

INSTRUCTIONS FOR GATEWAY JUNIOR SCOREKEEPER CLINICIANS

When participants arrive, ask them to PRINT their names on the Attendance Record Form, then give them a copy of the following:

1. USAV One Page Scorekeeping Summary
2. Blank scoresheet (one side non-deciding, one side deciding set scoring)
3. Mock sets (one non-deciding, one deciding set), optional
4. Line-up sheet

RETURN ONLY THE COMPLETED CLINIC AND PRACTICAL ATTENDANCE RECORD (WITHIN ONE WEEK) TO THE GATEWAY OFFICE. Please check to make sure that the club/team names have been recorded for each team in attendance.

Review the current Officials' Requirements for junior teams. NOTE - Juniors do not have to get individually rated. However, this doesn't mean that they won't be reviewed or checked for competency, especially if problems arise during the season.

The "Helpful Hints" sheet is for you (the instructor) to review and cover with the participants.

Use the "*Instructions for Completing the USA Volleyball Official Scoresheet*" as a lesson plan. Distribute the USAV One Page Scorekeeping Summary to each participant to use as a guide. This sheet can also be brought to tournaments to help if necessary. It is recommended that at least part of the mock sets are completed together in class.

Regardless of how experienced they are, make sure to review substitutions, wrong servers, and mind changes. Also, make sure to cover deciding set scoring, including how to record subs before you switch courts at 8 points, and what to do when you do switch courts.

The test should be handed out after you have gone through the lesson plan. The test is taken in an open-book, group situation. It can be completed independently or in groups, then graded together, OR the whole class can take the test together with the clinician reading each question aloud, and the group answering. Try to have them come up with the correct answer before giving it to them. **THEY KEEP THE CORRECTED TESTS.** The purpose of this test is to re-emphasize some important aspects of scorekeeping, and to mention things that may not have been covered during the lesson.

After the test is corrected, they have completed the clinical part of the certification. Each person is also required to pass a practical evaluation done in a real or mock set situation with the rest of his or her team.

ADDITIONAL NOTES

Any junior coach or parent attending the clinic to certify just as a junior scorekeeper should take Form B.

A parent may NOT function as the official scorekeeper in a match unless he or she is a registered Gateway USAV member. **A Jr. Team Assistant membership category is available for adults who assist junior teams on a limited non-coaching basis, such as referees or scorekeepers. The registration fee is \$15 for this category. The Jr. Team Assistant must also complete a background screen. Screens are required every other year at the cost of \$20/screen.** (An unregistered parent can verbally assist a junior scorekeeper as long as the player is the one actually recording the information.) A parent or coach wishing to be certified as an adult provisional scorekeeper must meet the adult testing and rating requirements. (This includes a \$20 ratings deposit and obtaining two practical ratings.)

SCOREKEEPER CLINICIAN'S HELPFUL HINTS

The following are suggestions which you should mention to persons attending a junior's scorekeeper clinic.

Emphasize the importance of the scorekeeper's job - a scorekeeper records the only official match information.

As a scorekeeper, you are a part of the officiating team. The success of the team depends on those involved knowing their responsibilities and communicating. As such, both verbal and non-verbal (visual) communication with the second referee is essential.

During a match, only the scorekeeper, flipper, and assistant scorekeeper (libero tracker) would be at the scorekeeper's table. Scorekeeping is a serious part of a volleyball match. The task should not be treated lightly and it is not a social occasion.

All food and drink should be kept off of the scorekeeper's table to avoid messy accidents, soiled scoresheets and delays. Scorekeepers should keep their work area (table) clean.

During a match, a scorekeeper should refrain from making any comments pertaining to the set or officiating. You are there as an impartial recorder of the set's events.

If for any reason you need time to correct an error, or if you know that you are not prepared, let the referees know immediately. Don't try to correct a problem and risk missing the game! Mistakes will occur - we all make them. The important thing is to make corrections quickly and accurately.

Always pay attention - be ready - work quickly. It may help to keep a finger on the score line where the action is taking place.

Make the small check mark on top of the number in the appropriate Service Round box beneath the serving player's number as soon as the ball is contacted. Then wait for the referee's signal. Don't wait until after the volley to make the check mark and record the information. It is very easy to lose track of the server, etc.

For 12 & under players, it is helpful to have a parent or coach at the scorekeeper's table to ensure that the facts are recorded accurately and to assist the child in staying focused on the events. 12 & under players sometimes have short attention spans and can easily be distracted.

Generally, most cases of wrong servers will occur at the 12 & under levels because many players are learning multiple offenses for the first time and become confused upon service rotations. Therefore, it is important that the scorekeeper check for the correct server each and every time.

Tell your prospective scorekeepers that they will be evaluated both on their knowledge of scorekeeping and the overall speed and efficiency. Can they keep up with the action? Do they always check for the correct server?

As a precaution, discourage your 12 & under players from scoring a deciding set alone. The action can be very fast and there is much information to record. As mentioned previously, an adult (parent, coach, etc.) should be present with younger players to ensure the accuracy of the scorekeeping function. Additionally, for the inexperienced scorekeepers, the extra set of ears and eyes can be a real help.

Encourage your scorekeepers to have the One Page Scorekeeping Summary with them at the scorekeeper's table. Also, scorekeepers should have a copy of the rule book handy just in case something unusual happens.

