



Scorer Training

Step-by-step instructions for filling out
the match sheet in English

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INTRODUCTION

Introduction / General Information

- This document was created by the VC Tornado Adliswil “scorer expert” based on the official scorer training materials from Swiss Volley.
- It addresses the process of filling out the match sheet step by step and has been enriched with “game scenarios” to make “scoring” understandable using examples.

A detailed match sheet form for Swiss Volley. It includes sections for team information, set scores, player statistics, and official signatures. The form is organized into columns for each set (I, II, III, IV, V, VI) and rows for various statistics like kills, blocks, and errors. It also has a section for "Bemerkungen/Remarks/Observations" and "Endresultat/Resultat final/Resultat finale".

Match sheet
("Matchblatt" in German)

Introduction / General Information

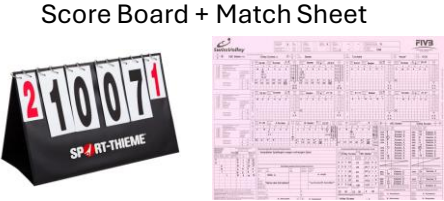
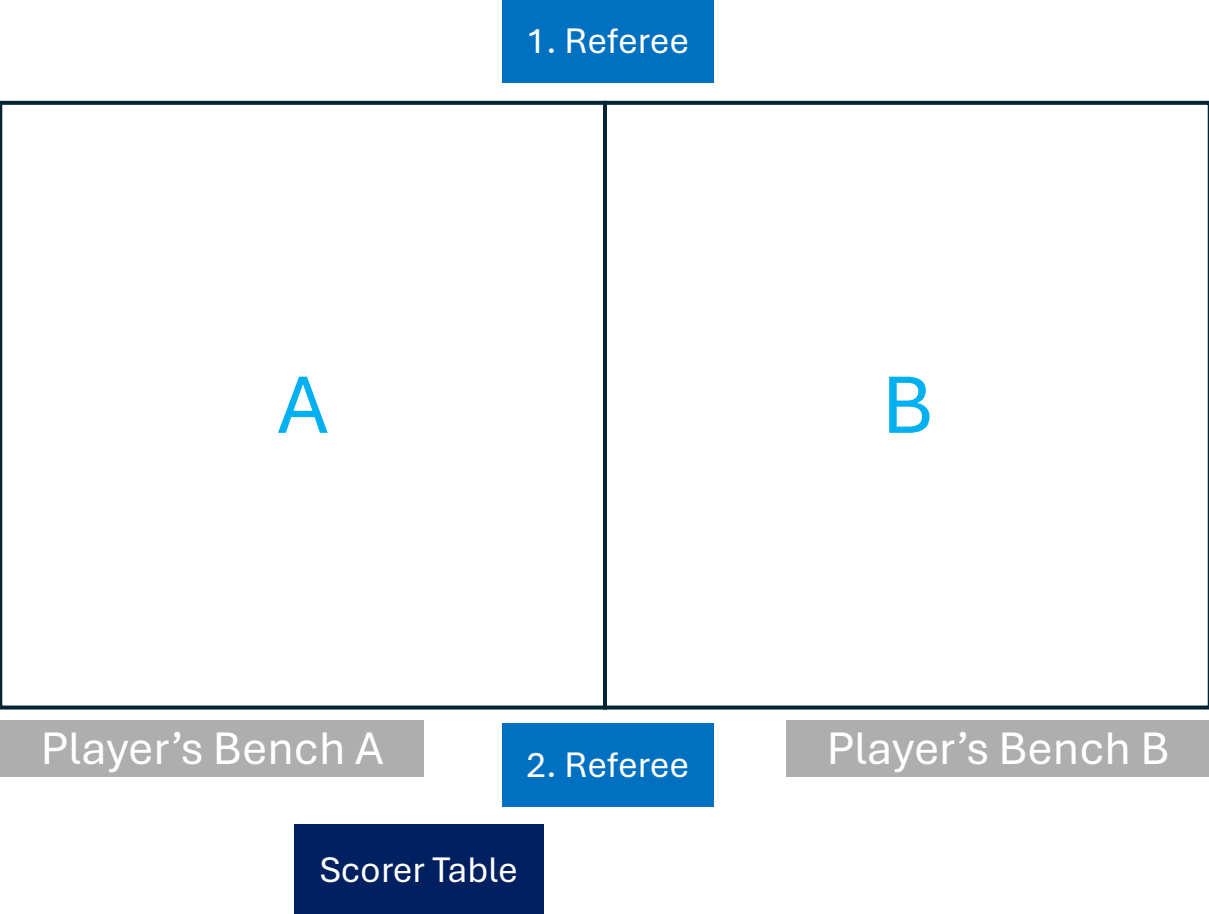
Why do you have to obtain a scorer license?

- Every league game is recorded on a match sheet, and you need to know how it's done and get a license for it by Swiss Volley / SVRZ
- We have several teams that play in the league. Every player in the club has to be able write the match sheet for another team (1-2 times per season)
- We usually assign two people per match: a scorer ("Schreiber" in German) for the match sheet; and a score keeper ("Täfeler" in German) for the score board

What is the role of the scorer?

- You are part of the referee committee (i.e., you behave neutral)
- You must be ready in the hall at least 30 minutes before the start of the game (there is a fine for being late!)
- The contact person for the scorer is always the referee (or the second referee, if there are two)

Location of the Scorer



Which team is A and which is B will be determined after the draw (coin toss).

