



Instructions for Using the NCAA Women's Volleyball Scoresheet

Before the Match

Preparing Scoresheets for the Match

Before the start of a match, the scorer prepares all scoresheets by printing the heading information in blue or black ink. This includes the **Tourney, Place, Division, Match, Date, Day and Time Match Scheduled** at the top of the scoresheet, and the names of the **First Referee, Second Referee, Scorer and Line Judges** at the bottom of the scoresheet. The scorer enters the name of the line judge working on the first referee's side of the court on the top line and the name of the line judge working on the second referee's side of the court on the second line.

Preparing Scoresheets for Each Set

After the home team has selected a bench, the scorer enters more information for the first set.

- On the left side of the scoresheet, the scorer prints the name of the **TEAM** that will play on the court to the left of the scorer.
- On the right side of the scoresheet, the scorer prints the name of the **TEAM** that will play on the court to the right of the scorer.
- After the coin toss, the scorer circles the **S** on the side of the team that will serve first, and circles the **SET** number in the lower right section of the scoresheet.

Team names and first serve designation can now be completed on the scoresheets for all nondeciding sets of the match.

Recording Lineups

The scorer obtains a lineup sheet from each team, usually via the second referee. The scorer then performs the following tasks:

- Confirms that the coach or team captain has signed the lineup sheet and indicated the playing captain.
- Notifies the second referee if no libero is indicated or if any illegal/duplicate numbers are entered on the lineup sheet.
- Checks that all coaches are designated on the lineup sheet for the first set.
- Prevents teams from seeing the lineups submitted by their opponents.
- For the first set, ensures that the players' numbers on the lineup sheet are not changed after the clock timing the pre-match warm-up segments is at the one-minute mark, unless a substitution is used. For other sets, ensures that the players' numbers on the lineup sheet are not changed after it is submitted, unless a substitution is used.

The scorer and assistant scorer should record the lineups when they are submitted; lineups must be submitted no later than the three-minute mark on the clock timing the pre-match warm-up segments. Using the lineup sheets, the scorer writes the players' uniform numbers in serving order in the **PLAYERS' NUMBERS** column. Enter the serving team's right back on line **I** on the serving team's side of the scoresheet, and the receiving team's right front on line **I** on the receiving team's side.

The scorer writes a **c** after the captain's number for each team and enters the libero's number (if one is designated on the lineup sheet) in the space beside the **L** at the top of the **PLAYERS' NUMBERS** column. Statistics crews and announcers should not be provided lineup information until it is recorded by the scorers and finalized at the one-minute mark for the first set.

The second referee uses the lineup sheets to confirm that the correct players are on the court in the correct order before each set. At the same time, the scorer uses the scoresheet to verify that both teams are correctly lined up. The time that the set begins is recorded when the first referee signals for the first serve of the set.

During the Match

It is the scorer's primary duty to ensure that the correct player is serving, and that each serve is attributed to the player who contacted it. If the wrong player is preparing to serve, the scorer waits until the serve is contacted before notifying the second referee. It is the second referee's responsibility to interrupt play.

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

Tracking Rounds of Service

When all six positions from each team have served, this is considered a round of serves. Scoring for the first round of serves must be in blue or black ink. The scorer alternates from blue or black to red ink when each round of serves is complete. Alternating the colors helps the scorer track the current serving round and is a visual aid if the scoresheet is reviewed by another official.

The final loss of rally in the first round of serves is written in blue or black ink. The scorer switches to red ink to record the opponent's point associated with that loss of rally, and then continues in red ink for the rest of the second round of serves. Blue or black is used to record the third round, red for the fourth round, etc., through the remainder of the set. No erasers may be used on any part of the scoresheet.

