

Professional Association of Volleyball Officials



2013 Scorekeeper Training Manual Scorekeeper Certification Program

Copyright 2013
PAVO
PO Box 780
Oxford, KS 67119
(888) 791-2074

Contents

Introduction	3
Scorekeeper – General Responsibilities	3
Scorekeeping Procedures Prior to the Match	3
Scorekeeping Procedures During the Match	7
Scorekeeping Procedures After the Set	15
Tracking the Libero – the Assistant Scorekeeper	15
Summary	17
Referee Signals	18
Scorekeeper Certification Standards	20
Sample Scoresheets and Libero Tracking Sheets	21

Scorekeeper Training

INTRODUCTION

Scorekeepers are a very important component of the volleyball officiating team. While much of the officiating focus is on the referees and the line judges, the scorekeeper and assistant scorekeeper play an equally vital role in ensuring the success of the match. Scorekeepers are responsible for recording the events of the match, including points scored, serving order, substitutions, timeouts, sanctions, and unusual situations. The assistant scorekeeper tracks replacements involving the libero, records substitutions, tracks serving order, and provides assistance to the scorekeeper. Competent scorekeepers allow the referees to focus on their duties, and work in coordination with the entire officiating crew to provide a fair, safe event.

Note: The 2012 editions of the *NCAA Women's Volleyball Rules and Interpretations* and *PAVO Officiating Techniques Manual* contain a scorekeeping example set for scorekeepers to use for practice.

SCOREKEEPER – GENERAL RESPONSIBILITIES

The scorekeeper records the events of the match on the scoresheet in accordance with NCAA rules.

Prior to the match and each set, the scorekeeper:

- Records team information;
- Reviews the lineup information submitted by each team for completeness and accuracy;
- Records the starting lineup of each team from the lineup sheet.

During the match, the scorekeeper:

- Records the points scored and ensures that the scoreboard indicates the correct score;
- Monitors each team's serving order and notifies the second referee about wrong servers immediately after the service contact;
- Records timeouts and player substitutions, monitors the number of substitutions used, and informs the second referee when the 12th through 15th substitutions are used by a team;
- Notifies the second referee immediately before the final point of the set and also when the eighth point is scored in the deciding set;
- Records sanctions;
- Records all other events as instructed by the second referee (for example, exceptional substitutions);
- Refers team members' questions regarding scorekeeper information to the second referee.

After the set, the scorekeeper:

- Records the final set results;
- Checks the scoresheet for accuracy;
- Signs the scoresheet.

SCOREKEEPING PROCEDURES PRIOR TO THE MATCH

Arrival time – The scorekeeper should arrive at least 30 minutes prior to match time, ready to work. The scorekeeper is a professional who is part of the officiating team, and should avoid fraternizing with fans, players, or coaches. A punctual and professional scorekeeper will positively impact the environment of the contest.

Be in proper attire – A scorekeeper should dress like a professional official. Wear a white polo shirt (preferably the same polo worn by the referees, with "Volleyball Certified Official" embroidered on one sleeve), navy slacks, white socks and white athletic shoes. If you are a PAVO-certified scorekeeper, wear the certification patch on the right chest area of the uniform shirt, and the certification year pin on the right collar lapel.

Additional preparation – The event management or host school should provide the tools to properly keep score during the match. However, the scorekeeper should to bring extra pens (both blue/black and red) just in case.

Tools for Scorekeeping

The following items should be at the scorekeeping table prior to the match:

Scoresheets – At least four non-deciding set sheets and one deciding set sheet.

Libero Tracking Sheets - A sufficient number of Libero Tracking Sheets to track the libero for both teams for five sets. The deciding set tracking sheet has three columns to accommodate the court change.

Lineup Sheets - If the lineup sheets have space to enter all sets of the match, each team needs only one. Otherwise, a sufficient number of single set lineup sheets for the entire match are required.

Pens – One blue (or black) pen, and one red pen.

Preparation of Scoresheet

Pre-match Information - Use blue or black pen to enter all pre-match information before the match begins.

- **HEADING**

Enter the following information at the top of the scoresheet, in upper-case letters:

Tourney	Date	Day	Su	M	T	W	Th	F	Sa
Place	Time Match Scheduled	:				AM	PM		
Division	Time Set Started	:				AM	PM		
Match	Time Set Finished	:				AM	PM		

Figure 1

1. **Tourney:** Name or description of the event
2. **Place:** Name of the venue or city where the match will take place
3. **Division:** Level of play (e.g., NCAA Division I, NAIA) or category for a tournament (e.g., Silver Division)
4. **Match:** Match number (e.g., Match #2) or description for a tournament (e.g., semi-final)
5. **Date:** Month-Date-Year (e.g., 9-15-11)
6. **Day:** Circle the day of the week
7. **Time Match Scheduled:** Enter the time the match is scheduled to begin and circle AM or PM

- **NAMES OF MATCH OFFICIALS & SET NUMBER**

At the bottom of the scoresheet, complete the following:

	First Referee:
	Second Referee:
	Scorekeeper: <i>Print Name</i>
	<i>Sign Name</i>

Line Judge 1:
Line Judge 2:

Set 1 2 3 4 5

Figure 2

1. **First Referee:** Enter the name of the first referee (in First, Last format).
2. **Second Referee:** Enter the name of the second referee (in First, Last format).
3. **Scorekeeper:** Enter the scorekeeper’s name (in First, Last format); the scorekeeper will sign the scoresheet after the set when the scoresheet is completed.
4. **Set:** Circle the corresponding number after ‘Set’.
5. **Line Judges:** Enter the name of the line judge working on the first referee’s side of the court on the first line, and the name of the line judge working on the second referee’s side on the second line.

Note: Since there are only three minutes between sets, the scorekeeper should enter the pre-match information on all five scoresheets before the beginning of the match.

- **TEAM NAMES AND PLAYING AREA**

The referees conduct the coin toss 30 minutes prior to the match. After the coin toss, the referees will tell the scorekeeper which team is serving first and on which court the teams will be located for the first set. Just below the heading information on the scoresheet are the sections for each team, labeled “Team A” and “Team B”. The name of the team that will be on the court to the scorekeeper’s left is entered on the left side of the scoresheet and is designated as Team A. The team on the scorekeeper’s right is entered on the right side of the scoresheet as Team B. Team names should be written in upper-case letters.