Tasks of the Scorer

Before the game

- Preparation of the match sheet: general game information, list of all persons involved in the game (players, coaches, referees, scorer, etc.), including their signatures

Before each set

- Recording of the starting lineup and start of the set (time)

During the game

- Recording points, timeouts, player substitutions, and any penalties
- Checking the player at the serve AND always being able to let the captains know, who is where in the rotation (especially, who is currently serving), if you are being asked

After each game

- Recording of the final score, end of the set (time) and transferring the results and stats to the overview

After the game

- Finalization of the results overview
- Obtaining signatures of scorer, captains, and referees

What needs to be filled in on the match sheet and when:

1) Before the coin toss (30-15' before start of the game)

- General game information
- Players and coaches
- Referee committee

2) After the coin toss (14' before)

- Signatures of the two captains and coaches
- Allocation team A / B
- Preparation of sets 1-3
- + Crossing off empty fields in the players and coaches section

3) Shortly before the game (2' before) or the set starts

- Line-up
- Time at the start of the set

4) During the set

- Points
- Rotation / switch of service player
- Timeouts
- Player exchanges

5) After every set

- Results overview
- Time at the end of the set

6) After the game

- Finalize the results overview section
- Signatures

7) Only if necessary

- Set 4 and 5 (work the same as sets 1-3 with a few exceptions in set 5)
- Comments
- Sanctions / Penalties



Swiss Volley

General game information

Meisterschaft
Championnat
Campionato

Cup
Coupe
Coppa

National
National
Nazionale

Regional
Regional
Regionale

Männer
Hommes
Maschile

U23

U17

Freundschaftsspiel
Match amical
Incontro amichevole

Turnier
Tournoi
Torneo

International
Internationale

U19

Bezeichnung der Liga
Designation de la ligue
Designazione della lega

Spiel Nr.
Match No.
No del incontro



FIVB

FEDERATION INTERNATIONALE
DE VOLLEYBALL

A
adversaire
B

Home team

Guest team

A
adversaire
B

Ort
Lieu
Luogo

Halle
Salle
Palestra

Datum
Date
Data

Zeit
Heure
Ora

Set 1

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	13	25	37	1	13	25	37	1	13	25	37
2	14	26	38	2	14	26	38	2	14	26	38
3	15	27	39	3	15	27	39	3	15	27	39
4	16	28	40	4	16	28	40	4	16	28	40
5	17	29	41	5	17	29	41	5	17	29	41
6	18	30	42	6	18	30	42	6	18	30	42
7	19	31	43	7	19	31	43	7	19	31	43
8	20	32	44	8	20	32	44	8	20	32	44
9	21	33	45	9	21	33	45	9	21	33	45
10	22	34	46	10	22	34	46	10	22	34	46
11	23	35	47	11	23	35	47	11	23	35	47
12	24	36	48	12	24	36	48	12	24	36	48

Set 2

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	13	25	37	1	13	25	37	1	13	25	37
2	14	26	38	2	14	26	38	2	14	26	38
3	15	27	39	3	15	27	39	3	15	27	39
4	16	28	40	4	16	28	40	4	16	28	40
5	17	29	41	5	17	29	41	5	17	29	41
6	18	30	42	6	18	30	42	6	18	30	42
7	19	31	43	7	19	31	43	7	19	31	43
8	20	32	44	8	20	32	44	8	20	32	44
9	21	33	45	9	21	33	45	9	21	33	45
10	22	34	46	10	22	34	46	10	22	34	46
11	23	35	47	11	23	35	47	11	23	35	47
12	24	36	48	12	24	36	48	12	24	36	48

Set 3

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	13	25	37	1	13	25	37	1	13	25	37
2	14	26	38	2	14	26	38	2	14	26	38
3	15	27	39	3	15	27	39	3	15	27	39
4	16	28	40	4	16	28	40	4	16	28	40
5	17	29	41	5	17	29	41	5	17	29	41
6	18	30	42	6	18	30	42	6	18	30	42
7	19	31	43	7	19	31	43	7	19	31	43
8	20	32	44	8	20	32	44	8	20	32	44
9	21	33	45	9	21	33	45	9	21	33	45
10	22	34	46	10	22	34	46	10	22	34	46
11	23	35	47	11	23	35	47	11	23	35	47
12	24	36	48	12	24	36	48	12	24	36	48

Set 4

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	13	25	37	1	13	25	37	1	13	25	37
2	14	26	38	2	14	26	38	2	14	26	38
3	15	27	39	3	15	27	39	3	15	27	39
4	16	28	40	4	16	28	40	4	16	28	40
5	17	29	41	5	17	29	41	5	17	29	41
6	18	30	42	6	18	30	42	6	18	30	42
7	19	31	43	7	19	31	43	7	19	31	43
8	20	32	44	8	20	32	44	8	20	32	44
9	21	33	45	9	21	33	45	9	21	33	45
10	22	34	46	10	22	34	46	10	22	34	46
11	23	35	47	11	23	35	47	11	23	35	47
12	24	36	48	12	24	36	48	12	24	36	48

Set 5

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	11	21	31	1	11	21	31	1	11	21	31
2	12	22	32	2	12	22	32	2	12	22	32
3	13	23	33	3	13	23	33	3	13	23	33
4	14	24	34	4	14	24	34	4	14	24	34
5	15	25	35	5	15	25	35	5	15	25	35
6	16	26	36	6	16	26	36	6	16	26	36
7	17	27	37	7	17	27	37	7	17	27	37
8	18	28	38	8	18	28	38	8	18	28	38
9	19	29	39	9	19	29	39	9	19	29	39
10	20	30	40	10	20	30	40	10	20	30	40

Set 6

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	11	21	31	1	11	21	31	1	11	21	31
2	12	22	32	2	12	22	32	2	12	22	32
3	13	23	33	3	13	23	33	3	13	23	33
4	14	24	34	4	14	24	34	4	14	24	34
5	15	25	35	5	15	25	35	5	15	25	35
6	16	26	36	6	16	26	36	6	16	26	36
7	17	27	37	7	17	27	37	7	17	27	37
8	18	28	38	8	18	28	38	8	18	28	38
9	19	29	39	9	19	29	39	9	19	29	39
10	20	30	40	10	20	30	40	10	20	30	40

