKS section:

1. Forfeit per FIVB rule 6.4.3 (This rule pertains to a team being incomplete to start the match.)
2. Name (three letter code) of team forfeiting
3. Slash through the TEAMS roster box, the OFFICIALS box and the SIGNATURES box of the forfeiting team.
4. Complete the RESULTS box (score 25-0, 25-0, 25-0).
5. Obtain appropriate signatures.

Recording Procedures for Set 5

Figure 6

SET	START	TEAM						POINTS	C	h	a	n	g	e	s	i	d	e	POINTS		
	time	I	II	III	IV	V	VI													TEAM	END
5																					

1. In this deciding set, rally-point scoring will be employed, but the set will end at 15 points (no cap) with a two-point advantage required to win.
2. As the teams will change courts at point 8 in a deciding set, SET 5 on the scoresheet is arranged for placement of information consistent with the court used by each team. The scorer follows the same procedures for recording the set information with the following exceptions:

- a. **Another coin toss is required.** After the toss the referee tells the scorer which team is serving and/or receiving first and which side of the court each team will occupy first.
 - b. The team names and line-ups are recorded consistent with the court choice and the team starting on the left court is also recorded in the third section located on the far right.
 - c. Team designations A and B are entered in the respective circles.
3. **Until point 8 is scored** and the teams change court, duplicate records of substitutions and time-outs are entered on both the left and right sections for the team starting on the left.
4. The POINTS column on the far right is not used prior to the court change. The POINTS column on the left is not used after the court change.
5. The points scored by the team moving from the left to right are recorded in the box reading POINTS AT CHANGE located to left of the POINTS column.
6. If the team on the left is serving at the 8-point switch, do not tick the Service rounds box number on the right as that player continues to serve.
7. If set point is scored on a loss of rally do not tick the box, but give the next server credit for that point.

Recording Procedures at the Conclusion of the Match

The scorer completes the RESULTS table (PP p. 18 & Fig. 7) located at the bottom of the scoresheet by entering each team's statistics.

It is suggested that as much information as possible be recorded at the conclusion of each set (PP p. 17).

1. **The teams' three-letter country-codes** should have been entered prior to the match when the heading information was completed.
2. **SET (Duration):** For each set played (1 through 5), record the elapsed time (in minutes) within the brackets.
3. **T (Time-outs):** Record the number of time-outs taken by each team (either 0, 1 or 2).
4. **S (Substitutions):** Record the number of substitutions made by each team. If a team does not use any substitutions, record a "0".
8. **W (Wins): Record a "1"** for the winning team. Record a "0" for the losing team of the set.
9. **P (Points):** Record the number of points scored by each team.
10. **Match Ending Time:** Record the time the match ends.

Figure 7

RESULTS													
TEAM U S A				(A)	(B)	TEAM C A N				TEAM			
"T"	S	W	P (Points)	SET	(Duration)	P (Points)	W	S	"T"				
1	4	1	25	1	(22)	22	0	4	2				
1	3	0	23	2	(28)	25	1	6	2				
1	5	1	33	3	(37)	31	0	5	2				
1	1	1	25	4	(18)	15	0	4	1				
				5	()								
4	13	3	106	Total Set Duration (105 mn)		93	1	19	7				
Match Starting Time 17 h 30 mn				Match Ending Time 19h 24 mn			Total Match Duration 1 h54 mn						
WINNER				U S A			3 : 1						

11. **Total Set Duration:** Record playing time from beginning to end of each set by adding the minutes recorded in the SET (Duration) column.
12. **Total Match Duration:** Record the total elapsed time from the whistle for the first service to the last whistle. [Total set duration + time between sets = total match duration.]
13. **TOTAL:** At the bottom of each column, enter the sum of that column (total set duration, time-outs, substitutions, number of wins and total points including zeros if appropriate).
14. **On the last line**, the scorer writes
 - a. The three-letter country code of the WINNER
 - b. The number of sets won by the losing team (i.e., 3:0, 3:1 or 3:2).
[Do at least this much before the teams' captains arrive to sign the scoresheet.]
 - c. As the captains sign the scoresheet, verify the uniform number of each with the number circled in the TEAMS roster box.
15. **Leave only the boxes and lines for unused sets blank.**
16. **If there was a protest** the scorer records (or allows with the permission of the first referee the recording of) protests presented in due time. The captain or coach of the protesting team shall dictate or write the protest in the REMARKS box.
17. The scorer, with the assistance of the referees, obtains the signatures in the APPROVAL box in the following order:
 - a. Two team captains
 - b. Assistant scorer
 - c. Scorer
 - d. Second referee
 - e. First referee
18. The current version of the FIVB international scoresheet has a total of four copies. All copies should be presented to the jury table for approval and distribution by the referees. The original and copies are distributed as follows:
 - a. Original to organizing committee or tournament Chair. For all USA National Team Tours, this copy must go to USAV representative, Melissa Weymouth, or her representative.
 - b. One copy to Team A.
 - c. One copy to Team B.
 - d. One copy to first referee or the Refereeing Subcommittee.
 - e. A photocopy of all completed scoresheets will be forwarded to the Director by the National Office or the Chair of International Indoor Officials Commission.