TEAM (A)	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; text-align: center;">S</td> <td style="width: 40px; text-align: center;">← First Serve →</td> <td style="width: 20px; text-align: center;">S</td> </tr> <tr> <td colspan="3" style="text-align: center;">SCORE</td> </tr> <tr> <td colspan="3" style="text-align: center;">Serving Order</td> </tr> </table>	S	← First Serve →	S	SCORE			Serving Order			TEAM (B)
S	← First Serve →	S									
SCORE											
Serving Order											

Figure 3

- **INDICATE THE SERVING TEAM**

Between the spaces where the team names are entered is the area to indicate which team is serving first. Circle the "S" on the side of the team that will serve first in the current set.

Note: The teams switch sides of the court to start sets two through four. If a fifth set is played, another coin toss will be conducted to determine which side of the court each team will occupy to start the set and which team will serve first. After it has been determined which team will serve first in the first set of the match, the scorekeeper can project that information and mark which team will serve first in sets two through four, and on which side of the court each team will start. The team that serves first will consistently be either on the scorekeeper's right or left for sets one through four. To be prepared, the scorekeeper should fill in the team names, mark the serving team, and circle the set number on the scoresheets for sets two through four before the match begins.

- **RECORD LINEUPS**

For the first set of the match, each team must submit a completed lineup sheet when at least three minutes remain on the clock timing the pre-match warm-up period. Changes may be made to the starting lineup without using a substitution until one minute remains on the clock. After that point, a substitution must be used to change a starting player. Before sets two through five, each team must submit a completed lineup sheet when at least 30 seconds remain on the clock timing the interval between sets. Changes may only be made to the submitted starting lineup by using a substitution.

Teams may not view the opposing team's lineup. When the lineup sheet has been submitted by a team, the scorekeeper should keep the lineup sheet face-down to protect the integrity of the information. Other match personnel (announcers, statisticians, etc.) should not be provided the first set lineup information until the clock shows one minute remaining.

The scorekeeper reviews each lineup sheet submitted and notes the following:

1. The team name is entered.
2. The numbers of the six starting players must be six unique numbers.
3. The libero's number is entered at the top and is a different number than the starting six players. If no libero number is entered, ask the second referee to confirm with the coach that no libero will be used for that set.
4. The captain must be indicated. The coach does this by placing a "c" near the number of the captain. (e.g., 8c, would mean 8 is the playing captain).
5. The coach must sign the lineup sheet.
6. All coaches must be designated on the lineup sheet for the first set.

Team <u>State</u>	Team <u>A & M</u>												
SET 1 Libero <u>6</u>	SET 1 Libero <u>10</u>												
Net _____	Net _____												
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">8</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">2_c</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">4</td> </tr> <tr> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">3</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">5</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">1</td> </tr> </table>	8	2 _c	4	3	5	1	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">9</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">1</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">5</td> </tr> <tr> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">6</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">4</td> <td style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px;">8_c</td> </tr> </table>	9	1	5	6	4	8 _c
8	2 _c	4											
3	5	1											
9	1	5											
6	4	8 _c											
Coach Signature <u>Steve Smart</u>	Coach Signature <u>Mary Moreno</u>												
Other Coaches <u>Sara Nelson</u>	Other Coaches <u>Beth Smart</u>												

Figure 4

Lineup Verification - The scorekeeper confirms that the lineup sheet contains all required information. If a lineup is submitted incorrectly (for example, not signed by the coach or no captain indicated), the scorekeeper should return the lineup sheet to the second referee to have the coach make corrections.

Entering the lineup information on the scoresheet (Sets 1-4) - Using the lineup sheets, the scorekeeper enters the players' uniform numbers in serving order in the PLAYERS' NUMBERS column. On line I of the serving team's side of the scoresheet, enter the player's number written in position 1 (right back) of the lineup sheet. Write the number on the left side of the column, leaving room to write substitutions in the same space. The number written in position 2 (right front) of the lineup sheet is entered on line II of the scoresheet, and so on in a counter-clockwise direction on the lineup sheet. To indicate the captain, a "c" is recorded on the scoresheet next to the number. The libero's number is entered at the top of the PLAYERS' NUMBERS column, on the blank line after the "L".

The receiving team rotates prior to its first serve, so on the receiving team's side of the scoresheet, position 2 (right front) is entered on line I in the PLAYERS' NUMBERS column. The number written in position 3 (center front) of the lineup sheet is entered on line II of the scoresheet, and so on.

Serving Order	PLAYERS' NUMBERS L 6	TEAM (A) State	S	SCORE		S	PLAYERS' NUMBERS L 10	TEAM (B) A&M
				← First Serve →	Serving Order			
I	1			1	1	I	5	
				2	2			
				3	3			
II	4			4	4	II	1	
				5	5			
				6	6			
III	2c			7	7	III	9	
				8	8			
				9	9			
IV	8			10	10	IV	6	
				11	11			
				12	12			
V	3			13	13	V	4	
				14	14			
				15	15			
VI	5			16	16	VI	8c	
				17	17			
				18	18			
				19	19			
				20	20			
				21	21			

Figure 5

Entering the lineup information on the scoresheet for Set 5 - The non-deciding scoresheets have only two scoring sections (See Figure 5). A different scoresheet is used for the deciding set of the match. The teams switch sides of the court when one team has scored eight points. The set then continues after the switch. To accommodate that switch, the scoresheet is divided into three 'scoring sections' (See Figure 6 for definition). The lineups are entered in the same manner as they are on the non-deciding set scoresheet, except that the lineup for the team that begins the set on the scorekeeper's left is entered in the PLAYERS' NUMBERS column on both the left side of the scoresheet and on the far right side of the scoresheet. The lineup for the team that begins playing on the scorekeeper's right will be entered only in the center section of the deciding set scoresheet.