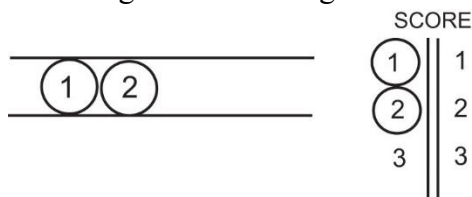
Recording the Results of a Rally

The term "scoring section" refers to the six horizontal lines where the serves are recorded, noted with Roman numerals I - VI. The term "running score column" refers to the vertical **SCORE** column in the center of the scoresheet.

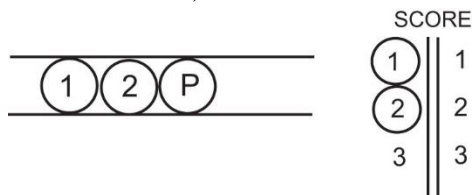
Circles are used to note when a non-libero serves, and triangles are used when the libero serves. Adjacent to the serving player's number, the scorer draws a circle or triangle in the scoring section at the moment the ball is contacted for service (circle should touch both upper and lower lines). At the end of a rally, the scorer records the rally's result inside the circle or triangle. In the running score, a circle is used to mark a point that is recorded in a circle in the scoring section. A triangle is used to mark a point in the running score that is inside a triangle in the scoring section.

In the scoring section, the only items that may be written inside a circle/triangle are a point number, the letter P, or the letter R. When the referee signals the result of a rally, the scorer enters the appropriate item as illustrated by the examples below (assume that a non-libero player served):

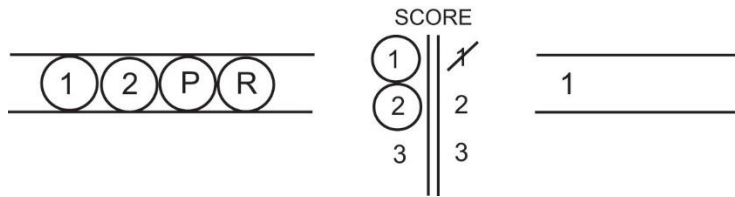
- **Rally won by serving team:** Record the point number in the server's circle/triangle, and draw a circle/triangle around the corresponding point in the serving team's running score column.



- **Replay (Play-over):** Record the letter P in the server's circle/triangle and record nothing in the running score column. Note that libero replacements, and requests for timeouts, substitutions or lineup checks are only permitted after a completed rally. (See Rule 8.1.3.)

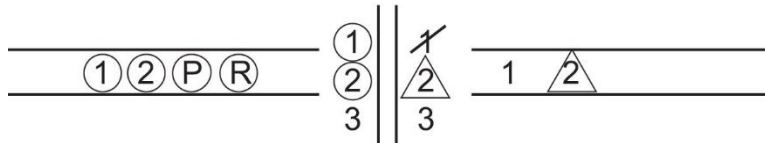


- **Rally won by the receiving team (Rotate):** Record the letter R in the server's circle/triangle and slash the next point in the receiving team's running score column. The corresponding point is also recorded in the scoring section of the receiving team's next server without any symbol around the point number.

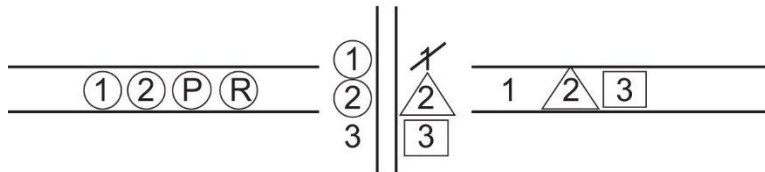


Recording Other Match Events

Libero Serving. The libero can serve in one rotation by replacing the player who is in position No. 1 at that time. When the libero serves, a triangle is used in the scoring section instead of a circle, and points scored are marked in the running score with a triangle rather than a circle. Additionally, the first time a team's libero serves in a set, a triangle is placed around the Roman numeral (I - VI) printed under **SERVING ORDER** on the line where the libero served. This indicates the only rotation where the libero can serve for the rest of that set.

