2013 NCAA
Best Practices for Scorekeepers

This document is a supplement to the PAVO scorekeeping training video and materials. It goes beyond the basic instructions for women's collegiate scorekeeping, and outlines several protocols and techniques that are advocated for use by top-tier scorekeepers. Complete scorekeeping training tools and certification opportunities are available from PAVO (www.pavo.org).

Pre-Match Uniform

- The official scorekeeper and the assistant scorekeeper (libero tracker) should wear a "volleyball certified official" white polo shirt. If a scorekeeper chooses to wear an outer garment, the PAVO/USAV approved sweater and vest are permitted until December 2014. A scorekeeper may choose to wear the approved white ¼ zip cadet fleece pullover or the approved white full-zip jacket made of 100 percent polyester. The polo shirt must be worn under the outer garment. Both must have the "Volleyball Certified Official" logo on the sleeve. PAVO certified scorekeepers should wear the certification patch on the right chest area, and the current year pin on the left collar lapel, unless the conference requests otherwise. Conferences may provide a patch that should be worn on the right chest-area.

Preparation

- Bring at least two sets of blue or black and red color pens, an extra pair glasses for those who wear them and a rules book.
- Scorekeepers should be courtside at least 30 minutes prior to the match in time for the coin toss, unless the conference requests an earlier arrival.
- A conference may expect the scorekeepers to attend a pre-match meeting with the referees and line judges. If not, the second referee will conduct a courtside pre-match briefing.
- Scorekeepers and assistant scorekeepers should be seated together with a full view of the court, near the scoreboard operator and behind the second referee, slightly off-center.
- The assistant scorekeeper may or may not be the visible scoreboard operator/timer. Some institutions may add a spotter to assist with substitution and timeout requests.
- Review duties with the assistant scorekeeper, especially early in the season. Many schools use students to assist; do not assume they have been properly trained.
- Experienced scorekeepers may have an existing communication system in place. They should decide if the assistant scorekeeper or visible scoreboard operator communicates the players' numbers during substitution. Scorekeepers should share that procedure with the second referee.
- Food, drink and cell phones should not be in the scorekeeper's area.
- In some conferences, referees &/or scorekeepers are asked to prepare post-match summary forms; the scorekeeper can begin to prepare them prior to match time.
- Be attentive during the coin toss. Verify the serving team with the second referee and immediately record this information on the scoresheets.
Once the lineups have been received and recorded by the scorekeeper, the assistant scorekeeper records the lineups on the libero tracking sheet. Check for duplicate numbers for each team. If so, report immediately to the second referee.

Before Each Set
- Do not release lineup information to announcer, statisticians, or media until there is one minute left on the clock.
- The scorekeeper should turn over the lineups facedown. They may want to print the team names on the backside of each lineup sheet.
- While the second referee checks the players' positions on the court, the scorekeepers verify that the players listed on the scoresheet and libero tracking sheet match the players' positions on the court prior to the first serve.
- The assistant scorekeeper records the libero entering the match after the second referee permits her entry.

During the Match
- Record the match time.
- It is vital to ensure that the correct player is serving. Develop a method of communicating with the assistant scorekeeper or visible scoreboard operator before each serve to verify.
- It is the scorekeeper's duty to ensure that the correct players are on the court and the serving order is followed. This control is best maintained by drawing the circle (triangle for the libero) in the scoring section at the moment the ball is contacted for serve. In the case of a wrong server, do not draw a circle, but immediately make the second referee aware of the situation. Record the wrong server in the sanction box after the fault is whistled and the second referee confers with the scorekeeper. Draw a box and insert an “R” in the correct server’s term of service row.
- Visually check the scoreboard after each point is awarded, ensuring that the correct score is visible.
- When the libero takes the position to serve, the libero tracker notifies the scorekeeper. Both verify the legality of the libero serving.
- If the libero is on the court and the scorekeepers or the second referee recognizes the libero as a wrong server, the second referee can rectify the situation. There may be a delay in correcting the accurate server; the second referee may award a delay sanction.
- If the libero comes from the bench area in a wrong serving position, then officials must wait until the contact of the serve and award a point to the other team.
- The position where the libero serves is indicated with a triangle over the corresponding Roman numeral on both the scoresheet and the libero tracking sheet. As an extra visual confirmation, the libero tracker can use a highlighter to mark the row on the tracking sheet where the libero serves.
- The assistant scorekeeper constantly monitors the players' positions on the court with the libero tracking sheet. Upon contact of the serve, verify with the scorekeeper and notify the second referee if the libero rotates to the front row.
- Be aware at all times of potential substitutions entering in the substitution zone. Because the scorekeeper is often focused on the scoresheet during dead balls, many crews have the libero tracker or visible scoreboard operator verbalize the substitutions by number to assist...
the scorekeeper in the recording process. The scorekeeper can also visually verify as the substitutes are entering and leaving the substitution zone.