Set 7

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	11	21	31	1	11	21	31	1	11	21	31
2	12	22	32	2	12	22	32	2	12	22	32
3	13	23	33	3	13	23	33	3	13	23	33
4	14	24	34	4	14	24	34	4	14	24	34
5	15	25	35	5	15	25	35	5	15	25	35
6	16	26	36	6	16	26	36	6	16	26	36
7	17	27	37	7	17	27	37	7	17	27	37
8	18	28	38	8	18	28	38	8	18	28	38
9	19	29	39	9	19	29	39	9	19	29	39
10	20	30	40	10	20	30	40	10	20	30	40

Set 8

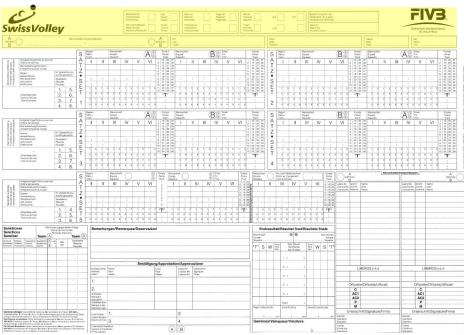
S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	11	21	31	1	11	21	31	1	11	21	31
2	12	22	32	2	12	22	32	2	12	22	32
3	13	23	33	3	13	23	33	3	13	23	33
4	14	24	34	4	14	24	34	4	14	24	34
5	15	25	35	5	15	25	35	5	15	25	35
6	16	26	36	6	16	26	36	6	16	26	36
7	17	27	37	7	17	27	37	7	17	27	37
8	18	28	38	8	18	28	38	8	18	28	38
9	19	29	39	9	19	29	39	9	19	29	39
10	20	30	40	10	20	30	40	10	20	30	40

Set 9

S	Mannschaft / Equipe / Squadra						Punkte / Points / Punti	Mannschaft / Equipe / Squadra	Punkte / Points / Punti	Ende / Fin / Fine	Punkte / Points / Punti
	I	II	III	IV	V	VI					
1	11	21	31	1	11	21	31	1	11	21	31
2	12	22	32	2	12	22	32	2	12	22	32
3	13	23	33	3	13	23	33	3	13	23	33
4	14	24	34	4	14	24	34	4	14	24	34
5	15	25	35	5	15	25	35	5	15	25	35
6	16	26	36	6	16	26	36	6	16	26	36
7	17	27	37	7	17	27	37	7	17	27	37
8	18	28	38	8	18	28	38	8	18	28	38
9	19	29	39	9	19	29	39	9	19	29	39
10	20	30	40	10	20						

FILLING OUT THE MATCH SHEET

Before the Coin Toss: General Game Information



«Meisterschaft» (regular games) or «Cup» (Züri-Cup / Mobiliar Cup)		«National» (Mobiliar Cup) or «Regional» (regular games / Züri-Cup)		Männer / Hommes / Maschile		Bezeichnung der Liga / Désignation de la ligue / Designazione della lega		
Meisterschaft / Campionato	☒	Cup / Coupe / Coppa	☐	National / Nazionale	☐	Regional / Régional / Regionale	☒	3. Liga A
Freundschaftsspiel / Match amical / Incontro amichevole	☐	Turnier / Tournoi / Torneo	☐	International / Internazionale	☐			Spiel Nr. / Match No / No dell'incontro
				Frauen / Femmes / Femminile	☐			234567

The referee can give you the game number



A oder/ou/o	B	VC Tornado Adliswil H1	Mannschaften/Equipes/Squadre	Gastteam	A oder/ou/o	B	Ort Lieu Luogo	Adliswil	Halle Salle Palestra	Hofern	Datum Date Data	12.06.2024	Zeit Heure Ora	20:30
----------------	---	------------------------	------------------------------	----------	----------------	---	----------------------	----------	----------------------------	--------	-----------------------	------------	----------------------	-------

Always mention the home team first

Location where the match takes place

Name of the hall where the match takes place

Today's date

Scheduled time of the match

Leave blank for now; will only be known after the draw (coin toss)

→ For your information: Abbreviations of team names may be used in other places on the match sheet (in this example: **VCT** and **Gast**).

The image displays a collection of Swiss Volleyball FIVB competition sheets. The top left features the Swiss Volleyball logo and the FIVB logo. The sheets are organized into several sections:

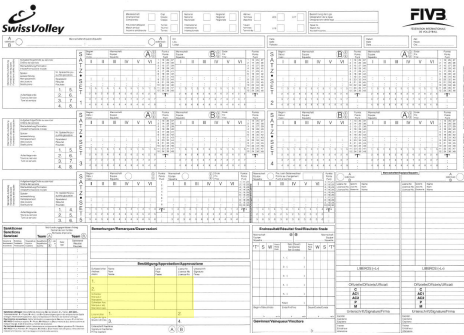
- Match Sheet (Top Left):** Contains fields for match details, including the date, time, and location. It also includes a section for the referee's report, with a table for recording the number of faults and points for each team.
- Referee Sheet (Top Right):** A detailed sheet for the referee, containing a table for recording the number of faults and points for each team, as well as a section for the referee's report.
- Referee Sheet (Bottom Left):** A detailed sheet for the referee, containing a table for recording the number of faults and points for each team, as well as a section for the referee's report.
- Referee Sheet (Bottom Right):** A detailed sheet for the referee, containing a table for recording the number of faults and points for each team, as well as a section for the referee's report.

The sheets are designed to be used by the referee and the competition committee to record the results of the match and to provide a detailed report on the game.

All persons sitting on the players' bench alongside the players must be listed here.