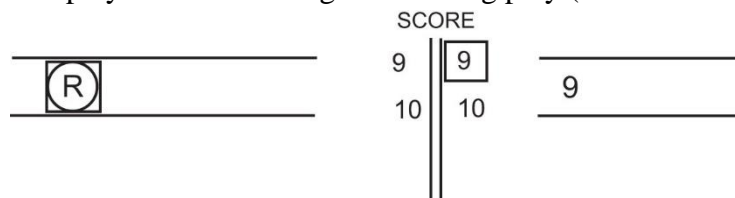


Individual and Penalty Points. When a point is awarded as the result of a delay penalty, individual penalty or disqualification, a square is drawn in the scoring section instead of a circle or triangle, and the point number or "R" is written in the square. A square would also be placed around the appropriate point in the running score column for the team that was awarded the point. The only time a square is used in the running score column is when a point has been awarded because of a penalty.

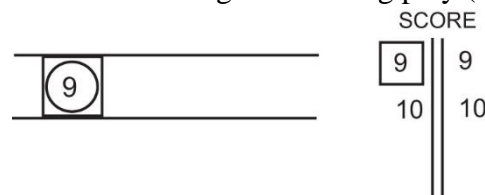


If a rally was initiated by a service and the first referee stops play during the rally and issues a red card penalty, the scorer will draw a square around the circle/triangle and record the appropriate symbol in that combination symbol.

EXAMPLE No. 1-Red card to a player on the serving team during play (non-libero server).



EXAMPLE No. 2-Red card to a player on the receiving team during play (non-libero server).

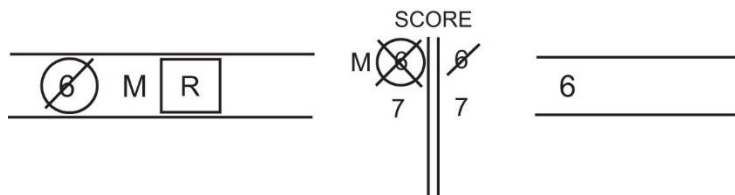


Referee Mind Changes. The letter M is used to indicate a referee's mind change. When the referee changes a decision, the scorer does the following:

- Slashes and cancels the referee's first decision in the scoring section.
- Records the letter M in the scoring section right after the circle/triangle containing the result of the first decision.
- Records the second decision (point number, P or R) in a square after the letter M.

If a point is canceled because the referee changes a decision, the scorer:

- Crosses out the point with an X in the running score column and records the letter M next to the crossed out point.
 - Revise the letter M in the running score column with a circle, triangle or slash if the point is regained.
- If the second decision is a point, the point is circled, triangled or slashed as usual in the running score column for the appropriate team.

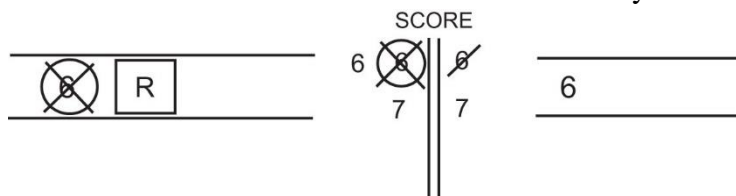


Points Changed by Referee Action. When points are canceled because of the referee's action (for an illegal substitution or wrong server), the scorer crosses out the canceled points with an X both in the scoring section and in the running score column. (This information is also recorded in the **COMMENTS** section - see Page <OV>). The point numbers in the running score column are rewritten to the side of the crossed out points. If the team subsequently scores those points, the point numbers are rewritten in the scoring section, and the rewritten point number is circled, triangled or slashed in the running score column.

