BEFORE Coin Toss (approx. 30 Min prior to first serve):

Fill in *Match details* section at top of page, Fill in team names (note: Team A/B determined AFTER coin toss) - using blue pen is best

Fill in roster for each team in *Teams* section(ask Coach for list or sticker)

Print names of all officials and the scorer (you) in *Approval* section at bottom of score sheet

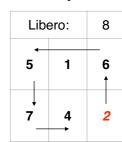**After Coin Toss (approx 15 min pre game):**

Have Captain and Coach check & sign Roster section, have Captain circle #

Fill in Team acronyms & designate A or B (left =A, Right = B - teams designated for entire match)

Mark Serve (S) & Receive (R) with an "X", make an "X" in box #1 for first server on receiving team (Referee will let you know this), Fill in Set 1 & 2 Only (Set 3 or 5 decided after another coin toss)

Verify players on line up card on Team Roster, then fill in on score sheet (I = *bottom right*, then go counter clockwise), initial back and place upside down on scoresheet for Referee

Line Up Card

Libero:	8

5	1	6
7	4	2

At Game Start:

Give All Clear sign to referee if all is ready. (Hands up and palms facing court)

Mark down *Start time.*

Scoring - in 4 steps:

1- Visually check the server's number, if correct, mark the corner of the score box (this helps you keep your spot too)
  If the incorrect player is about to serve - let them serve - then inform the referee immediately. (1st serve - no check, mid run - circle check)

2- mark points scored with a running total under the "points" section.

3- when the server's turn is done, record that team's score in the score box under the check you made earlier.

4- **Award a point to the other side for the side out** and now repeat the process above for them.

**Helpful Hint - Announce the score and the server every point "12 serving 5, #13 is serving" so the 2nd scorer can help verify.

Substitutions:

Record the incoming player under the player that is outgoing

Record the score at the time of substitution (requesting team score first)

Now these players may only replace each other for the entire set.

**2nd scorer can help by telling you the numbers and score as you write

End of Set:

Record end time

Circle final score boxes

Cross out remaining points with hour glass

Fill out bottom *Results* section of score sheet with set details

Mark start time for next set - 3 min after previous set end

Time outs:

Record the score at the time of time out (requesting team first)

Inform referee of how many T/O's have been called for each team with hand signs

Give All Clear sign at end of time out

End of Match:

Record official WINNER of Match in *Results* section (2:0, 2:1, etc)

Ask Captains (or Coaches (for OVA)) to sign A*pproval* section

Calculate totals at bottom of *Results* section

When you have completed the scoresheet - Sign the Scorer space in the *Approval* section.

Hand sheet over to officials for double checking and their signatures

1