INSTRUCTIONS FOR USE OF THE USA VOLLEYBALL OFFICIAL BEACH VOLLEYBALL SCORESHEETS

1. PRELIMINARY

The following instructions are the procedures to be used if a scorer (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 match information in the heading section on the front of the scoresheet. All proper names are in lowercase letters except for the first letter (e.g., Gulf Shores, AL; Apple, Bonnie). 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 6, 2013 = 06/06/13) **Women, Men, Co-Ed:** "X" the appropriate box **Level:** Fill in the division information (e.g., Adult, Juniors with age description, Reverse, Co-Ed, Open, AA...)

Team: Last name, First name/Last name, First name (e.g., Franyon, Emily/Van-Miller, Beth). 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.

(SEE EXAMPLE 2-1)

b. In the **Player Name** section of the **Teams** 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. (SEE EXAMPLE 2-2)

- c. In the **APPROVAL** box (lower right corner of the Set 3 side), fill in the officials' names, using the format Last Name, First Name. Do not sign the scoresheet until after the match is complete and you have verified the scoresheet's accuracy. (SEE EXAMPLE 2-2)
- d. After the coin toss, find out from the referee(s) the following information:
 - which team won the coin toss: "X" that team's Choice box in the Teams Section. Also record that team's designation (A or B) at the bottom of the Remarks section for Set 1.
 - what each team chose for Set 1: record one of the following codes in the space behind each team's Choice Area S = Serve OR R = Receive

A = Court on left side of scorer

OR

B = Court on right side of scorer (From the perspective of player box area, if there are no player boxes then use the location of the scorer to determine side A or B.)

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 ■ 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).

 (SEE EXAMPLES 2-1 & 2-2)
- f. After the coin toss, obtain each team captain's signature in the Captain's Pre-Match Signature area elow the Player Name of the TEAMS box. The captain should also indicate the team's service order at this time. *Technique tip: You can write a small marker (e.g., asterisk, dot) next to the name of each team's first server in the player # Box. Write each player's name (Last Name, First Name) in the appropriate Player Identification box. Since players usually don't wear uniform numbers, write a useful identifier (e.g., knee brace, visor, braided hair) next to each name. It may be necessary to revise the identifying characteristic during the match (e.g., player removes visor or knee brace).

EXAMPLE 2-1 EXAMPLE 2-2 Van-Miller, Beth Tattoos COURT # 1 DATE OX 106 113 DI MEN X WOMEN DE CHOICE: CHOI Visor Captain's pre-match signature: Beth Van-Miller 7 8 9 10 11 12 13 14 15 16 17 18 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 Choice Franyon, Emily 11 12 13 14 15 16 **USA VOLLEYBALL SCORESHEET - BEACH DOUBLES** □ SEE REVERSE SIDE FOR REMARKS Player Name * S S Braids (B) Murmore, Suzanne Apple, Bonnie aptain's pre-match signature: Surganne Murmone No. | Player Name Murmore, Suzanne 23 BEACH: Gulf Shores, AL Choice * **SMA**3T Apple, Bonnie

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CHOICE: MATCH #

3. DURING THE MATCH (SEE EXAMPLE 3-1)

- Record the time of the first service whistle/beckon in ink in the Set Start Time section (above the Service Round boxes). Format is HH:MM and 24-hour clock (e.g., 9:15 a.m. = 09:15; 3:28 p.m. = 15:28).
- The scorer is responsible for ensuring the players serve in the correct order. The scorer 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 it 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 would keep 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.] *(Technique tip: The scorer should call out the server's name and the score before each service.
- c. The scorer 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 18).
 - 1.) When the first server (Service Order I) serves the ball to start the term of service, the scorer writes a small check mark (/) over the "1" in the upper right corner of box 1. If the serving team wins the rally, the scorer slashes the earned point in the Team Points row (numbered 1 through 40) 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 scorer records the total cumulative score earned by the serving team (called the exit score) in the checked Service Round box. The scorer 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 scorer 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 scorer will use the Service Round 2 box, and so on.

d. Court Switch

- 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 scorer should inform the 2nd 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.