Scorekeepers should be aware of the fact that coaches, players and other parents are NOT allowed to approach the table or interact with them during a set. Coaches and players should direct their questions to the second referee only. This is very hard for a young scorekeeper to do, especially when an adult is questioning them. However, the correct action for a scorekeeper is to politely ignore questions from coaches or players and concentrate on the game. If needed, the scorekeeper may ask the second referee to address the coaches' questions or concerns.

INSTRUCTIONS FOR COMPLETING THE USA VOLLEYBALL OFFICIAL SCORESHEET



SCOREKEEPER

The scorekeeper is a key official in the conduct of a volleyball match and is responsible for maintaining a complete and accurate record of all proceedings. The authorized USAV scoresheet and system provides a simple but comprehensive method of recording play-by-play progress of a set. The information is a ready reference to assist the referees. It is also an excellent post-set source of information pertaining to player positions, substitutions, score, time-outs taken, warnings and penalties, protests and other events or unusual incidents. An alert and competent scorekeeper is an invaluable asset to the referees in making a match proceed smoothly.

First referees must continually be aware of the scorekeeper's duties and give clear signs to communicate the result of a play so that it can be recorded. When a substitution is made, the first referee must make certain that the scorekeeper has adequate time to record the information properly. The first referee should NOT restart play until the second referee indicates that the information has been properly recorded. Scorekeeper errors can very often be traced back to the first referee's lack of clear or proper signals or the failure to allow sufficient time for recording information.

Some of the duties and responsibilities of the scorekeeper are to:

1. Arrive at the game site well in advance of the scheduled starting time to make certain that scoresheets and other necessary materials and equipment for the recording of activities pertaining to the match are available.
2. Check and make certain that a visual scoring device is available and in proper working order.
3. Provide the second referee, after the coin toss, with the official lineup sheets for teams to submit their lineups for the first set of the match.
4. Receive the lineup sheets from the teams, check to be sure they have been signed by the head coach or captain and a playing captain has been indicated (the libero may not be the captain). Prepare the scoresheets for the entire match as recorded. Make sure to clearly print the names of all match officials on the scoresheets. Once you have received the lineup sheets, no one except the referees are allowed to see them.
5. Enter the starting players' and libero numbers on the scoresheet in correct starting order.
6. Check the positions of players to see that they are on the court in the same order as listed on your scoresheet, while the second referee is checking the starting positions of players on the court prior to the start of each set.
7. Check the servers closely to make certain that the correct player is serving. If you detect a wrong server, as soon as the ball is contacted for the serve, notify the referees by blowing a horn, whistle, or by any other means necessary to gain the attention of the referees.
8. Continually check the players on the court as play progresses to be certain that they are in their proper positions in the service order.
9. Record the score and other pertinent facts relating to scoring and sanctioning as determined by the first referee.
10. Carefully record substitutions and make sure that proper procedures are observed by teams.
11. Record the number of time-outs taken by each team. Notify the second referee of the number of time-outs that have been charged to each team in order that the second referee may notify the first referee.

12. Signal the referees when a set has been completed.
13. Remind the second referee, between sets of a match, to obtain lineups for the next match. Check the lineups again to make certain they have been signed and the playing captains have been designated.
14. Notify the referees when one team has scored the eighth point so that teams can change courts during the deciding set of the match.
15. Check to make sure all information has been entered at the conclusion of the match. The second referee will check with you to assure that a winning score has been attained and will then notify the first referee. Sign the scoresheet in the appropriate block to verify the official score of the set.
16. Turn in scoresheets to the appropriate tournament desk for recording.

The position of scorekeeping cannot be taken lightly. If errors are made in the score, it can affect the entire match and be the basis for a protest. All members of the crew must be aware of the importance of each of the other positions and do everything possible to see that the entire team works together to provide a smooth match.

PRELIMINARY

Before the start of a match, the scorekeeper prepares the scoresheet(s) for the match by printing (in all capital letters) the heading information in blue or black ink at the top of the scoresheets. This includes:

NAME OF COMPETITION

CITY

STATE

COURT

HALL – name of facility

POOL/PHASE – number or letter for Pool or Phase

MATCH N – Match number, or semis, finals, etc.

DIVISION – X the appropriate box, Men, Women, or Coed

DATE – mm/dd/yy

CATEGORY/LEVEL – X the appropriate Senior or Junior box, write in the level of play (A, BB, B, Open 16, Club 14, etc.)

TIME – Time match scheduled, hh:mm in international time (11:00am=1100, 1:00pm=1300, 2:00pm=1400, etc.)

OFFICIALS SECTION: At the lower right side of the scoresheet, this includes:

1st Referee – LAST NAME, FIRST NAME

2nd Referee – LAST NAME, FIRST NAME

Scorekeeper, Print Name – LAST NAME, FIRST NAME

Work Team – TEAM NAME

Region – REGION of the Work Team

After the coin toss for serve and playing area, the scorekeeper fills in the team names by printing the names of the teams on the sides on which they will begin play. The team that begins the match on the left is designated as Team A, so the scorekeeper records an **A** in the empty circle next to the team name. The team that begins the match on the right side is designated as Team B, so the scorekeeper records a **B** in the empty circle next to that team name. *(Note: The letter designated for each team will remain the same for the entire match. In the second set of the match, team B will be on the left side of the scoresheet and team A will be on the right side of the scoresheet. The scorekeeper may record the team names and A and B in the circles on the second set scoresheet)*

as appropriate.) The scorekeeper places an “X” through the encircled **S** or **R** for each team based on whether the team is serving or receiving (an X through the S indicates that team is serving). If necessary, the box indicating **Set #** is filled in with the number of the set.

