

**INSTRUCTIONS FOR USE OF THE USA VOLLEYBALL
OFFICIAL BEACH VOLLEYBALL SCORE SHEETS**

1. PRELIMINARY

The following instructions are the procedures to be used if a scorekeeper (separate from the referee) is assigned to the match. A referee who is also keeping score may modify these instructions in accordance with Tournament Regulations and/or tournament conditions.

2. BEFORE THE MATCH

- a. Use pen or pencil to record the pertinent match information in the Heading area on both sides of the score sheet. All proper names are in lowercase letters except for the first letter (e.g., Hermosa Beach; Smith, John). Do not fill in the "A" or "B" designations until after the coin toss.

Match #: from the tournament schedule

Beach: Beach name

Court: #

Date: DD/MM/YY (e.g., June 23, 2004 = 23/06/04)

Level: e.g., 18's, AA, Open, 40's

Women, Men, Coed: X the appropriate box

Juniors: X the box, as appropriate, in addition to the category above

Team: Lastname, Firstname / Lastname, Firstname (e.g., MacDowell, Ryan / Graham, Jim).

List players in the same order as shown on the tournament schedule (names should be in alphabetical order), with the higher-seeded team listed first. If necessary, the last name may be written above the first name.

- b. In the **PRINTED NAMES** section of the Results box (lower left corner of the sheet with Set 3), print the players' names in the same order as in the Heading, with the second name below the first.
- c. In the Officials box (lower right corner of the Set 3 side), fill in the officials' names, using the format Lastname, Firstname. Do not sign the score sheet until after the match is complete and you have verified the score sheet's accuracy.
- d. After the coin toss, find out from the referee(s) the following information:
- 1) which team won the coin toss: X that team's Choice box in the Heading
 - 2) what each team chose for Set 1: record one of the following codes in the space behind each team's Choice

S = serve

R = receive

OR

A = court on left side (from perspective of team bench area)

B = court on right side (from perspective of team bench area)

- e. The team that starts on the left side for Set 1 will be designated Team A for the entire match. Write the appropriate “A” or “B” in the circle next to the team names in the Heading and in the Results box. The team that serves first will be in the top portion of Set 1’s scoring section (write the appropriate “A” or “B” in the Team circle next to Service Order I and III). The team that receives first will be in the lower portion of Set 1 (write the remaining team designation in the Team circle next to Service Order II and IV).
- f. As soon as possible after the coin toss, obtain each team captain’s signature in the appropriate space above the **PRINTED NAMES** section of the Results box. The captain should indicate the team’s service order at this time. If helpful, write a small marker (e.g., asterisk, dot) next to the name of each team’s first server. Write each player’s name (Lastname, Firstname) in the appropriate Player Identification box. Since players usually don’t wear uniform numbers, write a useful identifier (e.g., knee brace, green shorts, red hair, tattoo) next to each name. It may be necessary to revise the identifying characteristic during the match (e.g., player removes brace).

3. DURING THE MATCH

- a. Record the time of the first service whistle/beckon in the Game Start Time section (above the Service Round boxes). Format is HH:MM and 24-hour clock (e.g., 9:15 a.m. = 0915; 1:45 p.m. = 1345)
- b. The scorekeeper is also responsible for ensuring the players serve in the correct order. The scorekeeper will **make every effort to prevent a wrong server** by informing the second referee of the error before the serve occurs. If a player serves out of rotation and is discovered after the ball has been put in play, the rally is stopped immediately and the correct server is allowed to serve. If the wrong server is discovered after the rally is completed, the correct player will serve the next ball. The team keeps any points earned with the “wrong server.” **[EXCEPTION:** if a player insists on serving out of order after being informed of the correct service order, the team is penalized with a loss of rally.]
- c. The scorekeeper monitors and records the results of each player’s term of service using the numbered Service Round boxes that extend to the right of each name (numbered 1 through 20).
 - 1) When the first server (Service Order I) serves the ball to start the term of service, the scorekeeper writes a small check mark (√) over the “1” in the upper right corner of box 1. If the serving team wins the rally, the scorekeeper slashes the earned point in the Team Points row (numbered 1 through 35) below the team’s Service Round boxes. If the same player continues to serve, no additional marks are recorded in that Service Round box until the team loses the serve.
 - 2) At the loss of service, the scorekeeper records the total cumulative

score earned by the serving team (called the exit score) in the checked Service Round box. The scorekeeper will also immediately record the rally point for the receiving team by slashing the appropriate point in the Team Points row below that team's Service Round boxes.