Record substitutions in the scoring section first, (the entering player’s number, followed by the existing player’s number), once verified as legal and authorization is given by the second referee. Immediately finish recording the substitution by slashing the existing player's number, writing the entering payer's number and then slashing the total substitution count for the team.

• The assistant scorekeeper records all substitutions on the libero tracking sheet.
• The scorekeeper indicates to the second referee readiness to resume play.
• Notify the second referee when the next serve could result in match point; be aware that some referees may prefer to know at 23 (13 in the fifth set) points.

Substitution Protocol
• Make it a habit to check for approaching substitutes at the end of each rally. Learn to anticipate routine substitutions.
• When either the scorekeeper or assistant scorekeeper detects a possible substitute moving toward the substitution zone, verbally communicate by saying "sub left" or "sub right".
• Ensure that the substitution is legal; the team has not used all 15 allowed substitutions, and the incoming substitution has not previously entered in a different serving position during the set. If legality is a problem, notify the second referee immediately.
• Be alert for delayed substitutions - a single player may enter the substitution zone and be authorized for entry by the second referee, and then, after an interval, another player on the same team enters the substitution zone. The second referee will determine if the second substitution will be allowed or not, but be prepared to notify the second referee if the substitute enters without authorization.
• Always notify the second referee of a team's 12th, 13th, 14th and 15th substitution, but be flexible to accommodate those referees who want to be notified earlier.

Timeout Procedures
• During timeouts, the second referee will confer with the scorekeeper about the scoresheet.
• The scorekeeper reviews the scoresheet, while the assistant scorekeeper reviews the libero tracking sheet.
• The scorekeeper verifies the current score shown on the scoreboard, and confirms the number of substitutions taken by both teams with the libero tracker and second referee. The scorekeeper verifies the number of timeouts taken by each team with the second referee. The scorekeepers should also verify if the libero has served, and confirm that the libero serving position is the same on both forms. Resolve any discrepancies.
• Make sure when the second referee communicates to the coaches that they display the correct number of timeouts taken and substitutions used. Make sure that the correct number of timeouts is shown by the second referee to the first referee.
• Before the expiration of the timeout, he assistant scorekeeper will verbalize the status of the libero for each team to the second referee. The same players that were on the court when the timeout was called must return to the court.

Tips for Unusual Situations
Individual Sanctions
Make sure to see the signal and card given by the first referee and to whom it is given. Confirm information with second referee if necessary.

- Behavior sanctions can escalate and do not need to follow an order as egregious behavior can result in an expulsion or disqualification without previous warnings.
- Behavior sanctions between sets are noted at the start of the next set. No cards for behavior sanctions can be given at the end of a match once the referees have left the playing area.
- Defaulted sets require a comment.
  - The defaulting team retains all of its points. The winning team is credited with 25 or 15 points and/or has scored enough points to win by 2.

Improper Requests
- Notify the second referee when a team has:
  - Exceeded the allowed number of substitutions.
  - Requested a wrong position entry.
  - Requested a substitution for an illegal player (jersey number or uniform, disqualified or expelled player, injured player replaced by exceptional substitution).
  - Requested a third timeout in a set.
  - Requested any additional improper requests during the same set that would result in a delay sanction.
- Scorekeepers who anticipate requests from coaches for how many timeouts or substitutions they have left can often prevent an improper request by good communication with the second referee. Pre-match discussions should include the methods of communication that the second referee and scorekeeper will use in this situation. For example, the scorekeeper indicates the number of timeouts or substitutions as the coach approaches the second referee asking for the information.

Delay Sanctions
- Scorekeepers are advised to understand all of the rules and procedures regarding sanctions especially where they are responsible for notifying the referees when a procedural violation occurs.