 *Technique Tip: Say "Point to switch" as the warning, and then "Switch" when the point has been scored.
- 3.) When the teams switch courts, the scorer 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 do not equal the correct

- multiple value, record the actual scores and note the discrepancy in the **Remarks** 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, <u>discreetly</u> signal to the referees the number of time-outs used by each team, matching the team information with the team bench location. If necessary, repeat the time-out information, this time matching the team information with the team location on the court.

f. Correcting Mistakes

- If the scorer makes an inadvertent error or the referee makes a mind change and the information is written in ink, the scorer must place an "X" through the error and neatly record the correct information immediately following the "X". The scorer must not miss any action while making the correction.
- 2.) If the scorer makes an inadvertent error or if the referee makes a mind change and the information

- is recorded in pencil, the scorer may erase the error and record the correction. The scorer 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 <u>new</u> set point or match point situation.
- h. Misconduct and Team Delay
 - 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 a maximum of two 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. NOTE: At the request of the tournament coordintor, individual red cards may be recorded in the **Remarks** section (e.g., "IRC, set 2, team A Emily Franyon, 15-14"). For set 1 or set 2, place an "X" in the appropriate

SEE REVERSE SIDE FOR REMARKS 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 Remarks section (e.g., "Exp, set 2, team B Bonnie Apple, 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 REMARKS box. Give the opposing 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 Remarks section (e.g., "DQ, set 2, team A Beth Van-Miller, 17-15; Default match, set 2, team A, 17-15"). For set 1 or set 2, place an "X" in the SEE REVERSE SIDE FOR REMARKS box. Give the opposing team the points needed to win the match by slashing the necessary points but do not circle these points.
- Improper requests are not recorded on the scoresheet.
- 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.
- 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

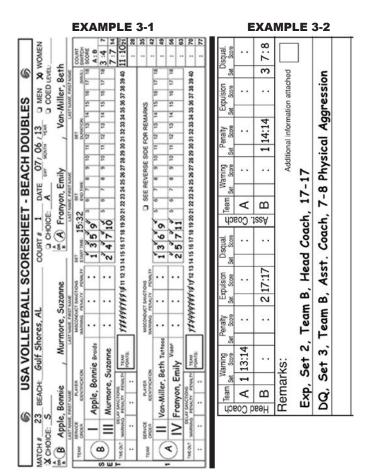
the penalty (before the resultant loss of rally), with the sanctioned team's score recorded first. Slash the next point of the opposing team and circle this point to indicate it was earned through a penalty. In addition, the opposing team will serve the next ball. If the player receiving the penalty 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.

- Misconduct by a Head Coach
 The area provided on the back of the scoresheet above the Remarks section will be used to record Misconduct warnings and penalties for Coaches using the following procedures:
 - Misconduct warning (individual yellow card) is recorded in the space to the right of the Coaches Team Identification box. Record the set number and score at the time of the warn ing, with that Coach's team score recorded first. No other action is taken against the team or Coach. Head Coach Team A receives a Warning at 13:14 in Set 1. Note: this is not recorded in the Remarks box.
 - 2). Misconduct penalty (individual red card) is recorded in the space to the right of the Coach's Misconduct Warning box. A Coach may receive a penalty without previously receiving a warning and may receive a maximum of one (1) penalty in the same MATCH. Record the score at the time of the penalty (before the resultant loss of rally), with that Coach's team 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 Coach 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. Asst. Coach Team B receives a Penalty 14:14 in Set 1. Note: This CAN BE recorded in the Remarks box.

- A Coach may be expelled (yellow and red cards in one hand) from a set, and must leave the court and immediate vicinity for that set.
 The expulsion MUST be recorded in the Remarks section (e.g., "Exp, Set 2, Team B, Head Coach, 17-15"). For Set 1 or Set 2, place an "X" in the appropriate SEE REVERSE SIDE FOR REMARKS box. NO further action is taken against the team.
- 4). A Coach may be disqualified (yellow and red cards held separately) for the match, and must leave the competition site until the conclusion of the match. The <u>disqualification</u> MUST be recorded in the Remarks section (e.g. "DQ, Set 3, Team B, Asst. Coach, 7-8"). For Set 1 or Set 2, place an "X" in the SEE REVERSE SIDE FOR REMARKS box. No further action is taken against the team.

(SEE EXAMPLE 3-2)



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 and do not make a check mark in the upper right corner of the 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 1st 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.
 - 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. (SEE EXAMPLE 4-1)
- d. Transfer each team's set information: number of time-outs, wins, set duration and the points scored to the appropriate columns in the Results section. (SEE EXAMPLE 4-2)
- e. Cancel the unused **COURT SWITCH SCORE**boxes by drawing a single large X through the empty
 boxes. Also, 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 unearned points (similar to a sideways "T".)

