Instructions for Completing Volleyball Scoresheet

BEFORE MATCH BEGINS

1. Division: Men/Women

Junior/Senior  
Date

Teams

1. Rosters: Team Name

Player Number  
Player Name – first initial and last name

Coach

AFTER TOSS OF COIN

1. Identify Team A/ Team B

Top of Roster

Signature of Coach and Captain

1. Identify Team to Serve and Receive
2. Receiving Team Player 1 Rotation 1 is X
3. Receive line up sheet
4. Check numbers on line up with roster
5. Enter line up on first set
6. Libero designated as L - # on top of set
7. Initial and make available to referee

SET BEGINS

1. Start time
2. When a point is awarded, put a line through the running POINTS column

for the team.

1. The first service is indicated by checking the box marked 1 in the column of the serving player. When that team loses the serve, the TEAM SCORE is recorded in that box. This is under the player number of

the server and in the appropriate number round.

1. When a team loses the serve, identify the next player on the new serving team to serve by checking the box. Watch to see that this is the

Player who then serves. If the number on the player who DOES serve does not match the number on the scoresheet – Notify the OFFICIAL.

1. Continue to put a line through the running team score and to enter

the team score in the appropriate box as the match progresses.

TIME OUT:

Record score under team side of scoresheet calling time out

Score of team calling time out: opposing team score

SUBSTITUTION:

1. Record # of incoming player under # of player coming off court
2. Record score: team calling sub: opposing team score
3. If substituted player is now removed – only original player

can return to that position

1. Each team can make a total of 12 substitutions per set.

If there player numbers of subsitituion are incorrect or team  
exceeds 12 substitutions – Notify the OFFICIAL.

END OF SET:

1. When one team reaches 25 points – circle the final set score for

each of the teams. Draw a line through any unused numbers in the

running team score.

1. Record end time of set (3 minutes between sets)
2. Fill out Results Tally

P = Points

W = win - 1 or loss – 0

S = Substitution

T – Time Outs

Duration – minutes from start to end of match

3RD Deciding Set – to 15 Points:

1. Record team side and Serve/Receive on information by official
2. Record team line up on Scorers Left Side on charts 1 and 3 of

Scoresheet. Teams will change courts at 8 Points.

1. On change of courts – Record the number of points achieved by

Team on Left side in “Points at Change”. Draw Line on running

Score under this number and continue

1. Continue recording as in previous sets

END OF MATCH:

1. Complete Results Chart and Add Totals
2. Designate Winners and Set Scores
3. Print Name and Sign Name in Approvals Chart
4. Captains sign Approval Chart
5. Official Signs Approval Chart