- 3) The scorekeeper repeats this process for the remaining Service Round 1 boxes, following the Service Order II, III, and IV. When the player in Service Order I serves again, the scorekeeper will use the Service Round 2 box, and so on.

d. Court Switch

- 1) For the first two sets, the teams switch courts when the combined team scores equal multiples of seven (e.g., 2-5, 6-8, 10-11). For the deciding set, the teams switch courts when the combined team scores equal multiples of five (e.g., 3-2, 6-4, 9-6).
- 2) The scorekeeper should inform the second referee (during the dead ball period) when the next rally will result in a court switch and, if needed, repeat the reminder at the time of the court switch.
- 3) When the teams switch courts, the scorekeeper records each team's score in the **COURT SWITCH SCORE** box on the far right, making sure to enter team A's score in the left column each time. If the teams switch courts and the combined team scores does not equal the correct multiple value, record the actual scores and note the discrepancy in the **COMMENTS** section (e.g., "Set 1, late court switch at 14 points, 8-7"). For set 1 or set 2, place an "X" in the appropriate **SEE REVERSE SIDE FOR COMMENTS** box.
- 4) A technical time-out (TTO), if used, will occur at the third court switch of the first two sets. The third **COURT SWITCH SCORE** box is specially marked for this purpose. There will be no TTO in the deciding set. If a TTO is not used, draw a vertical line through the "TTO" next to the third **COURT SWITCH SCORE** box.

e. Time-outs are recorded in the space below each team's Service Order numbers and Team designation. The score at the time of a team's time-out is recorded with the requesting team's score listed first. At the beginning of the time-out period, discreetly signal to the referees the number of time-outs used by each team, matching the team info with the team bench location. If necessary, repeat the time-out information at the end of the time-out, this time matching the team info with the team location on the court.

f. Correcting Mistakes

- 1) If the scorekeeper makes an inadvertent error or the referee makes a mind change and the information is written in ink, the scorekeeper must place an "X" through the error and neatly record the correct information immediately following the "X." The scorekeeper must

not miss any action while making the correction.

- 2) If the scorekeeper makes an inadvertent error or if the referee makes a mind change and the information is recorded in pencil, the scorekeeper may erase the error and record the correction. The scorekeeper must not miss any action while making the correction.
- g. Set Point and Match Point: during the dead ball period, discreetly inform the referees when a team is one point away from winning the set or match. Repeat this information each time there is a new set point or match point situation.
- h. Misconduct and Team Delay
- 1) Misconduct warning (individual **yellow card**) is recorded in the space to the right of the individual's Player Identification. Record the score at the time of the warning, with that team's score recorded first. No other action is taken against the team or player.
 - 2) Misconduct penalty (individual **red card**) is recorded in the space to the right of the individual's Misconduct Warning box. A player may receive a penalty without previously receiving a warning and may receive multiple penalties in the same set. Record the score at the time of the penalty (before the resultant loss of rally), with that team's score recorded first. Slash the next point of the opposing team, and circle that point to indicate it was earned through a penalty. In addition, the opposing team will serve the next ball. If the player receiving the penalty was on the serving team, record the exit score in the appropriate Service Round box. If the penalty results in a loss of rally before the penalized team has served, there will be no check mark in that Service Round box.
 - 3) A player may be expelled (**yellow and red cards in one hand**) from a set, and the team is declared incomplete and must default the set. The expulsion and default must be recorded in the **COMMENTS** section (e.g., "Exp, set 2, team B Jeremy Simpson, 17-15; Default, set 2, team B, 17-15"). For set 1 or set 2, place an "X" in the appropriate **SEE REVERSE SIDE FOR COMMENTS** box. Give the opposing the team the points needed to win the set by slashing the necessary points but do not circle these points.
 - 4) A player may be disqualified (**yellow and red cards held separately**) for the match, and the team is declared incomplete and must default the remainder of the match. The disqualification and default must be recorded in the **COMMENTS** section (e.g., "DQ, set 2, team B Jeremy Simpson, 17-15; Default match, set 2, team B, 17-15"). For set 1 or set 2, place an "X" in the **SEE REVERSE SIDE FOR COMMENTS** box. Give the opposing the team the points needed to win the match by slashing the necessary points but do not circle these points.
 - 5) Improper requests are not recorded on the score sheet.