Helpful Hints

1. Have scratch paper at court side for notes, calculations, etc.
2. Correction tape may be used on any errors in recording and DO NOT forget to fill in the correct information. These errors and the use of correction tape should be MINIMAL and can be avoided with sufficient preparation, careful attention, and accurate recording.
3. The potential winning point is no longer displayed to the referees. However, if the second referee makes eye contact asking for confirmation, be prepared to respond with a head nod or other indication.
4. Have a straight edge for making hourglasses.
5. Remember, the scorer assigned to an international event must be **extremely flexible** and willing to adapt to unusual situations and requests of the Control Committee. Sometimes, circumstances not covered in this manual arise requiring the scorer's ingenuity. When this occurs, use your common sense and best judgment in handling the situation.

Appendix A - Libero Defensive Player

FIVB FEDERATION INTERNATIONALE DE VOLLEYBALL														
R-6 INTERNATIONAL LIBERO CONTROL SHEET														
<div style="display: flex; justify-content: space-between;"> <div> Name of the Competition : _____ City : _____ Hall : _____ Division : <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Youth <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> </div> <div> Country Code : _____ Match N° : _____ Pool/Phase : _____ Category : <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Youth <input type="checkbox"/> </div> <div> Date : _____ Time : _____ Teams : _____ vs _____ A <input type="radio"/> B <input type="radio"/> </div> </div>														
SET 1			SET 2			SET 3			SET 4			SET 5		
No.	(A) No.	(B)	No.	(A) No.	(B)	No.	(A) No.	(B)	No.	(A) No.	(B)	No.	(A) No.	(B)
Lib	Rep	Score	Lib	Rep	Score	Lib	Rep	Score	Lib	Rep	Score	Lib	Rep	Score
1			1			1			1			1		
2			2			2			2			2		
3			3			3			3			3		
4			4			4			4			4		
5			5			5			5			5		
6			6			6			6			6		
7			7			7			7			7		
8			8			8			8			8		
9			9			9			9			9		
10			10			10			10			10		
11			11			11			11			11		
12			12			12			12			12		
13			13			13			13			13		
14			14			14			14			14		
15			15			15			15			15		
16			16			16			16			16		
17			17			17			17			17		
18			18			18			18			18		
19			19			19			19			19		
20			20			20			20			20		

Re-designation team A:
No.(OUT/IN) ____ Set: ____ Points: ____

Re-designation team B:
No.(OUT/IN) ____ Set: ____ Points: ____

Remark(s): _____

Name of the Assistant scorer : _____ Signature : _____

FIVB Official Form R-6 / JANUARY 2011

INSTRUCTIONS FOR COMPLETING THE LIBERO CONTROL SHEET

I. BEFORE THE MATCH

The assistant scorer must check that the lines or boxes identifying the match to be played have been properly (Fig. 1). If they have not, he / she should fill them in as follows :

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 program of the day)
- 1.10 Teams- Country codes (write the team names according to the order of the program of the day and leave the circles for A or B blank: they must be filled in after the toss.

II. 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 in Fig.1

III. DURING THE MATCH

During the match the assistant scorer records the data of each Libero replacements proceeding as follows in the respective sets:

- 3.1 In case of Libero replacements between a Libero and a normal player: he/she records the numbers of the Libero in the column heading "Lib.", of the replacing player in the column heading "Rep." and the score, when the replacement was executed. The first digit of the score shows the points of the team making the replacement.