The scorekeeper obtains a roster from each team. (*Note: rosters may not be provided for all Region play*) The scorekeeper verifies all players’ uniform numbers by checking the roster. No changes may be made to the roster once submitted to the scorekeeper except to correct a uniform number.

The scorekeeper also obtains a lineup sheet previously distributed to each team. The scorekeeper confirms that the head coach or team captain has signed the lineup sheet and indicated the floor captain. If the Libero player is being used, the scorekeeper also verifies that the Libero player’s uniform number has been indicated on the lineup sheet for each set. No changes may be made to the players’ numbers on the lineup sheet after it is submitted to the scorekeeper unless a substitution is used. Opponents may not see lineups submitted by the other team.

Using the lineup sheets, the scorekeeper writes the players’ uniform numbers in position order (Right Back is Position I, Right Front is Position II, etc.) in the **Service Order** row and marks a small “c” after the floor captain’s number. Note that the position order of the players (and thus the way the lineup is recorded) is the same regardless of which team is serving. Since the player in Position I of the receiving team will not serve first, the scorekeeper places an **X** in Box 1 of the **Service Rounds** section for that player. **The libero player’s number is put in the box marked “L” next to the team name.** (*Note: the libero may not be the set or team captain*) The second referee will use the lineup sheets to check the players’ starting positions on the court, while the scorekeeper simultaneously uses the scoresheet to verify the players’ positions. The time the set starts is recorded (in pen) in the **START** section when the first referee whistles for the first serve (*hh:mm*, international time).

DURING THE MATCH

Controlling Service

All **Service Rounds** information may be recorded in pencil. The first time each player serves in a particular Service Round, the scorekeeper records a small check mark on top of the number in the appropriate **Service Rounds** box beneath the serving player’s number.

✓ 1	5
2	6

When the rally is won by the serving team, the scorekeeper slashes the appropriate point in the **Points** column for the serving team.

Points	
✓ 1	23
2	24
3	25

When the rally is won by the receiving team, the scorekeeper records in the checked **Service Round** box the total cumulative points (called the **Exit Score**) earned by the serving team to that point in the set.

3 ✓	5
2	6

The scorekeeper will also immediately record the rally point for the receiving team by slashing the appropriate point in their **Points** column.

When the result of the rally is a replay, the scorekeeper does not record anything.

SUBSTITUTIONS

When using the **12-team substitution rule**, in the **N of Players** section, the scorekeeper slashes the departing player number and records the substitute player number on the same line (using the second line only if necessary). The set score at the moment of the substitution is then written in the **Score at time of Substitution** section in the first available box beneath the player numbers, using the second column only if necessary. The score of the team requesting the substitution is listed first.

1	
5 12	

8	10
/	/

The scorekeeper also slashes the next available substitution number beneath the Service Round section to indicate total team substitutions.

Players may enter the set an unlimited number of times but always in the same position in relation to teammates. An unlimited number of players are allowed to enter at a given position. The team is allowed a total of 12 team substitutions. The exceptional substitution rule may apply in case of injury. (*Note: exceptional substitutions do NOT count toward the team sub total*)

TRACKING THE LIBERO*

The assistant scorekeeper is responsible for ensuring the Libero switches take place correctly. There are two important procedures that the assistant scorekeeper is responsible for enforcing. The first is that when the Libero player leaves the court, the player originally replaced by the Libero is the player who returns to the court. This can be tracked on a separate sheet of paper using any method the assistant scorekeeper finds easy to use. An example is as follows:

I	5	L	5	7	L
---	--------------	--------------	--------------	--------------	---

In the above sequence, player #5 (the starter) is replaced by the Libero, and then returns to the set. At some point player #5 is replaced by a sub, player #7. Later, the Libero replaces #7. It is very important to ensure that it is player #7 who replaces the Libero, not the original starter (player #5). Once the originally replaced player #7 is back on the court, then a sub can be made, if desired, to return the original starter, player #5, to the court. A simple form may also be used similar to the one below. This form allows the scorekeeper to easily track entry into any position by the Libero.

A or B		Libero
○	SP	□

I		
II		
III		
IV		
V		
VI		

The second procedure that the assistant scorekeeper must enforce is that once a switch involving the Libero occurs, at least one serve must take place before another Libero switch is permitted.

**Exceptions occur when the libero serves (Gateway Region competition only). Please review the Libero Serving Procedures (separate document).*

TIME OUTS

Time outs are recorded in the **Time Outs** box located under the team's **Points** section, listing first the score of the team taking the time out followed by the score of the opponent. The first time out is listed in the top box, the second time out in the lower box.

CORRECTING MISTAKES

If the scorekeeper makes an inadvertent error that was originally recorded in pen (e.g. team names, officials' names, lineups, etc.), the scorekeeper must place an **X** through the incorrect information and neatly record the correct information immediately following the **X**. A form of correction fluid or tape is also permissible.

If the scorekeeper makes an error (e.g. the scorekeeper misinterprets the referee's signal and records the wrong symbol), an error that must be acted on by the referee (e.g. points scored by a wrong server or while an illegal player is on the court), or if the referee makes a mind change (all of which were originally recorded in pencil),

the scorekeeper may erase the error and record the correction. The scorekeeper must not miss any action while the correction is taking place.

WRONG SERVER

When an incorrect player serves the ball the scorekeeper must immediately notify the second referee so that play can be stopped. The scorekeeper then records the exit score in the **Service Rounds** box of the player who should have served. If the wrong service occurs on the first service for that round, the scorekeeper does not check the **Service Rounds** number. If it occurs after the player’s first service for that round, the scorekeeper need not do anything additional.