SERVING ORDER	PLAYERS' NUMBERS L 6	TEAM (A) State	S First S Serve	S	PLAYERS' NUMBERS L 10	TEAM (B) A & M	Score (B) (A)	SERVING ORDER	PLAYERS' NUMBERS L 6	TEAM (A) State
I	11		1		I	5	1	I	11	
			2				2			
II	4		3		II	1	3	II	4	
			4				4			
III	2c		5		III	9	5	III	2c	
			6				6			
IV	8		7		IV	6	7	IV	8	
			8				8			
V	3		9		V	4	9	V	3	
			10				10			
			11				11			
VI	5		12		VI	8c	12	VI	5	
			13				13			
			14				14			
			15				15			
			16				16			
			17				17			
			18				18			
			19				19			
			20				20			
			21				21			

Figure 6

Start time of the match - When the referee authorizes the first serve of the set (Signal #1), the scorekeeper records the start time in the heading section beside TIME SET STARTED, and circles AM or PM (See Figure 1).

SCOREKEEPING PROCEDURES DURING THE MATCH

Matches consist of best three out of five sets. In the first four sets, a team wins when they score at least 25 points and lead by two points. If a fifth set is played, a team wins when they score at least 15 points and lead by two points.

The first round of serves is written in blue or black ink. When the first round of serves is complete, the scorekeeper changes from blue/black to red ink. A round is complete after the player listed in serving order position VI for the team that did not serve first in the set has completed a term of service. The ink color is alternated each time a new round begins. For example, blue/black ink is used to record the first loss of rally by the player in position VI; red ink is then used to record the associated point for the opponent, and for the entire next round of serves.

Recording Points and Control of Service - The term "scoring section" refers to the lines where the serves and rally results are recorded. The term "running score column" refers to the vertical score column in the center of the scoresheet.

I		
II		
III		
IV		
V		
VI		

Figure 7-Scoring Section

← First Serve →	
SCORE	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14

Figure 8-Running Score Columns

The team that wins the rally scores a point. If the team that served wins the rally, it scores a point and continues to serve. If the team that received the serve wins the rally, it scores a point and gains the right to serve after rotating one position in a clockwise direction.

After the referee authorizes service (Signal #1), the scorekeeper draws a circle in the scoring section at the moment the ball is contacted for service (exception: if the libero is serving, a triangle is drawn instead of a circle. See "Recording the libero's serve" below). The circle, or the triangle, should touch both the upper and lower lines (See Figure 9). Drawing the circle on contact of the serve and recording the result immediately when the rally is complete provides an accurate recording of each rally in the set and minimizes the risk for missed information. Symbols other than a circle are used for specific situations that will be described later.

There are three possible results of a rally to record in the circle that is drawn on service (or triangle if the libero served). These symbols are the only items that may be written in the circle.

1. Rally won by the serving team:

The referee indicates the serving team has been awarded a point (Signal #2) by extending the arm on the side of that team. Record the point number in the circle or triangle that was drawn in the scoring section when the serve was contacted, and circle or triangle the corresponding point in the team's running score column.

SERVING ORDER	PLAYERS' NUMBERS	TEAM (A)	STATE	(5)	← 1st Sr
	L 6				SCORE
I	11	(1) (2)			(1) (2) 3 4

Figure 9

2. Replay:

If the referee indicates there will be a replay (Signal #3), no point is scored and the rally will be repeated. Record the letter “P” in the circle or triangle drawn in the scoring section, and record nothing in the running score column. Note that a rally that ends with a replay is *not* considered a completed rally.

SERVING ORDER	PLAYERS' NUMBERS L 6	TEAM A	STATE	(5)	← 1st Serve SCORE ① 1 ② 2 ③ 3 ④ 4
	I	11	① ② P		

Figure 10

3. Rally won by the receiving team:

When the referee indicates the receiving team has been awarded a point (Signal #2), record the letter “R” in the circle or triangle drawn in the scoring section, and immediately slash the next point in the receiving team’s running score column. The corresponding point is recorded in the scoring section of the receiving team’s next server. No other icon is recorded for the receiving team’s point.

SERVING ORDER	PLAYERS' NUMBERS L 6	TEAM A	STATE	(5)	← 1st Serve → SCORE ① 1 ② 2 ③ 3 ④ 4 ⑤ 5 ⑥ 6	SERVING ORDER	PLAYERS' NUMBERS L 10	TEAM B	A & M
	I	11	① ② P R		I		5	1	

Figure 11

Recording the libero’s serve

The libero is a defensive specialist who plays only in the back row. The libero can replace any and all back-row players in the same set. Libero replacements are unlimited, and do not count as one of the 15 team substitutions, so libero replacements are not recorded on the scoresheet. The assistant scorekeeper tracks the replacements of the libero on the Libero Tracking Sheet.

The libero is allowed to serve in one position in the set. When the libero serves for the first time in a set, the scorekeeper draws a triangle around the Roman numeral (I – VI) in the SERVING ORDER column on the line corresponding to the position that is currently serving. This indicates the ONLY rotation where the libero may serve for the rest of the set. In addition, a triangle is used instead of a circle in the scoring section and in the running score column.

SERVING ORDER	PLAYERS' NUMBERS L 6	TEAM A	STATE	(5)	← 1st Serve → SCORE ① 1 ② 2 ③ 3 ④ 4 ⑤ 5 ⑥ 6 ⑦ 7 ⑧ 8 ⑨ 9	SERVING ORDER	PLAYERS' NUMBERS L 10	TEAM B	A & M
	I	11	① ② P R		I		5	1 (R)	
▲	4	3 ▲ ▲			II	1	2		

Figure 12

Substitutions - Each team is allowed a total of 15 substitutions per set. Libero replacements do not count as substitutions, and exceptional substitutions do not count as one of the 15 team substitutions.

Prior to the start of the match, discuss with the second referee what method you will use to acknowledge that you have visually noted the numbers of the players involved in the substitution and can complete the required information on the scoresheet before the next authorization for service. The scorekeeper must always visually verify that the player executing the serve is the correct server.

The scorekeeper must also determine the legality of a substitute. Each substitute may play in only one position for each set. There is no limit on the number of entries per player, but there is a maximum of 15 substitutions for each

team in each set. Except for the libero, once a player has played in one position, that player may only re-enter in that same position during that set. The same number should never be recorded under the PLAYERS' NUMBERS column in more than one position unless there is an exceptional substitution. (See "Recording Other Match Events, (2) Exceptional Substitution").

