

INSTRUCTIONS FOR USE OF THE USAV OFFICIAL BEACH VOLLEYBALL SCORE SHEETS

1. PRELIMINARY

- a. 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.
- b. Most matches will be best-of-three sets,

2. BEFORE THE MATCH

- a. Blue or black ink will be used for the entire match. Record the pertinent match information in the heading area on both sides. All proper names are in lowercase letters except for the first letter (e.g., Hermosa; Smith, John). Do not fill in the "A" or "B" team designations until after the coin toss.

Match #: from the tournament schedule, if known

Beach: Beach name

Court: #

Date: DD/MM/YY (e.g., June 8, 2002 = 08 / 06 / 02)

Women, Men, Coed: X the appropriate box

Level: (e.g., Adult/Juniors/Reverse)

Team: Last Name, First Name / Last Name, First Name (e.g., Johnson, Nick / Morris, John).

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

- b. In the **PRINTED NAMES** section of the **RESULTS SUMMARY** boxes (lower left corner of the Set 3 side), print the players' names in the same order as in the heading, with the second name below the first.
- c. In the **OFFICIALS** boxes (lower right corner of the Set 3 side), fill in the officials' names, using the format Last Name, First Name. Do not sign the score sheet until after the match is complete and the score sheet's accuracy has been verified.
- d. After the coin toss, find out from the referee(s) the following information:
 - (1) the team that won the coin toss (X that team's "Choice" box in the heading)
 - (2) which side of the playing court each team will start (the team that starts on the left in Set 1 is Team A for the match)
 - (3) which team will serve first (based on choices at the coin toss)

Write the appropriate "A" or "B" in the circle next to the team names in the heading (both sides) and in the **RESULTS SUMMARY** boxes. 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**).

- e. 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 SUMMARY** boxes. 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 full name in the appropriate "Player Identification" box. Since players usually don't wear uniform numbers, it may be useful to write an identifier (e.g., knee brace, green shorts, blonde, red suit) next to each name. It may be necessary to revise the identifying characteristic during the match (e.g., player removes brace). The "Player Identification" data may be recorded using lowercase letters.

3. DURING THE MATCH

- a. Record the time of the first service whistle/beckon in the "Set Start Time" (above the Service Round boxes). Format is HH:MM and 24-hour clock (e.g., 9:15 a.m. = 09:15; 1:45 p.m. = 13:45).
- b. The scorekeeper is 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 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."
- 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 18).
 - (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 Service Round 1 box. If the serving team wins the rally, the scorekeeper 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 scorekeeper records in the checked Service Round box the total cumulative score (called the Exit Score) earned by the serving team at that point of the set. The scorekeeper will also immediately record the Rally Point for the receiving team by slashing the appropriate point in the "Team Points" row above 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 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., 3-4, 6-8, 9-12). For the deciding set, the teams switch courts when the combined team scores equal multiples of five (e.g., 2-3, 4-6, 9-6). The scorekeeper should inform the second referee (during the dead ball period) when the next rally will result in a court switch, and repeat the reminder at the time of the court switch, if needed.
- (2) 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.

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 in the box on the left, with the requesting team's score first.

f. Correcting Mistakes

If the scorekeeper makes an inadvertent error or the referee makes a mind change, the scorekeeper must place an "X" through the incorrect information and neatly record the correct information immediately following the "X." The scorekeeper must not miss any action while making the correction.

g. Set/Match point: during the dead ball period, inform the second referee (verbally and with a signal) when a team is one point away from winning the set or match. Repeat this information each time there is a set/match point situation.

h. Misconduct and Team Delay Situations

- (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/player.
- (2) Misconduct **Penalty** (individual **red** card) is recorded in the space to the right of the player'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 this point to indicate it was earned via 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 resulted in a loss of rally before that team served, there is no check mark in that Service Round box).
- (3) Improper requests are not formally recorded on the score sheet.
- (4) Team Delay **Warning (yellow card on opposite wrist)** is recorded in the box to the right of the "Time-Out" boxes. Record the score at the time of the warning, with the sanctioned team's score recorded first. No other action is taken against the team.

- (5) 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 via a penalty. In addition, the opposing team will serve the next ball. If the team receiving the penalty was the serving team, record the Exit Score in the appropriate Service Round box (if the penalty resulted in a loss of rally before that team served, there is no check mark in that Service Round box).
- (7) If a player/team receives more sanctions than available boxes, record the sanction(s) in the **COMMENTS** section. For Set 1 and Set 2 only, place an "X" in the **SEE REVERSE SIDE FOR COMMENTS** box (below the Service Round boxes).

4. POST-SET PROCEDURES

- a. When the referee blows the whistle to end the last play 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 first referee marks the time the set ended. Record the time (using the correct 24-hour clock format, HH:MM) in the "Set End Time" space, located to the right of "Set Start Time."
- (1) Calculate the duration of the game 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 SUMMARY** boxes.
- 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 to the right of the last slashed point and then drawing a horizontal line through the unearned points. (. . . 21 22 23 24 . . . 34 35)
- g. The interval between Set 1 and Set 2 is one minute. The scorekeeper should add one minute to the "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 (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. 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 action for Set 2, using the same match and post-set procedures described above.
- i. Deciding Set
 - (1) If the teams are tied 1-1 after Set 2, the referee(s) will conduct a coin toss for the deciding set.
 - (2) Flip to the side with Set 3. The interval between Set 2 and Set 3 is one minute. Prepare the scoring section based on the coin toss results. 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 SUMMARY** boxes, calculate the "Total Duration" in minutes. Write the name of the "Winning Team," listing the names in the same order as in the heading. Behind the team name, record the game 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 sheet to verify it is accurate and complete, then sign next to your printed name.
- c. Deliver the completed score sheet to the Tournament Director.