If a server fails to serve in the allotted time period, fails to serve during the first toss, (Note: For 14 & under competition a re-toss is allowed. The server has 5 seconds to serve whether or not a re-toss is used.) or for any other reason does not actually contact the ball for service the scorekeeper records the exit score in the **Service Rounds** box of that player. If the violation occurs on the first service for that round, the scorekeeper does not check the **Service Rounds** number. If it occurs after the player’s first service for that round, the scorekeeper need not do anything additional. This is **NOT** recorded in the **REMARKS** section.

The **SANCTIONS/REMARKS** section is used any time a noteworthy situation occurs and is pertinent to the progress of the set. It is not to be used for a scorekeeper’s frivolous remarks. **Beginning in 2005, sanctions are for the match, not set.** When using the **SANCTIONS** box, the teams will be referred to by their appropriate letter, A or B. When using the rest of the **REMARKS** section, the information recorded includes the set #, score at the time of the incident, referee action (default, exception sub, etc.) team involved, and uniform number(s) of player(s). The order in which the information is recorded is not important. Score will always be listed with the score of the team involved in the remark recorded first. Noteworthy situations include but are not limited to the following referee actions:

1. Improper Requests (Slash the IR, record A or B to indicate the team, record the set #, and record the score.)

SANCTIONS							
IR Improper Request	W Warning	P Penalty	E Expls	D Disqua	A B	Set	Score
IR	D				B	2	18:22

2. Yellow card indicating individual Misconduct penalty loss of rally (Record the player # in the Penalty column, record A or B to indicate the team, record the set #, and record the score.)

SANCTIONS							
IR Improper Request	W Warning	P Penalty	E Expls	D Disqua	A B	Set	Score
IR	D	6			A	1	11:12

3. Red card indicating a player is expelled for the remainder of a set and must leave the area (**REMARKS:** Set 2, A, #12 EXPELLED, 12-11)

4. Red/yellow cards together indicating a player is disqualified for the remainder of a match and must leave the area. (**REMARKS:** Set 2, A, #12 DISQUALIFIED, 15-3)

5. Team Delay Warning (Slash the D in the Warning column, record A or B to indicate the team, record the set #, and record the score.)

SANCTIONS							
IR Improper Request	W Warning	P Penalty	E Expls	D Disqua	A B	Set	Score
IR	D				A	3	8:15

6. Team Delay Penalty loss of rally (Record a D in the Penalty Column, record A or B to indicate the team, record the set #, and record the Score.)

SANCTIONS							
IR Improper Request	W Warning	P Penalty	E Expls	D Disqua	A B	Set	Score
IR	D	D			B	2	21:19

7. Exceptional substitution allowed because of injury. (**REMARKS:** set 2, B, EX SUB, #3 FOR #1, 9-7)

8. Protested set with score of each team, team areas, player serving, relative position of both teams on the court at time of protested play, substitutions (team and player) and timeouts. The referee dictates protest claims and signs, both floor captains and the scorekeeper sign.

9. Pertinent information relating to unusual circumstances in the conduct of the match.

10. Defaulted or Forfeited set. Default is used after the set has started. Forfeit is used before the set begins. (**REMARKS:** SET 1, DEFAULT, NO LEGAL SUBS, 22-25)

POST-GAME PROCEDURES

When the set is finished, blue or black ink is used to complete the scoresheet. The **END** time is filled in. The last recorded point for each team is circled in the **Service Rounds** box to clearly indicate where the set ended. In the Points column, using a straight edge, the scorekeeper neatly draws an hour glass figure through any unused points with the horizontal lines drawn through the center of the first and last numbers.

6	✓ ₁	5
13	✓ ₂	6
25	✓ ₃	7
	4	8

2	✓ ₁	5
10	✓ ₂	6
18	✓ ₃	7
	4	8

Points	Points
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33

The **Winning Team** and associated **Score** is written on the top line of the **RESULTS** section with the **Losing Team** and **Score** written below it. The scorekeeper reviews the scoresheet for completeness, taking special care to verify that the scores are correct, and then signs the scoresheet in the designated area.

If a set is forfeited prior to its start, the scorekeeper prepares the scoresheet by filling in the heading, officials' names, lineup of players and/or team present and a score of 25-0 (15-0 for a deciding set), then writes FORFEIT across the scoring section for that set. If more than one set is forfeited, the scorekeeper fills in the number of each forfeited set in the **SET** box in the **RESULTS** section.

Deciding Set Scorekeeping Procedures

A deciding set scoresheet is used. Information for the team starting on the left court is placed on the left side of the scoresheet and continues on the right of the scoresheet when the teams change courts at eight points. If this is the third or fifth set of a match, each team maintains its A or B designation from the previous sets of the match. If this is a one-set playoff, the team on the left will be designated Team A.

As minimum time is available between serves, the scorekeeper records most information on both sides of the scoresheet before the set and as the set progresses. This includes the starting line-ups, substitutions, and time outs. The information in the **Service Round** and **POINTS** section is not repeated on the right side of the scoresheet.

During the court change, the scorekeeper verifies that the required information from the far left is repeated on the far right (substitutions are repeated in the **PLAYERS' NUMBERS** column, substitution scores are repeated in the **Score at time of Substitution** section, **SUBSTITUTION** numbers are slashed, and time out scores are recorded). The scorekeeper should take particular note that the team references are now reversed.

