

SCORER CHECKLIST

General Area	Specific Area	Specific Instructions
Scoring Instructions	Before, During and After the match	Covered in FIVB International Scoresheet Instructions
Appearance	Uniform (shirt, and shorts) * FIVB Official World Tour supplier	Clean and tidy in nature, complies with regulations, consistent with any specific regulations.
	Uniform (socks)	White, Clean, Tidy in nature, complies with regulations, Compulsory to wear.
	Uniform (shoes)	Predominately white, Clean, Tidy in nature, complies with regulations, no other forms of footwear acceptable.
	Uniform (hat or cap) * FIVB Official World Tour supplier	Aligned well on head, Clean, Tidy in nature, complies with regulations, consistent among wearers (off or on), optional to wear.
	Uniform (glasses)	Optional to wear, Clean, tidy in nature, complies with regulations.
	Jewellery	Clearly visible jewellery in most cases not allowed E.g.; necklace.
	ID Cards	Must be hidden from sight, wear under Shirt.
	Hair	Clean, tidy, well presented in nature, avoiding excess in style colour etc.
	General appearance	Tidy photogenic etc. Avoid excesses of appearance especially in filmed matches.
Match Protocol	Protocol before the match	The Protocol used should match exactly that published by the FIVB. This can be verified with the 1 st referee.
	Pre-match check of scoresheet	Check that all details as listed on the scoresheet match the actual situation, as it exists esp. in scoring instructions 1.1 – 1.19. If the scoresheet is incorrect request a new scoresheet.
	Pre-match check of the teams compared to scoresheet.	Check that the player's names, numbers, colour of uniforms, etc, match that as listed on the scoresheet and Tournament schedule.
	Pre-match check of equipment	Check that all equipment is present prior to the match (e.g. whistle or buzzer, reserve ball, etc). Note that an extra scoresheet should always be present.
	Location of Scorer and Assistant Scorer	Seated together at appropriate place.
	Reserve ball under the table	Check that at all times 1 ball is present under the scorer's table.

	Post match check of the scoresheet	Immediately after the completion of the match and before the captains sign, quickly check that all details are correct, and complete the results section as soon as possible.
	Protocol after the match	The Protocol used should match exactly that published by the FIVB. This can be verified with the 1 st referee.
Co-operation and collaboration with other officials	Start of play (set, after timeout, technical timeout, court switch, etc)	Clear indication using 2 hands held upright that ready to commence play. Visual contact desirable with other officials.
	During recording of misconduct or delay sanctions	While recording, one hand should be held upright to indicate currently recording details. Collaboration with 2 nd referee to verify details procedure etc.
	After recording of misconduct or delay sanctions	Clear indication using 2 hands held upright that ready to commence play. Visual contact desirable with other officials.
	During recording of timeout, technical timeout and court switches	While recording, one hand should be held upright to indicate currently recording details.
	After recording of timeout, technical timeout and court switches (but before 1st referee whistle for serve)	Clear indication using 2 hands held upright that ready to commence play. Visual contact desirable with other officials.
	If the wrong server about to serve.	Clearly, indicate to the 2 nd referee that the incorrect person is about to serve or moving towards the service position. Check that the correct # paddle is showing and scoresheet is correct. This can be corrected verbally. The 2 nd referee verifies this with the Scorer.
	After wrong server (service order fault)	Whistle or use of buzzer to indicate wrong server, indicate correct server, and check that the scoresheet is correct. Verbally notify the 2 nd referee and players. Penalty of loss of rally can be applied (Rule 16.7. a).
	After wrong server (error by Scorer)	Whistle or use of buzzer to indicate desire to stop play. Communicate problem to 2 nd referee. Correct service order should be enforced. New service made.
	With the Assistant Scorer	Check at all times correct score is shown on small manual scoreboard and that #1 and #2 paddles are being correctly utilized. Check these comply with scoresheet.
	If any other information is required (e.g.: clarification on penalty, player, etc)	Indicate clearly to the officials any points of clarification that are required before play can commence (signalling). Play should not begin until this has been completed.