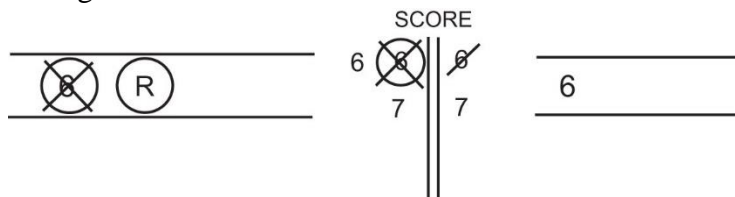
If the referee's action results in a loss of rally, record the letter R in a square in the scoring section. When points are removed in these situations, the scorer cancels the following:

- Timeouts taken by the team not at fault.
- Substitutions, libero replacements and team sanctions charged to either team after the wrong server or illegal player entry.

Individual misconduct sanctions assessed to either team and timeouts taken by the team at fault are not canceled.



Scorer Errors. If the scorer makes an inadvertent recording error (for example, the scorer misinterprets the referee's signal and records the wrong symbol), the scorer crosses out the mistake with an X and writes the correct symbol. Any points that may have been inadvertently circled, triangled or slashed in the running score column are crossed out with an X and rewritten. If the team again scores the point(s), the rewritten number is circled, triangled or slashed in the running score column.



Wrong Server or Service Delay. When there is a wrong server, the serving team loses the rally. The scorer 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, with no other symbol.

The scorer uses the same method when a server fails to serve in the allotted eight-second time period or if a team is penalized with a loss of rally because the server tosses the ball for service and does not complete the serve.

A wrong server is noted in the **WS** column of the **SANCTIONS** section. A service delay is not recorded in either the **SANCTIONS** or **COMMENTS** sections.

Comments and Sanctions. The **COMMENTS** section is used anytime a noteworthy situation occurs that is pertinent to the progress of play. The **SANCTIONS** box is considered to be part of the **COMMENTS** section of the scoresheet and offers a quick method of noting most of the situations that need to be recorded.

In the **SANCTIONS** box, the team on the left side of the scoresheet is referred to as team A, and the team on the right side of the scoresheet is referred to as team B. The blank area below the **COMMENTS** section is used when a situation such as a disqualification or exceptional substitution cannot be recorded in the **SANCTIONS** section. When using the **COMMENTS** section, the information recorded includes the score at the time of the incident, the action taken by the referee, which team is involved, and uniform number(s) of any player(s) who might be involved. The order in which the information is recorded is not important. In both the **COMMENTS** and **SANCTIONS** sections, scores are always listed with the score of the involved team recorded first.

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

Improper Requests. In the **SANCTIONS** section, slash the IR, record A or B to indicate the team, and record the score.

Yellow card indicating delay or individual warning. In the **YC** column of the **SANCTIONS** section, record a D for a delay warning or the player number for an individual warning, record A or B to indicate the team, and record the score.

Red card indicating penalty point, loss of rally. In the **RC** column of the **SANCTIONS** section, record a D for a delay penalty or the player number for an individual misconduct penalty, record A or B to indicate the team, and record the score.

Red/yellow cards apart indicating a player is disqualified for the remainder of a match. The disqualified player must leave the area, the team at fault is assessed a loss of rally and the opponent is awarded a penalty point.

Points or other actions removed because of the referee's action. These actions include wrong server, wrong position entry, entry of player exceeding team substitution limit, entry of disqualified player or other illegal substitutions.

Loss of rally awarded as the result of a wrong server. In the **WS** column of the **SANCTIONS** section, record the player numbers, record A or B to indicate the team, and record the score.

Exceptional substitution or redesignated libero allowed because of injury. In the **COMMENTS** section, record the score, numbers of the exceptional substitute or redesignated libero and the injured player, and note that it is an exceptional substitution or redesignated libero.

Protested set. On the back of the scoresheet, record the score of each team, team areas, player serving, relative positions of both teams on the court at the time of protested play, substitutions (team and player) and timeouts. The referee dictates the protest issues to the scorer for recording. The documented protest is signed by the first referee, a coach from each team and the scorer. A photocopy of the scoresheet at the time of protest can be used as a means to record some of the pertinent facts.