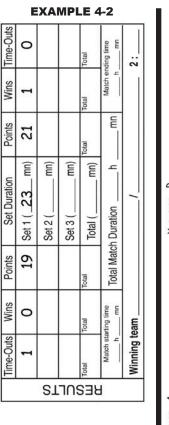
(SEE EXAMPLE 4-1)

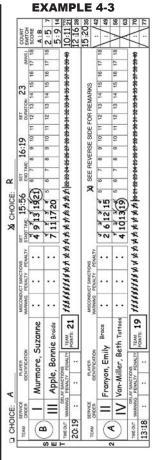
- f. The interval between set 1 and set 2 is one minute. The scorer should add one minute to the previous Set End Time and record this time as the Set Start Time for Set 2. At this time, "X" the Choice box for the team that lost the coin toss for Set 1. *Technique Tip: This "X" can be placed on the scoresheet during the time you are filling in the set 1 information.
- g. 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 scorer must wait for these decisions before preparing set 2. Record the appropriate code (see paragraph 2.d.2) 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 scorer 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. (SEE EXAMPLE 4-3)
- h. Deciding Set: If the teams are tied 1-1 after set 2, the 2nd referee will conduct a coin toss for the deciding set. In the absence of a 2nd referee, the 1st referee will conduct this coin toss.
 - 1.) Flip the scoresheet to the set 3 side. The interval

- between set 2 and set 3 is one minute. To indicate which team won the coin toss, "X" that team's Choice box at the top of the sheet with set 3. Also record that team's designation (A or B) at the bottom of the **Remarks** section for set 3. Using the coin toss results, prepare the scoring section accordingly.
- 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.

EXAMPLE 4-1 USA VOLLEYBALL SCORESHEET - BEACH DOUBLES ▲ SEE REVERSE SIDE FOR REMARKS 15:55 SEARTTHME. 15:32 BOTTANE | 1 3 5 9 1216 18 | 2 4 7 101517(19) 1 3 6 9 14 18 20 8 2 5 7 11 17 19 21 Murmore, Suzanne 23 BEACH: Gulf Shores, AL S Apple, Bonnie Braids 13:14 DELAY SANCTIONS AING PENALTY PENALTY POINTS: 19 Van-Miller, Beth Tattoos Murmore, Suzanne Franyon, Emily Apple, Bonnie 6 MATCH# X CHOICE: and B App 12:14 V TEAM TEAM B

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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 column and not the Duration column. (SEE EXAMPLE 5-1)
- b. Review the scoresheets to verify they are accurate and complete, then sign beside your printed name.
- c. The 2nd referee and then the 1st referee will check and then sign the scoresheet beside their printed names.
- Deliver the completed scoresheet to the Tournament Director.
- e. If there has been a match interruption, which increased the overall match time, the set in which it occurred will be marked with an * in the appropriate set duration box. Also an explanation may be placed in the **Remarks** section: (e.g., Match delayed due to lightning Set 3, A players request for Medial Assistance...)

EXAMPLE 5-1

RESULTS	Time-Outs	Wins	Points	Set Duration	Points	Wins	Time-Outs
	1	0	19	Set 1 (_23 mn)	21	1	0
	1	1	21	Set 2 (_23 mn)	19	0	1
	1	0	10	Set 3 (_20mn	15	1	0
	Total 3	Total 1	Total 50	Total (66 mn)	Total 55	Total 2	Total 1
	Match starting time 15 h 32 mn		Total Match Duration 1 h 8 mn 16 h 40 ms			nding time 40 mn	
	Winning to	eamF	Franyon / Van-Miller 2: 1				
APPROVAL	Officials		Printed Name		Signature		
	1st Referee		Mayers, Kathryn		K. Mayers		
	2 nd Referee		Webb, Robert		Robert Webb		
	Scorer		Grambino, James		James Grambino		

6. INJURY RECOVERY TIME PROCEDURES

After authorization from the Referee, an injured player is allowed one five-minute injury recovery period per match. The details regarding this interruption must be recorded accurately.

- The following game facts must be recorded in the Comments Section: Time of Day, Set Number, Set Score, Serving Team, and Which Player Needed Medical Assistance.
- b. The time the Accredited Medical Staff arrives must be recorded (the injury recovery period begins at this time).
- c. The time that the Accredited Medical Staff finishes treating the player and the match resumes must be recorded as well. (The treatment time will not exceed five minutes). The total duration of the match interruption is recorded. (SEE EXAMPLE 6-1)
- d. If the player elects to treat the injury without Medical Assistance, the five-minute injury recovery period begins upon Referee authorization. This time will be noted, in the same manner as 6.a.

EXAMPLE 6-1



- e. If the player changes his/her mind and requests Medical Assistance, the recovery period will be suspended and the Accredited Medical Staff will be called. The time of this new request will be recorded and the elapsed time noted.
- f. The recovery period will resume when the Accredited Medical Staff arrives. The Accredited Medical Staff will be allowed to treat the injured player using the remainder of the recovery period. The arrival time of the Accredited Medical Staff must be recorded.
- g. The time that the Accredited Medical Staff finishes treating the player and the match resumes must be recorded as well. (This treatment time will not exceed five minutes.) The total duration of the match interruption is recorded. (SEE EXAMPLE 6-2)

EXAMPLE 6-2