- 6) Team delay warning (**yellow card** on opposite wrist) is recorded in the box to the right of the Time-Out box. Record the score at the time of the warning, with the score of the sanctioned team recorded first. No other action is taken against the team.
- 7) Team delay penalty (**red card** on opposite wrist) is recorded to the right of the Team Delay Warning box. Record the score at the time of the penalty (before the resultant loss of rally), with the sanctioned team's score recorded first. Slash the next point of the opposing team, and circle this point to indicate it was earned through a penalty. In addition, the opposing team will serve the next ball. If the player receiving the penalty was on the serving team, record the exit score in the appropriate Service Round box. If the penalty results in a loss of rally before the penalized team has served, there will be no check mark in that Service Round box.
- 8) If a player or team receives more sanctions than available boxes, record the sanction(s) in the **COMMENTS** section. For set 1 or set 2, place an "X" in the appropriate **SEE REVERSE SIDE FOR COMMENTS** box.

4. **POST-SET PROCEDURES**

- a. When the referee blows the whistle to end the last rally of the set, slash the winning point in the Team Points row. Record this final point as the exit score for the winning team. If the receiving team earned the winning point from the opponent's loss of service, record the winning point in the Service Round box of the player who would have been the next server. Do not make a check mark in the upper right corner of that box. Additionally, record the appropriate exit score in the Service Round box of the losing team's last server.
- b. The "end of set" signal by the first referee marks the time the set ended. Record the time (using the 24-hour clock format, HH:MM) in the Set End Time space, located to the right of the Set Start Time space.
 - 1) Calculate the duration of the set by determining the elapsed time between the Set Start Time and Set End Time. Record this data in minutes in the Set Duration space to the right of Set End Time.
- c. Circle the final exit score (in the Service Round box) for each team and write each team's score in the appropriate Team Points box, located to the left of the Team Points row.
- d. Transfer the set duration and the final scores to the appropriate columns in the Results section.

- e. Cancel the unused **COURT SWITCH SCORE** boxes by drawing a single large X through the empty boxes.
- f. Cancel each team's unearned points by drawing a vertical line immediately to the right of the last slashed point, then drawing a horizontal line through the unearned points (similar to a sideways "T").
- g. The interval between set 1 and set 2 is one minute. The scorekeeper should add one minute to the previous Set End Time and record this time as the Set Start Time for set 2.
- h. The team that lost the coin toss for set 1 can choose one of the following: (1) to serve or receive, or (2) the side of the court on which to start the set. The other team will select the remaining choice. Therefore, the scorekeeper must wait for these decisions before preparing set 2. Record the appropriate code (see paragraph 2d2)) in the space behind each team's Choice for set 2. Each captain will also indicate the service order, which may be different from the previous set. Once the scorekeeper has the necessary data, fill in the scoring section for set 2, **remembering that the teams retain their original "A" and "B" designations**. Record the set 2 action, using the same match and post-set procedures described above.
- i. Deciding Set: If the teams are tied 1-1 after set 2, the first referee will conduct a coin toss for the deciding set.
 - 1) Flip the score sheet to the set 3 side. The interval between set 2 and set 3 is one minute. Place an X in the Choice box of the team that won the coin toss. Record the coin toss results in the space behind each team's Choice and prepare the scoring section accordingly.
 - 2) Record the set 3 action, using the same match and post-set procedures described above, except the teams will switch courts when the combined scores equal multiples of five.

5. POST-MATCH PROCEDURES

- a. In the Results box, calculate and record the Total Duration in minutes, **including the interval between sets**. Write the name of the Winning Team, listing the names in the same order as in the Heading (last names only is acceptable) Behind the team name, record the set scores, with the match winner's scores listed first. Take care to use the data in the Points columns and not the Duration column.
- b. Review the score sheets to verify they are accurate and complete, then sign below your printed name.
- c. The First official will review and sign the scoresheet
- d. Deliver the completed score sheet to the tournament director.