11

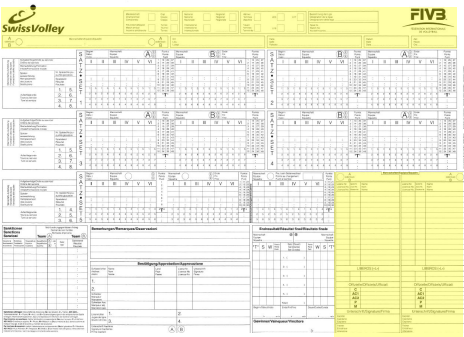
Before the Coin Toss: Referee Committee



Bestätigung/Approbation/Approvazione				
Schiedsrichter Arbitres Arbitri	Name Nom Nome	Land Pays Paese	Lizenz-Nr. Licence-No Licenza-No	Unterschrift Signature Firma
1.	Lindau, T.		22.04.92	
2.	Thoma, N.		14.06.91	
Schreiber Marqueur Marcatore	Keller, Daniel		05.04.01	
Schreiber Ass. Marqueur adj. Marcatore ass.				
Linienrichter Juges de ligne Giudici di linea	1.		2.	
	3.		4.	
Unterschrift Kapitäne Signature Capitaines Firma Capitani	A B			

Enter the names and dates of birth of the 1st referee, 2nd referee (if applicable), and scorer (full last and first name).
Leave the signatures field blank for now.

After the Coin Toss: Allocation A/B and Signatures from Teams



A

B

Mannschaften/Equipes/Squadre

VC Tornado Adliswil H1 : Gastteam

A

B

Ort
Lieu
Luogo

Adliswil

Halle
Salle
Palestra

Hofern

Datum
Date
Data

12.06.2024

Zeit
Heure
Ora

20:30

Meisterschaft
Championnat
Campionato

☒

Cup
Coupe
Coppa

☐

National
Nazionale

☐

Regional
Regionale

☒

Männer
Hommes
Maschile

☒

L23

☐

U17

☐

Freundschaftsspiel
Match amical
Incontro amichevole

☐

Turnier
Torneo

☐

International
Internazionale

☐

Bezeichnung der Liga
Désignation de la ligue
Designazione della lega

3. Liga A

Spiel Nr.
Match No
No dell'incontro

234567



Mannschaften/Equipes/Squadre			Gast		
VCT					
Lizenz-Nr. Licence-No. Licenza-No.	Spieler-Nr. Joueur No. Giocatore No.	Name Nom Nome	Lizenz-Nr. Licence-No. Licenza-No.	Spieler-Nr. Joueur No. Giocatore No.	Name Nom Nome
21.03.91	6	Müller, P.	22.04.92	7	Herrmann, N.
13.05.90	5	Schneider, N.	14.06.91	6	Martin, S.
04.06.02	13	Frischknecht, M.	05.04.01	12	Bertschi, S.
03.12.02	11	Meier, M.	25.12.94	1	Schindler, L.
15.07.89	2	Schneider, L.	18.04.88	4	Buccarella, C.
06.01.00	8	Keller, I.	07.08.99	9	Saxer, U.
09.09.97	3	Nguyen, L.	10.10.87	10	Mol, S.
27.11.95	4	Singh, A.	31.12.98	11	Tillmann, C.
			24.05.96	8	Wickler, C.
LIBEROS (=L=)			LIBEROS (=L=)		
27.11.95	4	Singh, A.	24.05.96	8	Wickler, C.
Offizielle/Officiels/Ufficiali			Offizielle/Officiels/Ufficiali		
08.08.88	C	Hirt, A.	16.02.87	C	Vaugne, Z.
	AC1		05.05.93	AC1	Bachmann, A.
	AC2			AC2	
01.01.03	P	Roll, M.		P	
	M			M	
Unterschrift/Signature/Firma			Unterschrift/Signature/Firma		
Kapitän Capitaine Capitano	N. Schneider		Kapitän Capitaine Capitano	U. Saxer	
Trainer Entraîneur Allenatore	A. Hirt		Trainer Entraîneur Allenatore	Z. Vaugne	

After the draw (coin toss), it is determined which team will play on which side (A or B → see page 5).

The empty fields must be crossed off. Players who are not present must also be crossed off.

The captains and coaches must sign the sheet at this point.

The image displays a collection of Swiss Volleyball forms, including a membership application form (Antrag auf Mitgliedschaft), a club registration form (Antrag auf Vereinsregistrierung), and a club information form (Vereinsinformation). The forms are in German and feature the Swiss Volleyball logo and the FIVB logo.

$R = Reception \rightarrow$   

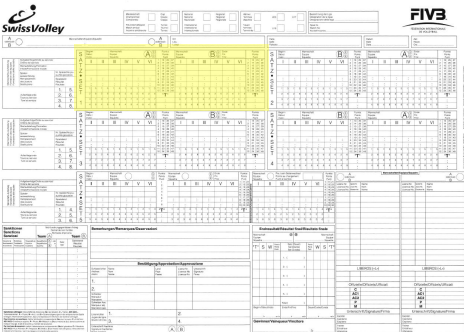
[illegible]

S A T Z • S E T 2	Beginn Debut Inizio							Mannschaft Equipe Squadra							VCT	B R	Punkte Points Punti				Mannschaft Equipe Squadra							Gast	A S	S X	Ende Fin Fine				Punkte Points Punti			
	I	II	III	IV	V	VI		1	13	25	37		I	II	III	IV	V	VI		1	13	25	37		I	II	III	IV	V	VI		1	13	25	37			
								2	14	26	38										2	14	26	38								2	14	26	38			
								3	15	27	39										3	15	27	39								3	15	27	39			
								4	16	28	40										4	16	28	40								4	16	28	40			
								5	17	29	41										5	17	29	41								5	17	29	41			
								6	18	30	42										6	18	30	42								6	18	30	42			
		:	:	:	:	:	:	7	19	31	43		:	:	:	:	:	:	:	:	7	19	31	43		:	:	:	:	:	:	:	7	19	31	43		
		:	:	:	:	:	:	8	20	32	44		:	:	:	:	:	:	:	:	8	20	32	44		:	:	:	:	:	:	:	8	20	32	44		
		:	:	:	:	:	:	9	21	33	45		:	:	:	:	:	:	:	:	9	21	33	45		:	:	:	:	:	:	:	9	21	33	45		
	✓	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5
	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6
	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7
	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8