	If the official scoresheet does not match the scoreboard(s)	Play should not commence until the scoreboard(s) matches the official scoresheet. The Scorer should always monitor this situation. This matter should be pointed out to the 2 nd referee. Correct by ones self if possible. The scoreboard operator should as soon as possible correct this (close physical location).
	One point to court switch and technical timeout signalled	Indicate clearly to the officials that one more point is required to a court switch or technical timeout. Good communication is essential either verbally or by signal.
	Signal court switch and technical timeout	Clearly, signal to the officials that a court switch or technical timeout is required. Good communication is essential.
	One point to end of set or match signalled	Indicate clearly to the officials that one more point is required to end the set or match. Good communication is essential.
	End of set signalled	Indicate clearly to the officials that the set or match has finished using the official hand signal. Good communication is essential.
	Number of timeouts called by both teams	At the appropriate times signal to the officials that a team has exhausted their timeout for the set. Both teams can be indicated. Good communication is essential.
	Behaviour and demeanour	Professional signalling, communications for players, other officials and TV. Emotional state of players, lack of confrontation. Scorers must avoid confrontational situations with other person's especially the players. These guidelines apply both inside and outside the court area.
Other	Protest Protocols (before or during the set)	May be required to record some of the details at the time of the protest (score etc) on the Remarks Section of the scoresheet. Covered in Scoring Instructions 4.9, 5.1 to 5.8.
	Protest Protocols (after the match)	Allows the captain(s) to record the details of the protest on the Remarks Section of the scoresheet. Covered in Scoring Instructions 4.9, 5.1 to 5.8.
	Evidence to Protest Protocols	May be required to supply evidence regarding the events of the Protest.
	Medical injury timeouts	Records on the Remarks Section of the scoresheet all the details esp. times as relevant. Complete understanding of the procedure is essential. Covered in Scoring Instructions 5.1 to 5.4.

If the game is stopped due to the weather, etc.	Record the details of such stoppage on the Remarks Section of the scoresheet esp. times and reason for stoppage. Add remarks as indicated by the Technical Supervisor.
If the players numbers and / or uniforms do not match recorded details	Notify the referees, allow recording of these circumstances on the Remarks Section of the scoresheet. No penalty recorded
Recording of an incomplete team	Cross off all unused points to complete the match or set. Finish the scoresheet as appropriate. Covered in FIVB Scoring Instructions 6.1 and 6.2.
Recording of a prolonged interruption	Record the details of such stoppage on the Remarks Section of the scoresheet esp. time. Covered in FIVB Scoring Instructions 5.1 to 5.4.
Teams failing to switch court or technical timeout at appropriate time	Teams should change sides as soon as possible. Record on court switch columns as the actual score. No penalty applies.
Misconduct after match etc.	Scorer can be requested to record details of misconduct after the match on Remarks Section of the scoresheet. Covered in FIVB Scoring Instructions 5.1 to 5.7.
Multiple misconduct's or delay sanctions in excess of space provided.	Record on the Remarks Section of the scoresheet any extra sanctions recording all required information esp. Player# and Scores. Covered in FIVB Scoring Instructions 5.1 to 5.7.
Team scores or service order in excess of space provided	Covered in FIVB Scoring Instructions 6.3. Record on the Remarks Section of the scoresheet if necessary, but preferably on a reserve one.
Delays in recording information	Scorer must record information on the scoresheet as quickly and efficiently as possible. Don't let referees commence play until you are ready.
Referee gives incorrect penalty (e.g.: 2 yellow cards)	Scorer must immediately draw this to the attention of the officials
Request in excess of allowable # of timeouts	Scorer must immediately draw this to the attention of the officials
Health or illness problems	Scorer must draw this to the attention of the officials immediately. The reserve Scorer must be ready to score at any time.

LINEJUDGE CHECKLIST

General Area	Specific Area	Specific Instructions
Appearance	Uniform (shirt) * FIVB Official World Tour supplier	Clean, Tidy in nature, Tucked into shorts, Complies with regulations.
	Uniform (shorts) * FIVB Official World Tour supplier	Clean, Tidy in nature, Aligned clearly with shirt, complies with regulations.
	Uniform (socks)	White, Clean, Tidy in nature, complies with regulations, Compulsory to wear.
	Uniform (shoes)	Predominately white, Clean, Tidy in nature, complies with regulations, no other forms of footwear acceptable.
	Uniform (hat or cap) * FIVB Official World Tour supplier	Aligned well on head, Clean, Tidy in nature, complies with regulations, consistent among wearers (off or on).
	Small towel * FIVB Official World Tour supplier	Always consider the use of small towel to ensure quick assistance to players needing to wipe glasses. This procedure will prevent delays. Towels should not to be used by the players to wipe any part of their bodies.
	Uniform (glasses)	Optional to wear, Clean, tidy in nature, complies with regulations.
	Jewellery	Clearly visible jewellery in most cases not allowed E.g.; necklace.
	ID Cards	Must be hidden from sight, wear under Shirt.
	Hair	Clean, tidy, well presented in nature, avoiding excess in style colour etc.
	General appearance	Tidy, photogenic etc. Avoid excesses of appearance esp. in filmed matches.
Match Protocol	Prior to the match	Assemble 15 minutes before the match for Pre-match preparation and then protocol. Must be fully prepared in uniform etc at this time. Check, that the details of the linejudge are correct on the scoresheet (name and position #) The first referee may give instructions at this time.
	At timeouts, technical timeouts and between sets	Total time allowed is 1 minute. Go to back off position nearer the panels. At 45 seconds go back to position then monitor work of sand levellers by adjusting conditions of lines.
	After the game	Join the referees by the 1 st referee stand. Follow the referees for remainder of the protocol. Note: other options in protocol are possible.