Pertinent information relating to unusual circumstances in conducting the set. Describe the circumstances clearly and succinctly.

Defaulted set. Describe the circumstances leading to the default.

Timeouts. Timeouts are recorded in the **TIMEOUT** box located under the team's running score. Write the score of the team taking the timeout first, followed by the score of the opponent. The first timeout assessed to each team is listed in the top box, and the second timeout in the lower box. Timeouts are not recorded anywhere else on the scoresheet.

Substitutions. Substitutions (other than exceptional substitutions) are recorded in three places on the scoresheet:

- The first notation is in the scoring section on the line of the player who is serving (or who is about to serve) at the time of the substitution. Substitutes for the serving team are indicated with an S. Substitutes 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, separated with a slash. The number of the entering player is written above the slash, and the number of the exiting player is written below the slash.
- Next, slash the number of the exiting player in the **PLAYERS' NUMBERS** column, and write the number of the entering player to the immediate right of the slashed number.
- Finally, keep track of the total team substitutions used by slashing the next available number in the **SUBSTITUTIONS** section below the scoring section. Players may enter the set an unlimited number of times,

but must always play in the same position relative to their teammates. Any number of players may enter the set in each position. Each team is allowed a maximum of 15 substitutions.

Exceptional Substitutions. When an exceptional substitution occurs, draw a circle around the injured player's number in the **PLAYERS' NUMBERS** column to indicate that she may not return to that set, and then enter the number of the exceptional substitute beside it. Enter the substitution notation in the scoring section as the above paragraph describes, using an S or Sx and the players' numbers. Draw a circle around that notation in the scoring section to indicate that it is an exceptional substitution. An exceptional substitution does not count as one of the 15 allowed team substitutions, so no number is slashed in the **SUBSTITUTIONS** section.

A complete sample scoresheet is shown in the Scorekeeping Example section.

Procedures at the End of a Set

When a set is finished, blue or black ink is used to complete the scoresheet. Enter the ending time in the **Time Set Finished** space. The **WINNING TEAM** and associated points scored are written on the top line in the appropriate section, with the **LOSING TEAM** and associated points below it. The scorer reviews the scoresheet for completeness, taking special care to verify that the scores are correct, and then signs the scoresheet in the designated area.

If a set is forfeited before it starts, the scorer prepares the scoresheet by completing the heading, entering the officials' names, lineup of players and/or team present, recording a score of 25-0. The scorer then writes FORFEIT across the scoresheet. If 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 scorer signs the scoresheet.

Tracking the Libero

The assistant scorer (libero tracker) is responsible for tracking libero replacements in keeping with several important rules.

1. **Once the libero is replaced, at least one rally must be completed before the libero can replace another player.** An exception occurs when the libero stays on the court to serve in 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 having replaced another player.

If the libero is going to serve the next rally, the libero does not have to exit the court before replacing the player in the serving position. At all other times, the assistant scorer should observe that when the libero is replaced, she does not re-enter the set until after the next rally is completed. A "completed rally" is defined as a rally that begins with a service contact and ends with a point awarded. The service position where the libero serves is noted by placing a triangle around the Roman numeral (I - VI) in the **Service Order** column. This triangle indicates the only position where the libero can serve for the remainder of the set.

2. **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 court.** The assistant scorer uses the Libero Tracking Sheet to record the libero replacements and ensure their legality. This form must always reflect the numbers of the six players who are currently on the court for each team.