[illegible]

S A T Z • S E T 4	Beginn Début Inizio		Mannschaft Equipe Squadra						B S R	Punkte Points Punti				Mannschaft Equipe Squadra	A S R	Ende Fin Fine						Punkte Points Punti			
	I	II	III	IV	V	VI	1	13	25	37	I	II	III	IV	V	VI	2	13	25	37					
							2	14	26	38							3	14	26	38					
							3	15	27	39							4	15	27	39					
							4	16	28	40							5	16	28	40					
							5	17	29	41							6	17	29	41					
							6	18	30	42							7	18	30	42					
	.	.	.	.	.	.	7	19	31	43	.	.	.	.	.	.	8	19	31	43					
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	.	.	.	.	.	.	9	21	33	45	.	.	.	.	.	.	10	21	33	45					
1	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5	11	22	34	46						
2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	12	23	35	47						
3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	12	24	36	48						
4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8										
	</																								

Before each Set: Lineup



Note the actual start time of the match/set

S A T Z • S E T 1	Beginn Début Inizio		20:30		Mannschaft Equipe Squadra		Gast		A X R		Punkte Points Punti		Mannschaft Equipe Squadra		VCT		B X S		Ende Fin Fine		Punkte Points Punti			
	I		II		III		IV		V		VI		I		II		III		IV		V		VI	
	9		4		7		6		12		1		8		3		4		6		5		11	
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	3		7		3		7		3		7		3		7		3		7		3		7	
	4		8		4		8		4		8		4		8		4		8		4		8	

Satz Set 1 8

Libero

Positions-Blatt
Fiche de position

Team Equipe Gast

IV6

III7

II4

V12

VI1

I9

Service

Unterschrift/Coach signature
Z. Vaugne

First cross-check the lineups against the player list (i.e., do the numbers listed actually appear on the player list?), and only then transfer them to the match sheet.

→ Liberos are not transferred to the match sheet, neither are their exchanges.

Satz Set 1 13

Libero

Positions-Blatt
Fiche de position

Team Equipe VCT

IV6

III4

II3

V5

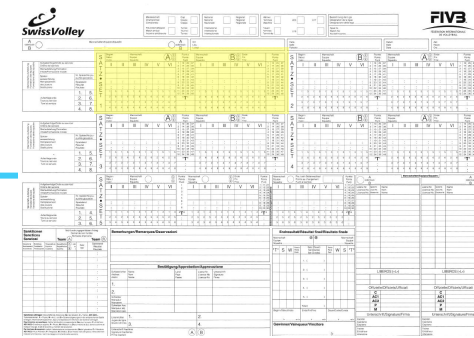
VI11

I8

Service

Unterschrift/Coach signature
A. Hirt

During the Set: Basic Principle for Points & Service Exchange



Game scenario:

- Player No. 9 from the guest team (**Gast**) starts serving. As the scorer, you check whether this corresponds to the lineup.
- If not, wait until the serve has been made, then inform the referee.
- **Gast** scores 4 points, then **VCT** scores one point. The right to serve changes to **VCT**.

On the match sheet:

1. Continuously mark off points for **Gast**
2. Enter **Gast's** score when changing serves
3. Mark off points for **VCT**
4. Mark off the field for the next server from **VCT**

S A T Z • S E T 1	Beginn Début Inizio	20:30	Mannschaft Equipe Squadra Gast						Mannschaft Equipe Squadra VCT						Ende Fin Fine	Punkte Points Punti			
			I	II	III	IV	V	VI	I	II	III	IV	V	VI		1	2	3	4
			9	4	7	6	12	1	8	3	4	6	5	11		2	14	26	38
																3	15	27	39
																4	16	28	40
																5	17	29	41
																6	18	30	42
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			:	:	:	:	:	:	:	:	:	:	:	:		8	20	32	44
			:	:	:	:	:	:	:	:	:	:	:	:		9	21	33	45
S A T Z • S E T 1			4	5	1	5	1	5	1	5	1	5	1	5		10	22	34	46
			2	6	2	6	2	6	2	6	2	6	2	6		11	23	35	47
			3	7	3	7	3	7	3	7	3	7	3	7		12	24	36	48
			4	8	4	8	4	8	4	8	4	8	4	8					

The image displays a collection of SwissVolley forms, including a yellow 'Forma di partecipazione' (Participation Form) and several white 'Forma di registrazione' (Registration Forms) for different age groups and categories. The forms contain fields for personal information, club details, and tournament information.

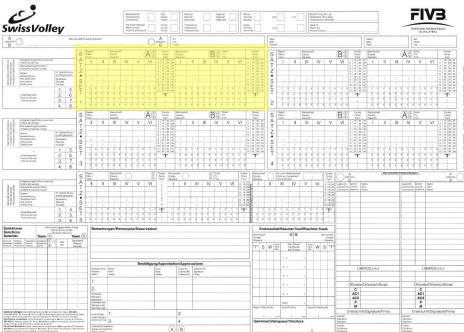
- The game continues
- Meanwhile, **Gast** has scored 10 points; **VCT** has scored 7 points
- The coach of **VCT** calls for a timeout. The referee blows the whistle and signals the timeout accordingly.