All substitutions are recorded in three places on the scoresheet. Those three locations are:

1. SCORING SECTION, wherever the next service (circle or triangle) would have been recorded;
2. PLAYERS' NUMBERS column;
3. SUBSTITUTIONS counter.

When the referee signals for a substitution (Signal #4), use the following procedure to record the substitution:

First, note the substitution in the SCORING SECTION on the line for the player who is serving (or who is about to serve) at the time of the substitution. Substitutions for the serving team are indicated with an "S". Substitutions for the receiving team are indicated with an "Sx". Next to the "S" or "Sx", indicate the uniform numbers of the players involved in the substitution, with the number of the player entering the set written above the slash, and the number of the player leaving the set written below the slash.

Examples:

Serving team makes a substitution, #4 for #9:

	1	2 (3) S ⁴ / ₉

Figure 13

Receiving team makes a substitution, #7 for #11:

	1	2 (3) Sx ⁷ / ₁₁

Figure 14

Second, slash the number of the player leaving the set in the PLAYERS' NUMBERS column, and write the number of the player entering the set to the immediate right of the slashed number.

PLAYERS' NUMBERS
11 7

Figure 15

Third, track the total team substitutions used, by slashing the next available number in the SUBSTITUTIONS Counter. If the substitution count is 12 through 15, inform the second referee how many substitutions the team has used.

SUBSTITUTIONS										
1	2	3	4	5	6	7	8	9	10	11
				12	13	14	15			

Figure 16

Timeouts - Timeouts are recorded in the boxes located below the running score column. List the score of the team requesting the timeout first, followed by the score of the opponent. The first timeout is listed in the upper box, the

second timeout in the lower box. Timeouts are not recorded anywhere else on the scoresheet. The example below indicates that the team on the scorekeeper's left took their first timeout when they had nine points, and the opponent had 14 points.

Timeouts	
9 - 14	-
-	-

Figure 17

Recording Events in Set 5 and Change of Courts - In a deciding set (Set 5), a special scoresheet is used. Until one team has scored eight points, the scorekeeper records the results of rallies using only the left and middle scoring sections. However, the running score, timeouts and substitutions for the team starting on the left are recorded on both the far left and far right until the teams switch sides.

When one team reaches eight points, the teams switch sides of the court. The last recorded action in the scoring section for the team on the far left is recorded on the appropriate line in the far right scoring section. At this point, the scorekeeper keeps score using only the middle and right scoring sections of the scoresheet. The scoring section on the left side of the scoresheet is not used for the rest of the set.

Individual and Team Sanctions – Referees may sanction teams, coaches, and players for unsporting conduct or for violating certain rules. Team sanctions include *Improper Requests* and *Delay Sanctions*, and are assessed when a team does not follow the rules regarding substitutions, timeouts, or libero replacements, or it delays the resumption of play. Delay sanctions may be either a delay warning (yellow card) or a delay penalty (red card and loss of rally). Individual sanctions to players, coaches, or other team members are assessed for misconduct or unsporting behavior, and may be either a warning (yellow card), a penalty (red card), an expulsion (red and yellow cards held in one hand), or a disqualification (red and yellow cards held in separate hands).

Recording Sanctions - Improper requests and delay sanctions are recorded in the SANCTIONS section. Individual sanctions are recorded in the either the SANCTIONS or COMMENTS section, as described below.

SANCTIONS						COMMENTS:
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE	
IR			/		-	
IR			/		-	
IR			/		-	
IR			/		-	
IR			/		-	

Figure 18

Team Sanctions: Improper Requests

An *improper request* is assessed by the referees when a team does not use the correct procedure to make a request. When the referees assess an improper request, Signal #5 is used with the hand held against the wrist on the side of the offending team (no card displayed).

To record an improper request, slash the IR under the Improper Request column in the SANCTIONS section, indicate the team at fault (A or B), and note the score at the time the improper request is assessed, listing the score of the offending team first.

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE
/IR			/	A	6 - 8

Figure 19

Team Sanctions: Delay Warning

A *delay warning* is assessed when a team delays the resumption of play. When the first referee issues a delay warning, Signal #5 is used with a yellow card held against the wrist on the side of the offending team. No further penalty is assessed.

To record a delay warning, enter a “D” under the YC (Yellow Card) Warning column in the SANCTIONS section, indicate the team at fault (A or B), and note the score at the time the delay warning is assessed, listing the score of the offending team first.

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE
IR	D		/	B	10-6

Figure 20

Team Sanctions: Delay Penalty

A *delay penalty* is assessed if the team delays the resumption of play a second (or subsequent) time in the same set. When the first referee issues a delay penalty, Signal #5 is used with a red card held against the wrist on the side of the offending team. The team will be penalized with a loss of rally, so the opponent receives a point and serves next.

To record a delay penalty, enter a “D” under the RC (Red Card) Penalty column in the SANCTIONS section, indicate the team at fault (A or B), and note the score at the time the delay penalty is assessed, listing the score of the offending team first. The opponent also receives a point (see “**Recording Points Issued for a Penalty**” below for details on how to record the penalty point in the scoring section).

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE
IR		D	/	B	20-18

Figure 21

Individual Sanctions: Individual Warning

An *individual warning* is assessed to a team member for minor misconduct or unsporting behavior. When the referee issues an individual warning, Signal #6 is used with a yellow card held in the hand on the side of the court of the offending player. No further penalty is assessed.

To record an individual warning, enter the number of the player at fault (or use “C” for the coach) under the YC (Yellow Card) Warning column in the SANCTIONS section, indicate the team at fault (A or B), and note the score at the time of the warning, listing the score of the offending team first.

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE
IR	4		/	B	10-9

Figure 22

Individual Sanctions: Individual Penalty

An *individual penalty* is assessed to a team member for more serious misconduct or for a second minor offense by the same team member in the same set. The offending individual’s team will be penalized with a loss of rally, and the opponent will receive a point and will serve next. When the referee assesses an individual penalty, Signal #6 is used with a red card held on the side of the court of the offending player.