When a team has reached eight points, the scorekeeper records the number of points scored by the team on the far left in the circle marked **Points at Chg.** This number will allow the scorekeeper to know where to begin slashing points in the running score for the team on the far right once the set continues.

Note the additional procedures the scorekeeper must follow in the **Service Rounds** section while the teams are switching sides.

Team on left serves for point 8:

Far left

6	<input checked="" type="checkbox"/>	6	<input checked="" type="checkbox"/>
---	-------------------------------------	---	-------------------------------------

Far right

2	6	9	6
---	---	---	---

(check mark in Service Round Box on far left; during the court switch, instead of a check mark, record an X in the corresponding Service Round box on far right; no score recorded in Service Round box on far left; final Exit Score recorded in Service Round box on far right.)

Team on left earns point 8 on a sideout, or team on right earns point 8.

Far left

7	<input checked="" type="checkbox"/>	6	2
---	-------------------------------------	---	---

Far right

7	<input checked="" type="checkbox"/>	6	9
---	-------------------------------------	---	---

(no check mark in Service Round Box of the next server on far left; during the court switch, repeat the last recorded exit score of the previous server, using an X instead of a check mark; check mark in Service Round box of next server on far right; no score recorded in Service Round box on far left; final Exit Score recorded in Service Round box on far right.)

**GATEWAY REGION USA-VOLLEYBALL
2010 OFFICIALS REQUIREMENTS for JUNIOR TEAMS**

REFEREE'S CHAIR

Augie Werner
310 South 11th St.
Belleville, IL 62220
(618) 277-9158
Email: werner@gatewayvb.org



SCOREKEEPER'S CHAIR

Debbie Palmer
6614 Elmer Ave
St. Louis, MO 63109
(314) 352-3492
Email: palmer@gatewayvb.org

JUNIOR REFEREE'S CHAIRS

Joe Flanigan	Albert Fields
PO Box 86	1252 Mesa Dr
St. Ann, MO 63074	St. Louis, MO 63132
flanigan@gatewayvb.org	fields@gatewayvb.org

JUNIOR SCOREKEEPING CHAIR

James Atteberry
1045 Fernview
Creve Coeur, MO 63141
atteberry@gatewayvb.org

**** JUNIOR TEAM OFFICIALS REQUIREMENTS ****

PHILOSOPHY

The Gateway Region philosophy is to develop junior athletes as officials and as players. The Officials' Board requires that all junior teams participating in Gateway Region tournaments have trained officials. Our emphasis is placed on training the teams to officiate and function as a unit rather than require individuals to be rated and certified.

Initial training is required prior to participating in any tournaments. A practical evaluation will be conducted in a gymnasium using a game situation format. An approved evaluator will assist the coaches with training their players to officiate (referee, keep score, line judge, etc.). The evaluator will assist the coach with development and training of their team so that they may better understand their role and responsibility as officials. The purpose of this requirement is to ensure that all teams know how to officiate prior to the playing season. Coaches will be required to continue to develop and train their athletes as officials throughout the season.

TEAM REQUIREMENTS

Each participating team is required to have a minimum of one 1st Referee, one 2nd Referee, one Scorekeeper (recommended to have an assistant scorekeeper to track the Libero and aid with the visual score) and two Line Judges in attendance at every tournament. A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising. These officials need to officiate during any pool play match or tournament playoff match.

TEAM FEES

If teams do not have certified officials for matches they are scheduled to officiate, they will pay a fee of **\$60** per official needed. This non-refundable fee is paid to the Tournament Director, who will then ensure there are certified officials to officiate at that time. It is recommended that each certified replacement official receive \$20 per match. This fee does not "buy" the rest of the officiating team. The team that is scheduled to officiate must still provide line judges and a visual score operator.

GENERAL REGULATIONS

EVERY SEASON, A TEAM MUST:

1. Register the team and all individuals associated with that team. (Parents wanting to participate as referees and/or scorekeepers must register and every other year pass a background screen. A reduced cost of \$15 is offered for this membership category).
2. Attend a clinic given by an approved clinician.
3. Complete and pass an open-book written examination.
4. Complete and pass a practical evaluation given by an approved evaluator.
* Certification expires January 1 of the next year.

To compete in adult tournaments, junior teams are required to meet the adult officiating requirements. These requirements include a \$30 penalty fee if the team is not in compliance.

CLINICS

1. If your club has an approved clinician and evaluator you will need to obtain all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
2. If your club does not have an approved clinician and/or evaluator, but does have persons interested in obtaining approval, Train the Trainer clinics will be offered for administering referee and scorekeeping clinics. You will be responsible for obtaining all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
3. If your club does not have an approved clinician or evaluator, you will be required to contact the office as soon as possible. Depending on the size and location of your club, one or more of the following options may be available:
 - a. A region approved clinician and evaluator will be sent to your area to conduct the clinic and practical evaluation.
 - b. Attend a clinic and practical evaluation being held by another club in your area
 - c. Attend a region sponsored clinic and practical evaluation.

The region requires a two week time period in order to coordinate clinics and clinicians. You will be responsible for obtaining all pertinent materials from the Gateway Region office.

PRACTICAL EVALUATIONS

1. Practical evaluations must be conducted in a gymnasium during a game situation. (Minimum of 18 participants required. Two (2) teams playing and one (1) team officiating).
2. An approved evaluator will conduct all practical evaluations. Date, time, and place is required to be approved two weeks in advance.
3. Must be completed one (1) week prior to competing in a sanctioned tournament.