1. You record the score from the perspective of the team taking the timeout.*

[illegible]

* This also applies to recording the score when players are substituted (see p. 17) and penalties (see p. 20) → i.e., the score of the team that “causes” something is always mentioned first.

During the Set: Player Substitution



Game scenario:

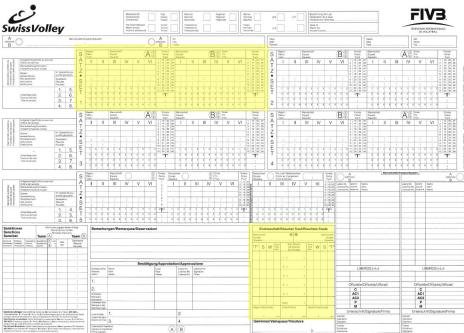
- The game continues
- In the meantime, **Gast** scored 13 points; 9 points for **VCT**.
- **Gast** wants to substitute player No. 2 and sends him to the substitution zone for player No. 6, who is currently on the court. The referee blows his whistle.
- At the same time, **VCT** also wants to substitute player 5 for player 1.

On the match sheet:

1. As the scorer, you first check whether the players in question are on the player list.
2. Then you record the player substitutions below the respective player in the lineup.
3. In the case of a return substitution, the player being substituted must also be circled, as they are no longer allowed to play for the rest of the set.

SATZ • SET 1	Beginn Début Inizio	20:30		Mannschaft Equipe Squadra		Gast		A ^X _R		Punkte Points Punti		Mannschaft Equipe Squadra		VCT		B ^S _X		Ende Fin Fine		Punkte Points Punti	
	I	II	III	IV	V	VI	/ 25 37 / 14 26 38 / 15 27 39 / 16 28 40 / 17 29 41 / 18 30 42 / 19 31 43 / 20 32 44 / 21 33 45 / 22 34 46 / 23 35 47 / 24 36 48	I	II	III	IV	V	VI	/ 13 25 37 / 14 26 38 / 15 27 39 / 16 28 40 / 17 29 41 / 18 30 42 / 19 31 43 / 20 32 44 / 21 33 45 / 22 34 46 / 23 35 47 / 24 36 48							
	9	4	7	6	12	1		8	3	4	6	5	11								
				2								1									
	:	:	:	13 : 9	:	:		:	:	:	:	5 : 6	:								
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	4 ¹	5 ¹	5 ¹	6 ¹	5 ¹	7 ¹	5 ¹	8 ¹	5 ¹	11 ¹	5 ¹	X 5 2 ¹ 5 4 ¹ 5 6 ¹ 5 7 ¹ 5 9 ¹ 5									
	2	6	2	6	2	6	2	6	2	6	2		6	2	6	2	6	2	6	2	6
	3	7	3	7	3	7	3	7	3	7	3		7	3	7	3	7	3	7	3	7
	4	8	4	8	4	8	4	8	4	8	4		8	4	8	4	8	4	8	4	8
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:	:	:	:																		

After the Set: Closing of the Set



Game scenario:

- The game continues.
- While player No. 2 serves for **Gast**, his team wins the set with 25 points; **VCT** scored 18 points in total.

On the match sheet:

1. As the scorer, you cross off the 25th point at the end of the set for team A and mark the point range below it with a “T.”
2. The final score is also entered where the last player was serving. The final point score is circled for both teams.
3. The time at the end of the set is entered. For the second set, the start time can be entered exactly three minutes later (in this example → 20:52). The final results are transferred to the results section.

T = amount of timeouts
S = amount of player substitutions
W = Set win (1) or set loss (0)
Satz (Dauer) = duration in minutes

SATZ • SET 1	Beginn Début Inizio	20:30		Mannschaft Equipe Squadra			A X R	Punkte Points Punti		Mannschaft Equipe Squadra	VCT		B S X	Ende Fin Fine	20:49		Punkte Points Punti
	I	II	III	IV	V	VI		/	/		I	II	III	IV	V	VI	
	9	4	7	6	12	1		/	/		8	3	4	6	5	11	
				2				/	/						1		
	:	:	:	1 : 9	:	:		/	/		:	:	:	:	5 : 6	:	
	:	:	:	3 :	:	:		/	/		:	:	:	:	9 : 13	:	
	4 /	5 /	5 /	6 /	5 /	8 /		/	/		X	2 /	5 /	4 /	6 /	5 /	
	15 /	6 /	19 /	22 /	25 /	6 /		/	/		14 /	6 /	16 /	18 /	6 /	2 /	
	3	7	3	7	3	7		/	/		3	7	3	7	3	7	
	4	8	4	8	4	8		:	:		4	8	4	8	4	8	

4.

Endresultat/Résultat final/Risultato finale															
Mannschaft Equipe Squadra			Gast			A B			VCT			Mannschaft Equipe Squadra			
"T"	S	W	Punkte Points Punti	Satz (Dauer) Set (Durée) Set (Durata)			Punkte Points Punti	W	S	"T"					
0	1	1	25	1. (19)			18	0	2	1					
				2. ()											
				3. ()											
				4. ()											
				5. ()											
				Total ()											
Beginn/Début/Inizio				Ende/Fin/Fine				Dauer/Durée/Durata							
20 h 30 min				h min				h min				h min			
Gewinner/Vainqueur/Vincitore												3:			

5th Set

Since sides are changed in the fifth set when the first team reaches eight points, there are three blocks on the match sheet.

Before the side switch → Fill in the left side and center, and transfer everything except the points score to the right side as well.