To record an individual penalty, enter the number of the player at fault under the RC (Red Card) Penalty column in the SANCTIONS section, indicate the appropriate team (A or B), and note the score at the time of the penalty, listing the score of the offending team first. The opponent also receives a point; see “**Recording Points Issued for a Penalty**” below for details on how to record the penalty point in the scoring section.

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE
IR	4		/	B	10 - 9
IR		4	/	B	15 - 16

Figure 23

Individual Sanctions: Expulsion and Disqualification

In the case of extreme or repeated misconduct, the first referee may sanction a team by expelling or disqualifying a team member.

An *expulsion* means that the team member may not return for the remainder of the current set. A *disqualification* means that the team member may not return for the remainder of the entire match. When a team is sanctioned with an expulsion or disqualification, a loss of rally is also assessed and a penalty point and the serve are awarded to the opponent. See “**Recording Points Issued for a Penalty**” below for details on how to record the point.

When the referee assesses an expulsion, Signal #6 is used with both the yellow and red card held in one hand on the side of the court of the offending player. Record an expulsion in the COMMENTS section with the score of the match (score of offending team first), the word EXPULSION, the team name and the number of the player.

SANCTIONS						COMMENTS:
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE	
IR	4		/	B	10 - 9	18-20 Expulsion, State #4
IR		4	/	B	15 - 16	

Figure 24

When the referee assesses a disqualification, Signal #6 is used with the yellow and red cards held in separate hands. Record a disqualification in the COMMENTS section with the score of the match (score of offending team first), the word DISQUALIFICATION (or DQ), the team name and the number of the player.

SANCTIONS						COMMENTS:
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	(A) (B)	SCORE	
IR	4		/	B	10 - 9	18-20 Expulsion, State #4 19-24 Disqualification, State #4
IR		4	/	B	15 - 16	

Figure 25

Recording Penalty Points (Delay Penalty or Individual Penalties) - A penalty point is awarded to the opponent if a team receives a penalty red card (delay penalty or individual penalty) or if an individual team member is expelled or disqualified.

Penalty Assessed to Serving Team

If the serving team receives a penalty red card, the referees will assess that team with a loss of rally and award the opponent a point and the serve. If a penalty to the serving team is issued during a dead ball, draw a square on the line of the current server (in place of the usual circle), and put an “R” in the square. Record the awarded point for the opponent in the normal manner.

I	4	3	4	R	5	I	1	2	(3)	Sx ⁷ / ₁₁	R	6
II					6	II						7
III	2c	5			7	III						8
					8							9
					9							10
					10							11
					11							

Figure 26

If the team has served, and the penalty point is given during the rally, put an “R” inside the circle that was drawn on service contact, and then draw a square around the circle to indicate that a penalty point was the result of the rally. Record the awarded point for the opponent in the normal manner.

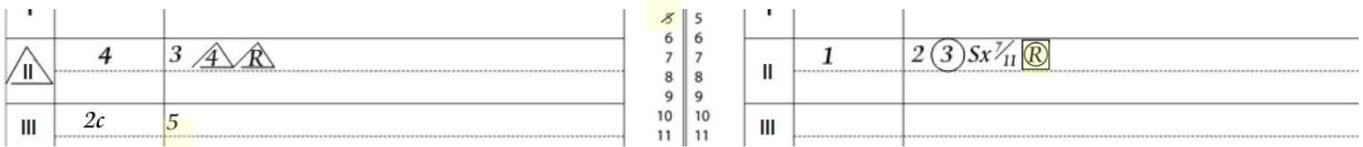


Figure 27

Penalty Assessed to Receiving Team

If the receiving team receives a penalty red card, the referees will assess them with a loss of rally and will award a point and the serve to the opponent. If a penalty to the receiving team is issued during a dead ball, draw a square on the line of the current server, and put the number of the next point in the square. To record the point in the running score, draw a square around the next point.

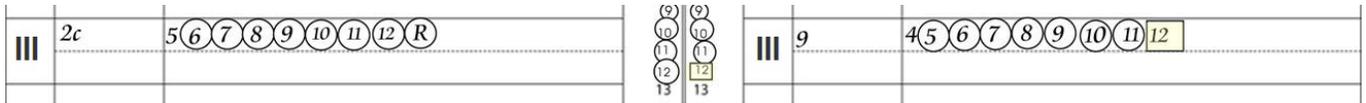


Figure 28

If the serve has been contacted, and the penalty point is assessed during the rally, write the point inside the circle that was drawn on service contact, and then draw a square around the circle to indicate that a penalty point was the result of the rally. To record the point in the running score, draw a square around the next point.

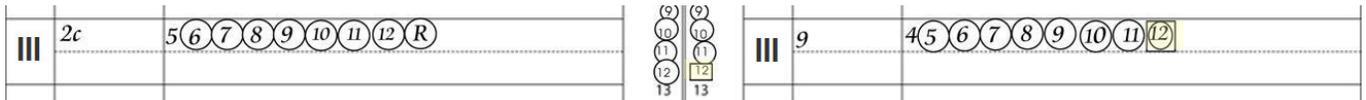


Figure 29

Recording Other Match Events – These events don’t happen often in a match, but the scorekeeper must be alert to the possibility, and be aware of how to record each instance.

Wrong Server or Service Delay

It is the scorekeeper’s responsibility to notify the referees when there is a wrong server. Unless instructed otherwise by the referees, alert the referees immediately **after** the wrong server has contacted the ball for service. The scorekeeper is **not** responsible for stopping play with an audible device.

When there is a wrong server, the serving team loses the rally. Because no legal serve was contacted, the scorekeeper records an “R” in a square in the scoring section. The corresponding point is slashed in the receiving team’s running score column, and recorded in the scoring section of the receiving team’s next server in the normal manner.

When the server fails to serve in the allotted eight-second time period (Signal #7) or another type of illegal service occurs (such as tossing the ball for service and not completing the serve - Signal #8), the scorekeeper will record the result as they do for any other loss of rally by the serving team.

A wrong server is recorded in the SANCTIONS section, as shown below. No information is recorded in the SANCTIONS section for a service delay or illegal service.