JUNIOR OFFICIATING POLICIES

- When players are officiating (at any age group), it is mandatory that the officiating team's coach or responsible adult remain at courtside for the duration of the match.
- Coaches, parents and all others are not allowed to stand on/at the referee stand with the referee during junior events. If assistance is needed, it is suggested that the coach position themselves across from the 1st referee either behind the scorer's table or by acting as the 2nd referee.
- A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising.
- A Junior Officials' Mentoring Program has been implemented for the 11s and 12s Division. When available, the region will provide one mentor per each court to assist/critique the officiating throughout the pool play and then referee the playoffs. If no mentors are at a tournament, only adults or juniors, 15 years and older, are allowed to be the 1st referee; exceptions must be approved by the Tournament Director.
- If a junior player is refereeing a playoff match, the Tournament Director has the authority to replace that official if deemed necessary, unless the player is an adult certified referee.

PLAYOFF REQUIREMENTS

- Teams not participating in playoffs cannot be required to perform any officiating duties in playoffs.
- Teams that advance to playoffs and then cannot continue playing for any reason must still fulfill any officiating duty required of the losing team in bracket play.
- It is the responsibility of the individual teams to check the standings for playoff berths and/or officiating duties.


TEAM PENALTIES


1. If your team does not attend and complete their clinic requirements one (1) week prior to competing, you will not be eligible to play in any Gateway Region tournaments until compliance is met or officials fees are paid (preferably in advance) to the Tournament Director.
 2. Written reports of repeated unsatisfactory officiating will result in a review by the Officials' Board or their designee and another practical clinic may be required. If subsequent practical clinics are required, a \$75 fee per clinic must be paid to the Region. This fee will cover the costs associated with the clinic.
 3. Continued problems may result in team suspensions.
- Teams that arrive late for officiating duties will be charged a \$100 fine, payable to the Tournament Director to pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, the visual Scorer, each line judge, and the Tournament Director paid \$10 each). In addition, the team will be penalized one point per minute late in the next set up to a maximum of one set.
 - Teams that do not stay for officiating assignments will be fined \$150 payable to the Gateway Region to, in part, pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, each line judge and the visual Scorer paid \$10 each, Tournament Director paid \$20 and \$40 to the Gateway Region).
 - Teams with outstanding fines may not participate in any sanctioned USAV event until all debts are paid.


SCOREKEEPING EXAMPLES


(SAMPLE SETS)



SET 1 LINE-UP SHEET		LIBERO N°
TEAM	Orange	8
IV	III	II
4	12c	7
V	VI	I
15	6	10
SERVICE		
COACH SIGNATURE		
 <i>John Smith</i>		

SET 1 LINE-UP SHEET		LIBERO N°
TEAM	Green	4
IV	III	II
3	5	2
V	VI	I
8	9	6c
SERVICE		
COACH SIGNATURE		
 <i>John Doe</i>		

SET 1 LINE-UP SHEET		LIBERO N°
TEAM	White	16
IV	III	II
10	8	24
V	VI	I
5c	14	2
SERVICE		
COACH SIGNATURE		
 <i>Jane Smith</i>		

SET 1 LINE-UP SHEET		LIBERO N°
TEAM	Yellow	20
IV	III	II
1	9c	4
V	VI	I
13	7	11
SERVICE		
COACH SIGNATURE		
 <i>Jane Doe</i>		

Explanation of Scorekeeping Example Non-deciding Set

This is the 2006 Gateway Regional Championships in St. Louis, MO. The match is being played at Forest Park on court 5. This is pool G6c and match number 3 for junior girls at the 16's level. The date is 4/29/06 and the match is scheduled for 10:00a.m. This is set 1 in the match where Green will be playing Orange. Deb Jones is the 1st referee, Frank Smith is the 2nd referee, you are the scorekeeper, and Blue from the Gateway Region is your work team. *The scorekeeper records all heading information in ink.*

Green won the coin toss and chose to receive. Orange chose the court to the right of the scorekeeper. The lineup for Green is 6c, 2, 5, 3, 8, 9 & 4 as the libero. The lineup for Orange is 10, 7, 12c, 4, 15, 6 & 8 as the libero. *The scorekeeper enters the team names and player numbers on the appropriate sides of the score sheet and fills in the A or B circles in the headings. The scorekeeper also places an X over the encircled S and R for the respective teams, and places an X in SERVICE ROUNDS box 1 for the Position I player of the receiving team.*

The game begins at 10:00a.m. *Fill in the START block with 10:00.*

Orange #10 serves a point. On Orange #10's next serve the ball lands out of bounds. *You may begin recording in pencil starting now. Tick the 1 in the SERVICE ROUNDS box for Orange #10, slash the 1 in the POINTS column of the Orange team, write the exit score of 1, slash point 1 in the POINTS column of the Green team.*

Green #2 serves 3 points and then a sideout. *Tick the 1 in the SERVICE ROUNDS box for Green #2, slash points 2, 3 & 4 in the POINTS column of the Green team, write the exit score of 4, slash point 2 in the POINTS column of the Orange team.*

Orange coach requests a substitution, #1 for #7. Orange #1 serves the ball into the net. *Slash the number 7 in the box in Orange's N OF PLAYERS row and write the substitute number 1 to the immediate right of the slashed number 7. In the first box in the SCORE AT TIME OF SUBSTITUTION section for position II, record the score with Orange's score listed first (2/4). Team SUBSTITUTION 1, under the scoring section, is slashed. Tick the 1 in the SERVICE ROUNDS box for Orange #1, write the exit score of 2, slash point 5 in the POINTS column of the Green team.*