S A T Z • S E T 5	Beginn Début 21:48 Inizio		Mannschaft Equipe Squadra		A		Gast		(S) (R)	Punkte Points Punti	Mannschaft Equipe Squadra		B		VCT		(S) (R)	Ende Fin Fine		Punkte Points Punti	Seitenwechsel/Change ment/Cambio	Mannschaft Equipe Squadra		A		Pte. beim Seitenwechsel Points au changement Punti al cambio		Punkte Points Punti	
	I	II	III	IV	V	VI			I		II	III	IV	V	VI			I	II			III	IV	V	VI				
	9	4	7	6	12	1			8		3	4	6	5	11			9	4			7	6	12	1				
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	X	4	1	4	6	4	7	4	1		4	T	0	4	2	4	3	4	5			4	1	4	1	4	T		
	2	5	2	5	2	5	2	5	2		5	:	2	5	2	5	2	5	2			5	2	5	2	5	:		
	3	6	3	6	3	6	3	6	3		6	:	3	6	3	6	3	6	3			6	3	6	3	6	:		

After the side switch → Just fill in the middle and right side. The left side can now be completely ignored.

Here, always note the score of the team that was playing on the left before the side switch. In this example, Team A, which also scored 8 points first.

S A T Z • S E T 5	Beginn Début 21:48 Inizio		Mannschaft Equipe Squadra		A		Gast		(S) (R)		Punkte Points Punti	Mannschaft Equipe Squadra		B		VCT		(S) (R)		Ende Fin 22:03 Fine		Punkte Points Punti	Seitenwechsel/ Change ment/Cambio	Mannschaft Equipe Squadra		A		Pte. beim Seitenwechsel Points au changement Punti al cambio		8		Punkte Points Punti				
	I	II	III	IV	V	VI		I	II	III		IV	V	VI		I	II	III	IV	V	VI				I	II	III	IV	V	VI						
	9	4	7	6	12	1		8	3	4		6	5	11		9	4	7	6	12	1				9	4	7	6	12	1						
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	X	4	1	4	6	4	7	4	1	4		T	0	4	2	4	3	4	5	4	7			4	10	4	T	1	4	1	4		9	10	4	T
	2	5	2	5	2	5	2	5	2	5		:	12	5	13	5	2	5	2	5	2			5	2	5	2	5	2	5	2		5	10	9	
	3	6	3	6	3	6	3	6	3	6		:	3	6	3	6	3	6	3	6	3			6	3	6	3	6	3	6	3		6	3	6	:

Sanctions / Penalties (Theory)

Sanctions can be imposed on the entire team or on individual players/coaches:

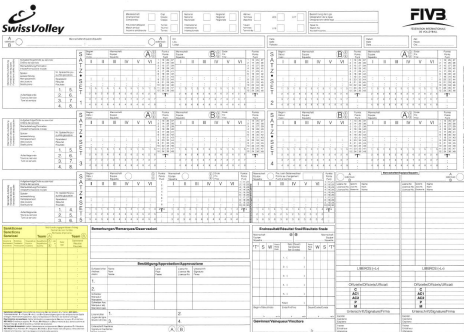
Adressee	TEAM	INDIVIDUAL PLAYER / COACH																								
No sanction	Improper requests: * Sanktionen Sanctions Sanzioni Nicht ordnungsgemäßer Antrag Demande non formelle Richiesta impropria Team A Team X Sanktionen Sanctions Sanzioni 2 Nicht ordnungsgemäßer Antrag Demande non formelle Richiesta impropria Team X Team B	Minor misconduct: The yellow card counts for all players and all coaches/assistants																								
Scale of the sanction	Second time Delay Warning Punishment Point and service for the opponent	SANCTIONS Incorrect behavior: <table><tr><th>Sanction:</th><th>SB1</th><th>SB2</th><th>...</th><th>SB...</th><th>Type of behavior:</th></tr><tr><td>Punishment</td><td> </td><td> </td><td>...</td><td> </td><td>inappropriate</td></tr><tr><td>Expulsion</td><td> </td><td> </td><td>...</td><td> </td><td>offensive</td></tr><tr><td>Disqualification</td><td> </td><td> </td><td>...</td><td> </td><td>aggressive</td></tr></table>	Sanction:	SB1	SB2	...	SB...	Type of behavior:	Punishment			...		inappropriate	Expulsion			...		offensive	Disqualification			...		aggressive
Sanction:	SB1	SB2	...	SB...	Type of behavior:																					
Punishment			...		inappropriate																					
Expulsion			...		offensive																					
Disqualification			...		aggressive																					

Certain actions (up to and including yellow cards) do not yet have any effect on the game but must be recorded on the match sheet.

Red or red-yellow cards also have consequences for the game (points or player substitutions) and must be recorded accordingly on the match sheet.

* Improper requests (= nicht-ordnungsgemässe Anträge): for example, the team attempts to take/make more timeouts or player substitutions than allowed, or the request is made by the wrong person. Repeated attempts will result in a yellow card and after that, even a red card for the team.

Sanctions / Penalties



Game scenario:

- 1. Team B (**VCT**) attempted something that is improper (e.g., the wrong person attempted to take a timeout).
- 2. A little later, **VCT** also receives a yellow card for delaying the game.
- 3. The coach (C) of **VCT** received a red card when the score was 10:9 → This means that **Gast** receives a point and now also has 10 points.
- 4. Player no. 7 from **Gast** receives a red-yellow card at the score of 18:16 and must leave the court for the remainder of the set. Player 13 is substituted in for him.

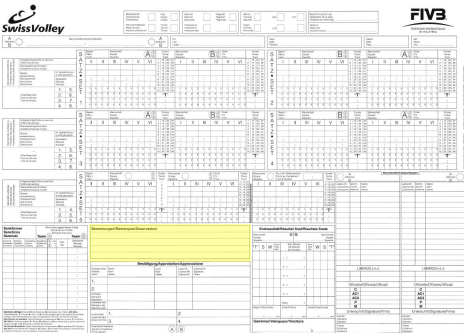
On the match sheet:

- Improper request: Mark the team in the corresponding section → if repeated, a yellow card will be issued for delaying the game.
- Yellow card: Record the penalty, otherwise no effect on the game. A delay of game against the team is noted with the letter D.
- Red card: Record the penalty, point and service for the opponent (circle the point received).
- Yellow-red cards: Record the penalty, note the player change and circle the penalized player because they are no longer allowed to play in this set.