SANCTIONS					
IR Improper Request	YC Warning	RC Penalty	WS Wrong Server	A B	SCORE
IR			4 / 6	B	15 - 16

Figure 30

Exceptional Substitution

An exceptional substitution occurs when a player is injured and cannot continue play, and there are no legal substitutes available. If a player who has already played in another position enters the set for the injured player, it is an exceptional substitution. An exceptional substitution does not count as a team substitution, and may be used even if a team has already used its 15 substitutions.

more than one set of the match is forfeited, the same scoresheet is used for all sets with additional set numbers circled in the **SET** section. The scorekeeper then signs the scoresheet.

SCOREKEEPING PROCEDURES AFTER THE SET

When the set is finished, the first referee will give the end of set signal (Signal #9). The scorekeeper uses blue or black ink to complete the scoresheet.

Time Set Finished - In the upper right portion of the scoresheet, enter the time the set ends. Circle AM or PM (See Figure 1).

Results - In the results section at the bottom right hand corner of the scoresheet, write the **WINNING TEAM** and their points scored, and the **LOSING TEAM** and their points.

<small>S2/3 - Substitution, 2 for 3, serving team or or Sx7/8 - Substitution, 7 for 8, receiving team</small>		SET ① 2 3 4 5	Points
WINNING TEAM	STATE		25
LOSING TEAM	A & M		22

Figure 34

Scoresheet Review - The scorekeeper reviews the scoresheet for completeness, verifies that the scores are correct, the number of substitutions for each team matches the number recorded in the SUBSTITUTIONS Counter and that all information has been completed. The scorekeeper then signs the scoresheet in the designated area (See Figure #2).

TRACKING THE LIBERO – THE ASSISTANT SCOREKEEPER

The assistant scorekeeper is charged with tracking the libero replacements. The referees do not administer the libero replacements. There are several important rules that the assistant scorekeeper is responsible for enforcing.

1. After the libero is replaced, at least one *completed* rally must take place before the libero can replace another player. The assistant scorekeeper must observe that, when the libero is replaced, she does not re-enter the set until after the next rally is completed. An exception occurs when the libero stays on the court to serve the next rally. In one rotation, the libero can replace the player in the serving position and serve the next rally even if she is already on the court in replacement of another player. That is, the libero may move from her current position directly to the service position. A “completed rally” occurs when a team legally contacts a serve and a point for one team results. Therefore, replays and penalty points do not constitute a completed rally, and a libero replacement cannot occur after one of these events. An exception is allowed if a penalty results in a forced rotation. For example, if a penalty point awarded to the serving team - Team A - during play forces a rotation by Team B, the Team B libero can be replaced.
2. The libero is only allowed to serve in one position each set.
3. When the libero leaves the court, the player replacing the libero must be the same player that the libero replaced when she last entered the set. This will be tracked by the assistant scorekeeper on the “Libero Tracking Sheet”.
4. The libero can only replace a back-row player. The team rotations, and therefore the resulting player positions, are also tracked on the Libero Tracking Sheet.
5. The rules state that the same players who were on the floor prior to a timeout must return to the set after the timeout ends. When a timeout is taken, the second referee and the assistant scorekeeper should verbally confirm which team(s) had a libero on the court when the timeout was called so that the second referee can confirm that the correct players return to the court when the timeout ends.
6. After verifying that the correct players have returned to the court at the end of the timeout, substitutions and libero replacements can then occur. The assistant scorekeeper must visually note that this occurs and notify the second referee immediately if there is a discrepancy.

Using the Libero Tracking Sheet – Before the set begins, the assistant scorekeeper circles the **S** next to the name of the team that will serve first in the set. Also, using the lineup sheet for each team, the starting players are listed in serving order under the column labeled “SP” (Starting Players),

During the set, the assistant scorekeeper records libero replacements by writing “L” beside the number of the player leaving the court to indicate that the libero is now on the court in that player’s position.

To be able to identify which six players should be on the court at any given time during a set, the assistant scorekeeper is also responsible for recording regular substitutions for each team. Regular substitutions are

recorded by slashing the number of the player leaving the set, and writing the number of the substituting player beside the slashed number.

The assistant scorekeeper also records a counter for the regular substitutions each team has used in the set as backup information to the scoresheet. Similar to the scoresheet, the assistant scorekeeper records this information by slashing the next number in the Team Substitutions section of the Libero Tracking Sheet each time a substitution is used by the team. The scorekeeper and assistant scorekeeper should communicate frequently to ensure their team substitution counts match.

In order to determine which players are currently playing in the back row, and therefore which positions are legal for libero replacement, the assistant scorekeeper also keeps track of the player currently serving by placing a tally mark (|) in the Service column of the Libero Tracking Sheet after the player in that position in the rotation executes her first serve in that service round. The tally mark indicates the current or last server, allowing the assistant scorekeeper to deduce that the back-row players are that player and the previous two servers in the service order.

The assistant scorekeeper should notify the second referee immediately if any of the following situations occur:

- An incorrect player replaces the libero.
- The libero does not stay off of the court for one *completed* rally after being replaced (other than when moving to the service position).
- The libero replaces a front-row player.
- The libero rotates to the front row and is not replaced,

If the libero serves in the wrong position in the rotation, the second referee should be notified after the contact of serve just like any other wrong server situation.

Ⓢ	TEAM:	RED	L: 10
Serve Order	Service	SP	
I		6	L 6 L 2 L 6
II		3	
III		7	
IV		1	L 1 L 1 L
V		8	
VI		4	4
Subs	1 2 3 4	5 6 7 8 9 10 11 12 13 14 15	

Figure 35

In the example above, the libero has replaced starting players No. 6 and No. 1 several times. At one point, player No. 2 substituted in for player No. 6, and the libero then replaced player No. 2. In that situation, player No. 2 must be the player who returns to replace the libero. If the coach does not want No. 2 to remain in the set, the coach may then substitute for No. 2 after the libero replacement. In this example, later in the set, No. 6 was substituted for No. 2. Also, at one time in the set, No. 5 substituted for No. 4, and later in the set No. 4 substituted for No. 5.