Green #5's serve hits the top of the net and lands on Orange's side for a point. Green #5's next serve ends in a sideout. *Tick the 1 in the SERVICE ROUNDS box for Green #5, slash point 6 in the POINTS column of the Green team, write the exit score of 6, slash point 3 in the POINTS column of the Orange team.*

Orange #12 goes back to serve. Green coach requests a substitution, #20 for #5. Orange #12 serves 5 points. Green coach requests another substitution, #14 for #8. Orange #12 continues to serve and the Orange team earns 3 more points. Green coach requests a time-out. After the time-out Orange #12 serves the ball out. *Slash the number 5 in the box in Green's N OF PLAYERS row and write the substitute number 20 to the immediate right of the slashed number 5. In the first box in the SCORE AT TIME OF SUBSTITUTION section for position III, record the score with Green's score listed first (6/3). Team SUBSTITUTION 1, under the scoring section, is slashed. Tick the 1 in the SERVICE ROUNDS box for Orange #12, slash points 4, 5, 6, 7, & 8 in the POINTS column for the Orange team. Slash the number 8 in the box in Green's N OF PLAYERS row and write the substitute number 14 to the immediate right of the slashed number 8. In the first box in the SCORE AT TIME OF SUBSTITUTION section for position V, record the score with Green's score listed first (6/8). Team SUBSTITUTION 2, under the scoring section, is slashed. Slash points 9, 10 & 11 in the POINTS column for the Orange team. Record the time out in Green's top TIME OUTS box located under the running score column, first listing Green's cumulative score followed by Orange's score (recorded 6:11). Write the exit score of 11, slash point 7 in the POINTS column of the Green team.*

Green #14 serves the ball. *The scorekeeper should know the wrong server is going to serve, but must wait until the illegal service actually occurs. As soon as #14 contacts the ball for service, the scorekeeper notifies the second referee (verbally or by horn if available). No tick mark is made in the SERVICE ROUNDS box (of the correct or incorrect server). The exit score(7) is recorded in the SERVICE ROUNDS box of the player who should have served, player #3.*

Orange #4 serves 2 points and then Orange loses a rally. *Tick the 1 in the SERVICE ROUNDS box for Orange #4, slash points 13 & 14 in the POINTS column for Orange, write the exit score of 14, slash point 8 in the POINTS column of the Green team.*

Green coach requests a substitution, #8 for #14. Green #8 serves 3 points and then serves the ball into the net. *Record the three actions for the substitution, i.e., slash the player number, replace with the substitute's number, record the score (8-14) and slash the SUBSTITUTION number 3. Tick the 1 in the SERVICE ROUNDS box for Green #8, slash points 9, 10, & 11 in the POINTS column for Green, write the exit score of 11, slash point 15 in the POINTS column for Orange.*

Orange coach requests 2 substitutions, #7 for #1 and #2 for #15. Orange #2 serves one point. Orange #2's next serve lands on the endline for another point. Orange #2 serves again and the rally ends when Orange #10 hits the ball into the net. *Record the three actions for the substitution for each player, i.e., slash the player number, replace with the substitute's number, record the score (15-11) and slash the SUBSTITUTION numbers 2 & 3. Tick the 1 in the SERVICE ROUNDS box for Orange #2, slash points 16 & 17 in the POINTS column for Orange, write the exit score of 17, slash point 12 in the POINTS column for Green.*

Green coach requests a substitution #5 for #20. Green #9 rattles off 4 consecutive points. Orange coach asks for and is granted a time-out. Green #9 serves another point and then a sideout. *Record the three actions for the substitution. Tick the 1 in the SERVICE ROUNDS box for Green #9 and slash points 13, 14, 15 & 16 for the Green team. Record the time out in Orange's top TIME OUTS box located under the running score column, first listing Orange's cumulative score followed by Green's score (recorded 17:16). Slash point 17 in the POINTS column for Green, write the exit score of 17, slash point 18 in the POINTS column for Orange.*

Orange #6 serves the ball; Green #2 tips the ball into Orange's court for a sideout. *Tick the 1 in the SERVICE ROUNDS box for Orange #6, write the exit score of 18, slash point 18 in the POINTS column for Green.*

The Green captain rotates back to serve. Green #6 serves 3 points. Orange coach requests the team's second time-out. Green #6 serves the ball into the net. *Tick the 2 in the SERVICE ROUNDS box for Green #6, slash points 19, 20, & 21. Record the time out in Orange's bottom TIME OUTS box located under the running score column, first listing Orange's cumulative score followed by Green's score (recorded 18:21). Write the exit score of 21, slash point 19 for the Orange team.*

Orange #10 serves an ace. Orange #10's next serve ends in a sideout. *Tick the 2 in the SERVICE ROUNDS box for Orange #10, slash point 20 for the Orange team, write the exit score of 20 and slash point 22 for the Green team.*

Green #2 serves and the Green team earns two consecutive points. Orange coach requests a time-out. Green #2 serves and the Orange team wins the rally. *Tick the 2 in the SERVICE ROUNDS box for Green #2 and slash points 23 & 24. Go to the SANCTIONS box, slash through the IR for Improper Request, enter a B in the A/B column, enter a 1 in the Set column, and record the score (20:24). Write the exit score of 24 and slash point 21 for the Orange team.*

Orange coach requests a substitution, #1 for #7. Orange #1's serve lands out of bounds and gives Green their final point of the set. *Record the three actions for the substitution. Tick the 2 in the SERVICE ROUNDS box for*

Orange #1, record the exit score of 21, slash point 25 for the Green team and record the final point in the second service rounds box for Green #5.