Sanktionen Sanctions Sanzioni				Nicht ordnungsgemässer Antrag Demande non fondée Richiesta impropria		
				Team (A)	Team (X)	1.
Verwarnung Avertissement Avvertimento	Bestrafung Pénalisation Penalizzazione	Hinausstellung Expulsion Espulsione	Disqualifikation Disqualification Squalifica	(A) oder (B)	Satz Set	Spielstand Résultat Risultato
D				B	1	4 : 6
	C			B	1	10 : 9
		7		A	1	18 : 16
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						:

SATZ • SET 1	Beginn Début Inizio	20:30					Mannschaft Equipe Squadra	Gast	A X R	Punkte Points Punti	Mannschaft Equipe Squadra	VCT	B X S	Ende Fin Fine	20:49					Punkte Points Punti		
	I	II	III	IV	V	VI		I	II	III	IV	V	VI		I	II	III	IV	V	VI		
	9	4	7	6	12	1		8	3	4	6	5	11									
		4.	13	2								1										
	:	:	18:16	13:9	:	:		:	:	:	:	5:6	:									
	:	:	:	:	:	:		:	:	:	:	9:13	:									
	4 [↗]	5 [↗]	5 [↗]	6 [↗]	7 [↗]	5 [↗]	8 [↗]	5 [↗]	11 [↗]		14 [↗]	5 [↗]	2 [↗]	5 [↗]	4 [↗]	5 [↗]	6 [↗]	5 [↗]	7 [↗]	5 [↗]	9 [↗]	5 [↗]
	15 [↘]	6 [↘]	19 [↘]	6 [↘]	22 [↘]	25 [↘]	6 [↘]	2 [↘]	6 [↘]	2 [↘]	6 [↘]		16 [↘]	6 [↘]	2 [↘]	6 [↘]	2 [↘]	6 [↘]	2 [↘]	6 [↘]	2 [↘]	6 [↘]
	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7	3	7
	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8	4	8

Before, during, or after the Game: Comments



In rare cases, a comment may need to be noted on the match sheet. However, this will always be announced and instructed by the referee.

If a comment is required, it is usually due to a delay in play. This means that the reason why a match may start later than scheduled must be noted.

Bemerkungen/Remarques/Osservazioni
Der Spielbeginn verzögert sich um 30 Minuten wegen vorherigem Spiel.

After the Game: Final Score & Closing of the Game



The totals in the final result section ("Endresultat") are added together.

The total of all minutes played + the amount of breaks x 3 minutes need to match the total duration → 81 minutes + 12 minutes = 1 hour 33 minutes

The winner of the match is noted together with the final set score.

Endresultat/Résultat final/Risultato finale									
Mannschaft Equipe Squadra			Gast		Ⓐ	Ⓑ	VCT		Mannschaft Equipe Squadra
"T"	S	W	Punkte Points Punti	Satz (Dauer) Set (Durée) Set (Durata)		Punkte Points Punti	W	S	"T"
0	1	1	25	1. (19)		18	0	2	1
2	2	1	25	2. (13)		23	0	2	2
2	0	0	21	3. (14)		25	1	1	1
2	2	0	20	4. (20)		25	1	1	2
1	0	1	15	5. (15)		13	0	1	1
7	5	3	106	Total (81)		104	2	7	7
Beginn/Début/Inizio				Ende/Fin/Fine		Dauer/Durée/Durata			
20 30 h min				22 03 h min		1 33 h min			
Gewinner/Vainqueur/Vincitore									
Gast 3: 2									

Finally, the match sheet is signed in the following order :

1. Scorer
2. Captains Teams A + B
3. 2. Referee
4. 1. Referee

Bestätigung/Approbation/Approvazione				
Schiedsrichter Arbitres Arbitri	Name Nom Nome	Land Pays Paese	Lizenz-Nr. Licence-No Licenza-No	Unterschrift Signature Firma
1.	Lindau, T.		22.04.92	T. Lindau
2.	Thoma, N.		14.06.91	N. Thoma
Schreiber Marqueur Marcatore	Keller, Daniel		05.04.01	D. Keller
Schreiber Ass. Marqueur adj. Marcatore ass.				
Linienrichter Juges de ligne Giudici di linea	1.		2.	
	3.		4.	
Unterschrift Kapitane Signature Capitaines Firma Capitani		U. Saxer	Ⓐ Ⓑ	N. Schneider

→ No empty fields need to be crossed off here.

TIPS & TRICKS

Finally, a few recommendations for a real game situation...

Before the Game

- Be there on time – the first part (preparing the match sheet) takes the most time. I recommend arriving at the hall 35-40 minutes before the match starts. However, if you are not there 30 minutes before the start of the match, you will be fined and it will be very inconvenient for the team!

During the Game

- Always keep your index finger on the spot where the current person is serving (i.e., where the last small number was crossed off). If a question about the rotation is being asked, you can answer easily.
- Follow this sequence when there is a change of service: note the score of the server, deduct a point from the other team, deduct the small number from the new server. Sticking to that routine helps you stay on track.
- Always check who is going to the base line to serve and whether it is really the right person.
- Bring a watch and note the time immediately after the end of each set.
- Don't look at your cell phone while you are the Scorer. It's a distraction and unfortunately, you'll easily lose focus on what just happened in the game...
- Have fun and enjoy the volleyball game 😊