The starting players are listed in serving order under the column labeled SP on the Libero Tracking Sheet. Libero replacements are recorded by writing L beside the number of the replaced player to indicate that the libero has entered the court in that player's position. When the non-libero player returns to the court, the re-entering player's number is written beside the L. Neither the L nor the non-libero player's number are slashed to record the replacement. All regular substitutes are also recorded on the Libero Tracking Sheet by slashing the number of the player leaving the court and writing the number of the entering substitute (as on line VI on Page 98). Each time a regular substitution is made, the next number (**1 - 15**) in the **Team Substitutions** line is slashed as well. The substitution count on the Libero Tracking Sheet should always equal the substitution count on the scoresheet. This information should be confirmed frequently during the match. The assistant scorer can provide backup information about the number of substitutions used by each team for the other match officials if asked.

When an exceptional substitution is made, the number of the player leaving the court is circled instead of slashed, and the next number is not slashed in the Team Substitution line. (An exceptional substitution does not count as a team substitution.)


3. **The libero can only replace a back-row player.** In the **Service** column, the assistant scorer marks a tally (|) when each player contacts the first service for each of her terms of service. For example, the first time Red No. 6 serves in the example set on Page 98, one tally is entered under the **Service** column. Regardless of the number of times Red No. 6 serves before losing a rally, only one tally mark is entered for that term of service. The tally indicates only that Red No. 6 is the current server, which allows the assistant scorer to deduce that the Red back-row players are No. 6, No. 4 and No. 8 (the current server and the last two servers). Therefore, those are the only players that the Red libero can replace while No. 6 is in the service position (position 1, right back).

If the assistant scorer discovers that any of the rules above have been violated, the second referee should be notified immediately. The assistant scorer is not required to wait for the next serve to be contacted before reporting the problem.

The assistant scorer must also ensure that the six players for each team who were on the court before a timeout are the same players who return to the court after the timeout. The second referee should be notified immediately if this rule is not followed.

Libero Tracking Example

The example below demonstrates the various notations commonly made by the assistant scorer on the Libero Tracking Sheet.

TEAM: RED			L: 10
Serving Order	Service	SP	
I		6	L 6 L 2 L 2 6
II		3	
III		7	
 IV		1	L 1 L 1 L
V		8	
VI		4 8 4	

Team Substitutions: ~~1~~ ~~2~~ ~~3~~ ~~4~~ 5 6 7 8 9 10 11 12 13 14 15

The example shows that the libero has replaced starting players No. 6 and No. 1 several times. At one point, No. 2 substituted for No. 6, and the libero then replaced No. 2. Consequently, No. 2 must be the player who replaces the libero. If the coach does not want No. 2 to remain on the court, the coach must substitute for No. 2 (in the example, No. 6 was substituted for No. 2). Notice that the players' numbers are only slashed when a regular substitution is made (not a libero replacement), and that the number of slashes on the six **Serving Order** lines should equal the tally of **Team Substitutions**.

The libero also replaced No. 1 at some point in the set and served in that rotation (note the triangle around Roman numeral **IV** under **Serving Order**). This is the only rotation in which the libero can legally serve for this entire set. 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 three tally marks, and line V has only two tally marks, indicating that the player on line IV is currently serving, and the player on line V will be the next server. Therefore, the assistant scorer can quickly determine that the back-row players at this time are the libero, No. 7 and No. 3.

Libero Tracking in a Deciding Set

In a deciding set, the three-column section of the Libero Tracking Sheet is used to accommodate the teams changing courts when one team has scored eight points. Before the teams switch courts, record libero replacements and substitutions in the far left column of the libero tracking sheet for the team that starts the set to the scorer's left. Record the position where the libero serves (if applicable) and the tallies for **Service** and **Team Substitutions** for that team in both the far left and far right sections. For the team that starts on the scorer's right, record replacements and substitutions in the middle column only.

When the teams switch sides, move the last entry on each of the six lines from the far left column to the far right column labeled CP (which stands for "Current Player"). If the libero is on the court when the switch occurs, record

the number of the player the libero replaced, and write an L to the right of it. For the remainder of the set, use the middle column for the team that is now on the scorer's left, and the far right column for the team that is on the scorer's right. See the example below.

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