The example also shows that the libero is currently in the service position (position #1, right back). That is determined by noting that, in the SERVICE column, line IV has 3 tally marks, and line V has only 2 tally marks, indicating that the player on line IV is currently serving (or served last). The player on line V will be the next server. Therefore, the assistant scorekeeper can quickly determine that the Red back-row players at this time are the libero, #7 and #3.

All team substitutions are also recorded on the Libero Tracking Sheet (as in line VI), so that the six players who are on the court are always accurately reflected on the Libero Tracking Sheet. Note that it is easy to verify that the Team Substitutions total of 4 is correct because there are 4 player numbers slashed in the upper section of the Libero Tracking Sheet (numbers 6 and 2 in Serving Order I and numbers 4 and 5 in Serving Order VI).

For the deciding set, a three-column section of the Libero Tracking Sheet is used to accommodate the teams changing courts when one team has scored eight points. The far left and center sections are used for recording regular substitutions and libero replacements until the teams change sides of the court. For the team starting the set on the scorekeeper's left (Team RED in the example below), the Team Subs and Service tallies areas in far left and far right sections are both used until the court switch. After the court change, the center section is used for the team now on the scorekeeper's left, and the far right section is used for the team now on the scorekeeper's right. When the teams change courts, the last player entry on each line from the far left column is repeated in the far right column, under the heading "CP" (current player), so that the six players currently on the court at the time of the court change are reflected on the Libero Tracking Sheet. If the libero is on the court when the switch occurs, record the number of the player who the libero replaced, and write an L to the right of it (see Figure 36).

SET 5														
TEAM: RED L: 10					TEAM: BLUE L: 3					TEAM: RED L: 10				
Serve Order	Service	SP			Serve Order	Service	SP			Serve Order	Service	CP		
I		6	L	2	I		2	8		I		2		
II		3			II		6	L 6		II		3		
III		7			III		4			III		7		
IV		1	L 1	L	IV		1			IV		1	L	
V		8			V		10	L 10	L	V		8		
VI		4	5		VI		5			VI		5		
Subs 1 2 3 4 5 6 7 8 9 10 11					Subs 1 2 3 4 5 6 7 8 9 10 11					Subs 1 2 3 4 5 6 7 8 9 10 11				
12 13 14 15					12 13 14 15					12 13 14 15				

Figure 36

Libero Serving - When the libero serves, the assistant scorekeeper draws a triangle around the Roman numeral on the left side of the appropriate line. This indicates the only rotation where the libero may serve in that set.

TEAM: RED L: 10															
Serve Order	Service	SP													
I		6	L 6	L	2	L	6								
II		3													
III		7													
IV		1	L 1	L 1	L										
V		8													
VI		4	4												
Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15															

Figure 37

If the libero is already on the court in another position before serving, there may be a double replacement at the end of that rally. The player that the libero initially replaced must come back onto the court in her original position and the libero can move directly to the service position to replace the player that will serve next. The assistant scorekeeper will see one non-libero player enter the court and one non-libero player leave the court between the attack line and the end line (not in the substitution zone). In this case, two replacements have occurred and both must be recognized and recorded on the Libero Tracking Sheet.

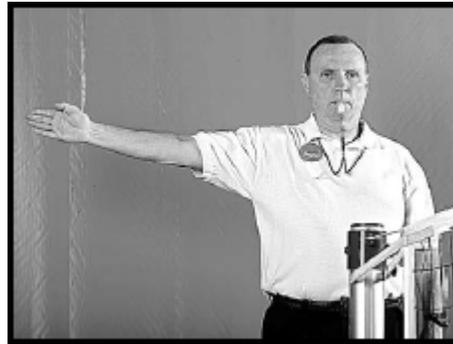
SUMMARY

Scorekeepers and assistant scorekeepers help facilitate the match and provide vital information to the referees, players and coaches. It is important to be alert, diligent, and prompt to accurately record all of the details of a match. The scorekeeping crew is a vital part of the officiating team, and scorekeeping can provide an exciting and rewarding way to be a part of volleyball events. Good luck in your future scorekeeping endeavors!

REFEREE SIGNALS



Signal 1 – Authorization for Service



Signal 2 – Point (Winner of Rally)



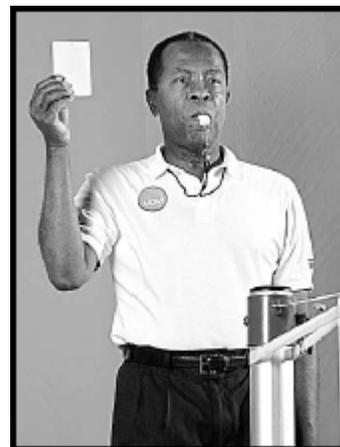
Signal 3 - Replay



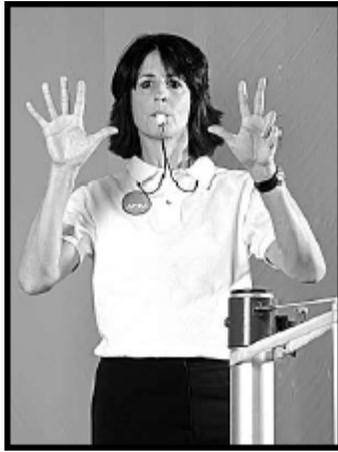
Signal 4 - Substitution



Signal 5 Team Sanctions
Improper Request (hand only-no card)
Delay Warning (yellow card)
Delay Penalty (red card)



Signal 6 – Individual Sanctions
Warning—Show a yellow card
Penalty—Show a red card
Expulsion—Show red and yellow cards in one hand
Disqualification—Show red and yellow cards in separate hands



Signal 7 – Delay of Service



Signal 8 – Illegal Service



Signal 9 – End of Set

PAVO Scorekeeper Certification

The objectives of the PAVO Scorekeeper Certification programs are to:

1. Increase knowledge and competency of scorekeepers, including assistant scorekeepers (libero trackers)
2. Increase recognition of scorekeepers as professional members of the officiating team
3. Provide validation for scorekeeper compensation
4. Build a pool of certified scorekeepers

Using the standards outlined below, PAVO affiliated boards (and other structures who establish a program meeting the minimum standards) have the authority to award and renew scorekeeper certification.