The time is 10:21a.m. Blue or black ink is used to finish the scoresheet. Record the WINNING TEAM and score, the LOSING TEAM and score, noting the END time at the top of the score sheet. The scorekeeper also draws large hourglasses through the unused points in the POINTS column for each team and circles the last SERVICE ROUNDS boxes used for each team. The scorekeeper checks the score sheet carefully to insure its completeness. The scorekeeper then signs the score sheet.

Explanation of Scorekeeping Example

Deciding Set

The recording of events in a deciding set is exactly the same as a non-deciding set with the exception of a court change. A deciding set score sheet is used. Information for the team starting on the left court is placed on the left side of the score sheet and continues on the right side of the score sheet when the teams change courts at eight points.

The scorekeeper records most information on both sides of the score sheet before the set and as the set progresses. This includes the starting lineups, substitutions, and time outs. The information in the **Service Rounds** and **Points** section is **not** repeated on the right side of the score sheet.

During the court change the scorekeeper verifies that the required information from the far left is repeated on the far right (substitutions are repeated in the **N of Players** column, substitution scores are repeated in the **Score at time of Substitution** section, **Substitution** numbers are slashed, and time out scores are recorded). The scorekeeper should take particular note that the team references are now reversed.

When a team has reached 8 points, the scorekeeper records the points scored by the team on the far left in the circle labeled **Points at Chg.**

Team on the left serves for point 8: check mark in **Service Rounds** box on far left, **X** in **Service Rounds** box on far right; no score recorded in Service Rounds box on far left; final exit score recorded in **Service Rounds** box on far right.

Team on left earns point 8 on a side out or team on right earns point 8: no check mark in **Service Rounds** box on far left, repeat last exit score from previous server using an **X** instead of a check mark. When the next server serves the ball enter a check mark in the **Service Rounds** box on far right; final exit score is recorded in Service Rounds box on far right.

This is the 2006 Gateway Regional Championships in Belleville, IL. The match is being played at the Sportsplex on Court 2. This is match #10 for pool 3Ga of the Girls' 13's division. Today's date is April 30, 2006, and the match is scheduled to start at 2p.m. Gary Weber will be working as the first referee, Jen Bates will be the second referee, you are the scorekeeper and the Black team from the Gateway region is your work team. *The scorekeeper records all heading information in ink.*

This is the 3rd set in a match between Yellow and White. At the coin toss Yellow chose to serve and White picked the court to your right. Yellow's line-up is 11, 4, 9c, 1, 13, 7 and 20 is the libero. White's line-up is 2, 24, 8, 10, 5c, 14 and 16 is the libero. Yellow is team A, White is Team B. *The scorekeeper enters the team names and player numbers on the appropriate sides of the score sheet and fills in the A or B circles in the headings. The scorekeeper also places an X over the encircled S and R for the respective teams, and places an X in SERVICE ROUNDS box 1 for the Position I player of the receiving team.*

The match starts at 2:23. *Fill in the START block with 1423.*

Yellow #11 serves the ball for a point. On Yellow #11's next serve, White #8 hits it off the block for a kill. *You may begin recording in pencil.*

White #24 goes back to serve. The serve hits the top of the net and lands on White's court.

Yellow #4 earns three points and then loses the serve.

White #8 serves an ace. White #8 serves and Yellow hits the ball into the net. On White #8's next serve Yellow hits the ball in for a point.

Yellow coach asks for a substitution, #3 for #7. Yellow #9 serves and her team earns two points. White coach calls a time-out. After the time-out Yellow #9 serves for another point. Yellow #9's next serve lands out of bounds. *The scorekeeper records the substitution (player numbers, score at time of substitution and team total), first on the left side of the scoresheet and then on the far right side of the scoresheet. The time out is recorded in White team's Time Outs box below the running score column on the right side of the sheet.*

White coach requests a substitution, #6 for #10. White #6 serves two aces in a row. The next serve involves a long rally that White wins by blocking Yellow #13. White #2 celebrates the block by yelling thru the net at Yellow. The first referee verbally warns White #2. The next serve by #6 is in the net.

Yellow #1 serves and the White setter tries to dump for a quick point. Yellow #4 dives for the dig and gets the ball up. Yellow #13 hits it across the net and is again blocked by White #2. The block lands out of bounds, but White #2 begins to taunt Yellow thru the net anyway. The first referee issues a yellow card to White #2. White coach calls a time-out. Play resumes and Yellow #1 serves the ball out of bounds. *The individual yellow card is recorded in the SANCTIONS box. Put the player number (2) in the P (penalty) box, enter B in the A/B column, enter a 3 in the SET column, and record the score (8:11). Circle and slash point 12 in Yellow's Points column. Record the time out in White team's Time Outs box below the running score column with White's score recorded first (8:12).*

White #5 serves and her team earns two quick points. Yellow coach requests a time-out. After the time-out White #14 serves the ball.

Yellow #13 serves the remaining two points of the match.

Yellow wins at 2:35p.m. *The scorekeeper uses a blue or black pen to complete the remainder of the score sheet, recording the Winning Team and score and the Losing Team and score and noting the END time at the top of the score sheet. The scorekeeper also draws large hourglasses through the unused points in the Points columns and circles the last Service Rounds boxes used for each team. The scorekeeper checks the score sheet carefully to insure its completeness, then signs in the space provided.*