Fig. 1

Name of the Competition :									
City	Country Code	Match No	Date	Time					
Hall	Pool/Phase	Category	Division	Men	Women	Junior	Youth	TEAMS	A or B

3.3 In the deciding (5th) 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 center 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 replacement data of the team which were originally recorded in the 1st section on the left. (Fig. 4)

SE		SET 5	
No:	5	A	No: 19
Lib.	19	6	0 : 0
Rep.	19	6	4 : 3
Score	5	8	4 : 4
	19		5 : 4
	19	8	10 : 7

Fig. 2

- 3.2 In the case of a Libero being re-designated for illness/injury/poor play (Fig.3), the new Libero number must be recorded in the re-designation box.

Example: team A has only 1 Libero, who for some reason is declared unable to play. In this case the number of the re-designated Libero must be recorded showing the following information:

Re-designation team A:	
No.(OUT/IN)	5 / 9
Set:	4
Points:	4 : 8

Fig. 3

The above instructions must be followed in sets "1-4".

SET 5		SET 5		SET 5		SET 5	
No:	5	A	No: 19	No:	3	B	No: 19
Lib.	19	6	0 : 0	Lib.	3	8	0 : 1
Rep.	19	6	4 : 3	Rep.	3	8	3 : 4
Score	5	8	4 : 4	Score	3	11	8 : 6
	19		5 : 4		3	11	10 : 7
	19		10 : 7		4	8	11 : 9
	19		8 : 10		4	8	13 : 10
	19		9 : 12		4	8	9 : 12

Fig. 4

AFTER THE MATCH

1. The assistant scorer will sign at the bottom of this sheet.
2. The assistant scorer will submit this sheet to the referees to be checked. Afterwards, the Libero Control sheet must be attached with the original score sheet.

Appendix B - Misconduct/Delay Sanction Scale

DIAGRAM 9: SANCTION SCALES

Relevant Rules: 16.2, 21.3, 21.4.2

MISCONDUCT SANCTION SCALE

CATEGORIES	OCCURRENCE	OFFENDER	SANCTION	CARDS	CONSEQUENCE
RUDE CONDUCT	First	Any member	Penalty	Red	A point and service to the opponent
	Second	Same member	Expulsion	Red + Yellow jointly	Player leaves playing area and stays in the penalty area for the remainder of the set
	Third	Same member	Disqualification	Red + Yellow separately	Player leaves the Competition-Control Area for the remainder of the match
OFFENSIVE CONDUCT	First	Any member	Expulsion	Red + Yellow jointly	Player leaves the playing area and stays in the penalty area for the remainder of the set
	Second	Same member	Disqualification	Red + Yellow separately	Player leaves the Competition-Control Area for the remainder of the match
AGGRESSION	First	Any member	Disqualification	Red + Yellow separately	Player leaves the Competition-Control Area for the remainder of the match

DELAY SANCTION SCALE

CATEGORIES	OCCURRENCE	OFFENDER	DETERRENT or SANCTION	CARDS	CONSEQUENCE
DELAY	First	Any member of the team	Delay Warning	Hand signal No. 25 with Yellow card	Prevention – no penalty
	Second and subsequent	Any member of the team	Delay Penalty	Hand signal No. 25 with Red card	A point and service to the opponent

Appendix C - Three-Letter Country Codes

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
AFG	Afghanistan	BRU	Brunei Darussalam	DJI	Djibouti
ALB	Albania	BUL	Bulgaria	DMA	Dominica
ALG	Algeria	BUR	Burkina Faso	DOM	Dominican Republic
ASA	American Samoa	BDI	Burundi		
AND	Andorra				E
ANG	Angola		C	ECU	Ecuador
ANT	Antigua & Barbuda	CAM	Cambodia	EGY	Egypt
ARG	Argentina	CMR	Cameroon	ESA	El Salvador
ARM	Armenia	CAN	Canada	GEQ	Equatorial Guinea
ARU	Aruba	CPV	Cape Verde	ERI	Eritrea
AUS	Australia	CAY	Cayman Islands	EST	Estonia
AUT	Austria	CAF	Central African Republic	ETH	Ethiopia
AZE	Azerbaijan	CHA	Chad		
		CHI	Chile		F
	B	TPE	Chinese Taipei	FSM	Fed. States of Micronesia
BAH	Bahamas	COL	Colombia	FIJ	Fiji
BRN	Bahrain	COM	Comoros	FIN	Finland
BAN	Bangladesh	CGO	Congo	FRA	France
BAR	Barbados	COK	Cook Islands		
BLR	Belarus	CRC	Costa Rica		G
BEL	Belgium	CIV	Côte d'Ivoire	GAB	Gabon
BIZ	Belize	CRO	Croatia	GAM	Gambia
BEN	Benin	CUB	Cuba	GEO	Georgia
BER	Bermuda	CYP	Cyprus	GER	Germany
BHU	Bhutan	CZE	Czech Republic	GHA	Ghana
BOL	Bolivia			GBR	Great Britain
BIH	Bosnia & Herzegovina		D	GRE	Greece
BOT	Botswana	PRK	Dem. People's Rep. of Korea	GRN	Grenada
BRA	Brazil	COD	Dem. Rep. of the Congo	GUM	Guam
IVB	British Virgin Islands	DEN	Denmark	GUA	Guatemala

