

## Scorekeeper's Instructions

In compliance with NFHS volleyball rules, the scorer will report for the to the first referee no later than 20 minutes prior to the start of the match. The scorer shall also complete the match information section and print the names of the first referee and second referee on the scoresheet leaving blank the spaces provided for the second referee's initials and the final outcome of the match.

Not later than 10 minutes before the end of timed prematch warm up, the official scorer must receive a written, accurate team roster from the second referee. Not later than two minutes before the end of prematch warm up, the official scorer must receive a written, accurate numeric lineup listing players in serve order, for the first match from each coach. If a libero is designated for the match he/she must be identified "L (No.)." If this information is not received at the designated time, the scorer shall inform a referee.

Starting lineups for subsequent sets must be submitted not less than one minute prior to the end of timed period. The scorer shall notify the second referee immediately if this is not done.

**NOTE:** The team roster and lineup prepared and submitted by each coach shall remain with the scorer at the officials' table throughout the match. A coach may retrieve their lineup sheet between sets to complete their next starting lineup for subsequent sets.

The official scoresheet shall remain at the officials' table throughout the match. There shall be no change of scorers during the match unless there is obvious incompetence. During the match, the scorer shall record the individual and team score for each team and supervise the visual scoring device. To avoid errors, the scorer shall record each complete rotation of service in alternating colors to indicate loss of rally. The individual scoring is marked prior to recording the team score as each point is earned. Statistics shall not be kept on the official scoresheet.

The official scorer should record the numbers of the starting players of each team in the serving order submitted, in the appropriate spaces provided on the match scoresheet (under Player No.). Each square represents one play or action such as a serve, a substitution, or a time-out. Each play should be recorded as such using the appropriate figure in the key accompanying the match scoresheet. Each square, unless otherwise indicated, represents a serve. When a point is scored, the respective point shall be recorded. If the serve develops into a loss of rally/point, replay/re-serve, or penalty, the appropriate figure shall be inserted. As each point is scored, the appropriate number should be marked off in the team score section. When the libero serves a triangle is used in the scoring sections on each part of the scoresheet: running score, scoresheet serve order and individual point.

Penalties for illegal uniform/equipment, exceptional substitution, administrative red and yellow cards, unsporting red and yellow cards or an unconscious/apparently unconscious player should be noted in the Comments section of the scoresheet. Uniform/equipment violations and cards for unsporting conduct carry over from set to set. Administrative red and yellow cards start over for each set. A brief explanation including the team/individual, the violation and the score of the match should be noted [e.g. Red #4, (5-7) or YUD (6-8)].

**NOTE:** The first referee shall visually confirm the score with the second referee after each set, and the second referee shall initial the scoresheet after each set and for the match. The match becomes official when the scoresheet is initialed by the second referee, and no change of the score shall be made thereafter.

**SERVE:** Contact with the ball to initiate play.

**RE-SERVE:** Server releases the ball for service, then catches it or drops it to the floor.

**POINT:** A point is awarded when the opposing team violates a rule during play.

**PENALTY POINT:** A point is awarded when the opposing team violates a rule during play or a dead ball.

**REPLAY:** A replay is the act of putting the ball in play (other than at the start of the match) without awarding a point or a loss of rally/point and without a service rotation.

If at any point the scorer finds either team score or visible scoring device in disagreement with the individual score on the official scoresheet, the scorer shall notify the second referee during the first dead ball. If the visible scoring device is wrong, it shall be corrected immediately. Cancel first decision with a double slash mark through the S then record the correction in the next to the original square ( ) If the team score on the scoresheet is less than the individual's score, it too shall be corrected immediately. However, if the team score is higher than the individual's score, the adjustment in the team score shall be made to match the individual score. If the error cannot be determined, then the individual score is considered the correct score.

The scorer shall record the substitutions made by each team as they are reported by the second referee. The scorer shall immediately notify the second referee (during a dead ball) when a substitution:

1. Enters or attempts to enter the match without being listed on the roster;
2. Re-enters or attempts to re-enter the match;
  - a. As a second substitute for the same team during a single time-out period;
  - b. For a team's 19th substitution; c. Without assuming the original position in the serving order as printed on the scoresheet;
  - d. In which she was replaced by exceptional substitution procedure;
  - e. After being disqualified.

**NOTE:** This notification should take place during the dead ball in which the request occurs. Illegal substitutions shall not be counted as an entry.

Penalties for illegal equipment/uniform, exceptional substitution, unconscious player and cards issued for unsporting conduct shall be recorded in the comments section of the scoresheet.

CARDS FOR UNSPORTING conduct shall be recorded following the sample procedure below:

**WARNING** (yellow card): Y #12 (7-6) means a yellow warning card was given to #12 when the score was 7-6 (offending player's team's score listed first). The same procedure applies to a coach or any other individual on the team bench. **PENALTY** (red card): R #3 (7-0) means a red penalty card was given to #3 when his/her team led 7-0.

**DISQUALIFICATION** (yellow and red card held apart): DQ #10 (4-14) means #10 was disqualified when the player's team trailed 4-14.

**EQUIPMENT/UNIFORM VIOLATIONS:** E #10 means player #10 entered or attempted to enter the match wearing illegal equipment.

**UNCONSCIOUS PLAYER:** Write "unconscious player # \_\_\_\_\_" when an unconscious or apparently unconscious player has been removed from the match.

**EXCEPTIONAL SUBSTITUTION:** ExS #20 means #20 has been replaced by exceptional substitution.

The scorer shall check that each player is rotating to service in the proper order.

Instruct the timer to sound the horn at the first dead ball to notify the second referee of the improper server.

When discovered, notify the second referee during the first dead ball when:

1. A team requests an illegal time-out;
2. There is disagreement concerning the score;
3. There is a request for an illegal substitution.

During each time-out, notify the second referee how many time-outs each team has used.

Notify the official when a team reaches match point. When an illegal equipment, uniform or unsporting conduct violation is reported, notify, if necessary, the second referee if any previous misconduct violations have been recorded for the same individual.