SCOREKEEPER CERTIFICATION STANDARDS

To be PAVO-certified, scorekeepers must join a PAVO-affiliated local association (called a "board"). A list of PAVO-affiliated boards is available on the PAVO website (www.pavo.org, click on "LOCAL CHAPTERS"). Annual dues of \$20 are charged to Scorekeeper members, although local boards may charge a small additional fee for local programs. All PAVO members, including Scorekeeper members, must sign the PAVO *Code of Professional and Ethical Conduct, Conditions of Membership, General Waiver, and Media Release*. These documents can be signed and submitted during the online dues-payment process, or by contacting the PAVO central office (pavo@pavo.org).

- Attend a training session where current-year materials developed by PAVO are used, conducted by an approved PAVO instructor. Approved instructors include any PAVO State or National referee, any NCAA Division I conference assignor/coordinator, any individual who has been assigned as a scorekeeper to a Division I NCAA Regional or Championship event in the last five years, and any USAV National Scorekeeper with NCAA women's scorekeeping experience. Additional approved instructors may be listed at www.PAVO.org.
- Submit to your local board chair:
 - The current-year written Scorekeeper examination (included with the *PAVO Scorekeeper Training Manual*). The exam must be corrected to 100% and signed by the PAVO training-session instructor.
 - Three recommendation signatures from any approved PAVO instructor, based on scorekeeping in women's college volleyball. Signatures must be obtained from at least two different individuals. Recommendations must be from observations within 90 days of the start date of the term for which they apply, and an observation must be based on at least one complete 25-point set. Recommendation forms are included in this manual, or can be obtained from the PAVO central office (www.PAVO.org or 888-791-2074).
- Certification expires annually on June 1.

NOTE: A PAVO referee-member who has joined through a local PAVO-affiliated board or who is already a PAVO certified line judge can obtain scorekeeper certification without paying additional dues. The only requirement is to submit the written examination and recommendations to the PAVO central office.

Renewal requirements:

- Attend an annual Scorekeeper training session as described above.
- Submit to your local board chair:
 - The current-year written Scorekeeper examination, corrected to 100% and signed by the PAVO training-session instructor.
 - One written recommendation signature (see description above) annually.

Certified scorekeepers will receive the certification, a "Certified Scorekeeper" patch and current year pin, general liability insurance coverage, a subscription to the *Official Word* newsletter, and PAVO member discounts on travel, events, and merchandise. Names of certified scorekeepers will be circulated by PAVO to conferences, NCAA, NAIA, NJCAA, etc.

Professional Association of Volleyball Officials



2013 Scoresheets and Libero Tracking Sheet

Deciding Set Volleyball Scoresheet



National Collegiate Athletic Association

Tourney		Date		Day Su M T W Th F Sa																									
Place		Time Match Scheduled		: AM PM																									
Division		Time Set Started		: AM PM																									
Match		Time Set Finished		: AM PM																									
S First S Serve Score (A)	PLAYERS' NUMBERS L _____	TEAM (B)	PLAYERS' NUMBERS L _____	TEAM (A)	SCORE (B) (A)																								
						1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12
1	I	I	I	I	I																								
2	II	II	II	II	II																								
3	III	III	III	III	III																								
4	IV	IV	IV	IV	IV																								
5	V	V	V	V	V																								
6	VI	VI	VI	VI	VI																								
7	-	-	-	-	-																								
8	-	-	-	-	-																								
(A) Timeouts	SUBSTITUTIONS	SUBSTITUTIONS	SUBSTITUTIONS	SUBSTITUTIONS	SUBSTITUTIONS																								
1	1	1	1	1	1																								
2	2	2	2	2	2																								
3	3	3	3	3	3																								
4	4	4	4	4	4																								
5	5	5	5	5	5																								
6	6	6	6	6	6																								
7	7	7	7	7	7																								
8	8	8	8	8	8																								
9	9	9	9	9	9																								
10	10	10	10	10	10																								
11	11	11	11	11	11																								
12	12	12	12	12	12																								
13	13	13	13	13	13																								
14	14	14	14	14	14																								
15	15	15	15	15	15																								

COMMENTS:		First Referee:		Second Referee:	
SCOREKEEPER:		Print Name		Sign Name	
Non-Libero Served	Libero Served	Pt. earned on serve	Pt. earned on rotation	No Serve	Mind Change
O	△	3/3	3/3	□	⊗
3/3 - Substitution, 2 for 3 serving team 3/1/8 - Substitution, 1 for 8, receiving team		4		M	P
WINNING TEAM		Set 1 2 3 4 5		Points	
Line Judge 1:		WINNING TEAM		Points	
Line Judge 2:		LOSING TEAM		Points	

LIBERO TRACKING SHEET

SP = Starting Players CP = Current Players

S				TEAM:				L:				SET				S				TEAM:				L:												
Serve Order	Service	SP													Serve Order	Service	SP																			
I															I																					
II															II																					
III															III																					
IV															IV																					
V															V																					
VI															VI																					
Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15												Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																								

S				TEAM:				L:				SET				S				TEAM:				L:												
Serve Order	Service	SP													Serve Order	Service	SP																			
I															I																					
II															II																					
III															III																					
IV															IV																					
V															V																					
VI															VI																					
Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15												Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																								

S				TEAM:				L:				SET				S				TEAM:				L:												
Serve Order	Service	SP													Serve Order	Service	SP																			
I															I																					
II															II																					
III															III																					
IV															IV																					
V															V																					
VI															VI																					
Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15												Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																								

S				TEAM:				L:				SET				S				TEAM:				L:												
Serve Order	Service	SP													Serve Order	Service	SP																			
I															I																					
II															II																					
III															III																					
IV															IV																					
V															V																					
VI															VI																					
Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15												Subs 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15																								

SET 5

S				TEAM:				L:				S				TEAM:				L:				TEAM:				L:								
Serve Order	Service	SP													Serve Order	Service	SP																			
I															I																					
II															II																					
III															III																					
IV															IV																					
V															V																					
VI															VI																					
Subs 1 2 3 4 5 6 7 8 9 10 11											Subs 1 2 3 4 5 6 7 8 9 10 11											Subs 1 2 3 4 5 6 7 8 9 10 11														
12 13 14 15											12 13 14 15											12 13 14 15														