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
GUI	Guinea	KGZ	Kyrgyzstan		N
GBS	Guinea-Bissau			NAM	Namibia
GUY	Guyana		L	NRU	Nauru
		LAO	Lao People's Dem. Republic	NEP	Nepal
	H	LAT	Latvia	NED	Netherlands
HAI	Haiti	LIB	Lebanon	AHO	Netherlands
HON	Honduras	LES	Lesotho	NZL	New Zealand
HKG	Hong-Kong	LBR	Liberia	NIC	Nicaragua
HUN	Hungary	LBA	Libyan Arab	NIG	Niger
		LIE	Liechtenstein	NGR	Nigeria
	I	LTU	Lithuania	NOR	Norway
ISL	Iceland	LUX	Luxembourg		
IND	India				O
INA	Indonesia		M	OMA	Oman
IRQ	Iraq	MKD	Macedonia		
IRL	Ireland	MAD	Madagascar		P
NIR	Ireland, Northern	MAW	Malawi	PAK	Pakistan
IRI	Islamic Republic of Iran	MAS	Malaysia	PLW	Palau
ISR	Israel	MDV	Maldives	PLE	Palestine
ITA	Italy	MLI	Mali	PAN	Panama
		MLT	Malta	PNG	Papua New
	J	MTN	Mauritania	PAR	Paraguay
JAM	Jamaica	MRI	Mauritius	CHN	People's Republic of
JPN	Japan	MEX	Mexico	PER	Peru
JOR	Jordan	MON	Monaco	PHI	Philippines
		MGL	Mongolia	POL	Poland
	K	MAR	Morocco	POR	Portugal
KAZ	Kazakhstan	MOZ	Mozambique	PUR	Puerto Rico
KEN	Kenya	MYA	Myanmar		
KIR	Kiribati				Q
KOR	Korea			QAT	Qatar
KUW	Kuwait				

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
	R	SOM	Somalia		U
MDA	Republic of Moldova	RSA	South Africa	UGA	Uganda
ROM	Romania	ESP	Spain	UKR	Ukraine
RUS	Russian Federation	SRI	Sri Lanka	UAE	United Arab Emirates
RWA	Rwanda	SUD	Sudan	TAN	United Republic of Tanzania
		SUR	Suriname	USA	United States of
	S	SWZ	Swaziland	URU	Uruguay
SKN	St. Kitts & Nevis	SWE	Sweden	UZB	Uzbekistan
LCA	St. Lucia	SUI	Switzerland		
VIN	St. Vincent & the Grenadines	SYR	Syrian Arab Republic		V
SAM	Samoa			VAN	Vanuatu
SMR	San Marino		T	VEN	Venezuela
STP	Sao Tome & Principe	TJK	Tajikistan	VIE	Viet Nam
KSA	Saudi Arabia	THA	Thailand	ISV	Virgin Islands
SEN	Senegal	TLS	Timor-Leste		
SCG	Serbia & Montenegro	TOG	Togo		Y
SEY	Seychelles	TGA	Tonga	YEM	Yemen
SLE	Sierra Leone	TRI	Trinidad & Tobago		
SIN	Singapore	TUN	Tunisia		Z
SVK	Slovakia	TUR	Turkey	ZAM	Zambia
SLO	Slovenia	TKM	Turkmenistan	ZIM	Zimbabwe
SOL	Solomon Islands				