Comments Section
- For any comment, record all the necessary information including: team, set, score and reason for comment or action taken by referee, and numbers of any players involved. There is no prescribed order of information; however, the score of team involved is listed first.
- If the comment is in regard to stoppage of play, record the time play stopped and restarted, the lineups at the time of the stoppage and the team serving.
- When points are removed due to a referee action, a comment is required. Wrong servers are recorded in the sanction section and not in the comment section. A service delay is not recorded in either the sanctions or comments section.
- When an exceptional substitution or re-designated libero is allowed because of injury, it requires a comment.
- Describe the circumstances leading to a default.

Injuries
The referees will communicate with the scorekeepers regarding the time allotment for injuries. If it is going to be an injury timeout that goes beyond normal limits, follow the procedure for match stoppage.
• Indicate on scoresheet when a player may not re-enter the set or match appropriately with a circle around the number in the Player's Number column.

• Check with the second referee to make sure that the substitute enters properly and/or if an exceptional substitution is required.

• Record the information for the exceptional substitution correctly, remembering that it does not count as one of the 15 allowable substitutions.

• Exceptional substitutions require a comment: score, exceptional substitution, team player No. X for injured No. Y.

Protests
• Either the playing captain or coach may file a protest, prior to the next serve, or within 60 seconds after the last set. A protest following the last point of a match must occur prior to the referees leaving the playing area.

• The referees dictate the important details to the scorekeeper for recording.

• Use the back of the score sheet to record the information correctly. ○ Team, set, score, lineups and positions of all players on the court, server and team, team substitutions made, team timeouts taken and the time the match stopped.

  ○ Record the synopsis of the situation that caused the protest as described by the referees, including the rule violated or omitted or the penalty improperly assessed.

  ○ Participate in the discussion of the protest if requested by the referees.

• Obtain the appropriate signatures of the scorekeeper, the coach from each team and the first referee. The playing captain may sign if the coach is not available. Make a photocopy of the scoresheet.

• If the protest concerns a possible scorekeeper recording error, the referees must make an immediate determination based on available information, including: ○ A thorough review of the scoresheet for errors and omissions. ○ Consultation with match referees and scorekeepers and/or alternate referee. A review of the sequence of events with an official statistician if an electronic play-by-play system is in use.

  ○ If an electronic play-by-play system is not available, information from the teams' bench statisticians or scorekeepers may be used, provided both are in agreement as to the score and/or sequence of events.

End of Set
• Anticipate the end of set and have the lineup sheets available on the table for the second referee.

• Remember to record set point in the scoring section and in the running score column.

• Record the time the set ended and record all final information in blue or black pen.

• Record the time at the beginning of all subsequent sets.

Fifth Set Tips
• Communicate to the second referee when a team has reached point 7.

• Verify with the second referee when a team has reached point 8.

• Verify player positions of both teams after switching sides at point 8.

End of Match Protocol
□ When the final point is recorded to conclude the match, verify all scoresheets for completeness and accuracy. Check the following:
  o Start and end times.  o Number of substitutions match in all areas.  o Correct number of points recorded in score columns.  o The correct winning and losing teams and correct points scored.  o All set numbers are circled.  o All scoresheets have been signed by the scorekeeper.  (Referees do not sign the scoresheets.)

• The assistant scorekeeper gives the libero tracking sheet to the scorekeeper.
• Know who has control of the scoresheets post-match. At most institutions the completed scoresheets and libero tracking sheet go to the event management staff. Some institutions may have the scorekeeper place the information into a binder/folder on the score table or have the scorekeeper responsible for keeping the information.
• If asked by event management, provide copies of the completed scoresheets, libero, tracking sheets and lineup sheets to both teams. Some scoresheets are printed as multicopies; other times, you may be asked to make copies for distribution to the teams.
• Thank your assistant scorekeeper and scoreboard operator.
• Clean up your area. Pack up your supplies and dispose of any lineup sheets and scrap paper that may have used.
• Debrief with the assistant scorekeeper.
• In accordance to conference expectations, both scorekeepers attend the post-match debrief. During the debriefing, engage in the discussion pertaining to the scorekeeper duties. Refrain from criticizing your fellow officials. Be a good team player.
• Refrain from engaging in any social media regarding the match: the officials, teams, players, coaches or any controversies.

Electronic Scorekeeping
For information on electronic scorekeeping, go to www.PAVO.org. Basic information on electronic scorekeeping and a link to an instructional video is available on that site.