Linejudge signals (Responsibilities)	Ball In	Complies with FIVB Signal esp. in angle downwards and out from body, general posture, speed of signal with flag, general presentation etc. Note also that linejudges may call the ball in, in the middle of the court. Decisive reaction may move to call. Linejudged in its original position.
	Ball Out	Complies with FIVB Signal esp. in angle upwards (height) and away from body, general posture, speed of signal with flag, general presentation etc.
	Ball Touched	Complies with FIVB Signal esp. in angle upward from body, height of signal, general posture, speed of flag signal, general presentation etc.
	Touch vs. Out signal	Clear understanding of the appropriate signal and under which circumstances.
	Ball Outside crossing space	Complies with FIVB Signal esp. in angle upward from body (both hands), general posture, speed of signal with flag, general presentation etc.
	Outside antennae	Initial signal in most cases not made but attention to inside, over or outside antennae to ascertain if play should continue. Later in rally depending on circumstance signal with appropriate signal.
	Servers foot fault including outside of extension of the sideline	Complies with FIVB Signal esp. in angle downward from body, general posture, speed of signal with flag, general presentation etc. Straight flag.
	Judgment impossible	Complies with FIVB Signal esp. in angle across the body, general posture, speed of signal with flag, general presentation etc.
	Four Contacts	Linejudge may signal small touch after the rally to the referees if requested. Touch can be signalled at the time of contact in rally and at the end of rally (4 contacts).
	Who signals	Generally the linejudge closest to the line, possibility of two or more esp. at touch calls. Generally the first to signal are on the side the ball is directed to. Good communication is essential.
	Repeating of signal	At the first referees request, a linejudge must repeat their signal
	How long to hold signal for (in time)	The signal is maintained for a moment, importance for TV and game of appropriate length of signal. 3 beat count. Hold until referees see and acknowledge.

	General demeanour in signalling	Professionalism conveying of signal for players and TV, Distance from body, stance. Emotional state of players, lack of confrontation. Also communication with the players should be avoided. This applies both inside and outside the court area.
	Use of the flag to signal	From ready to signal body position (i.e.: during rally) movement should be sharp, clear and concise.
Position on Court (Location)	Distance from line (2 linejudges)	Correct distance (1-2m) and angle 45 degrees to line. Consistent among linejudges. Ability to move during and before rally. Complies with FIVB Rulebook diagram.
	Distance from line (4 linejudges)	Correct distance (1-3m) and angle imaginary extension of the line. Consistent among linejudges. Ability to move during and before rally. Complies with FIVB Rulebook diagram.
	What to do if too close to the server	Linejudge should move before the service if it is considered to interfere with server approach, landing etc, or reception team view of that server. Move to an appropriate position.
Physical Position (Stance)	At the time of service	Concentration on possible fault, slightly leaning towards area of observation, head in static position eyes focused.
	During general play	Ability to move into best position for judgment, slight difference in technique between 2 and 4 linejudges, primary focus is on maintaining possible call on your assigned line.
	At the time of the fault	Stop movement. Use of correct signal. Formal and professional presentation stance.
	At the time of signalling	Stop movement. Use of correct signal. Formal and professional presentation stance. Clear and precise.
Other	Line conditions (tight etc)	It is the responsibility primarily of linejudges to check and correct the condition on the lines (preferably after each rally, court switch, timeout and technical timeout, etc).
	Line safety	Linejudges should check esp. before the match the condition of the lines including all fastening devises. Any problem to be immediately brought to the attention of the referees.
	Condition of antennae	It is the responsibility primarily of linejudges to check and correct the condition on the antennae (preferably after each rally, court switch, start of the set, TO and TTO) especially if the ball or player has hit the antennae.

External interference and safety of players

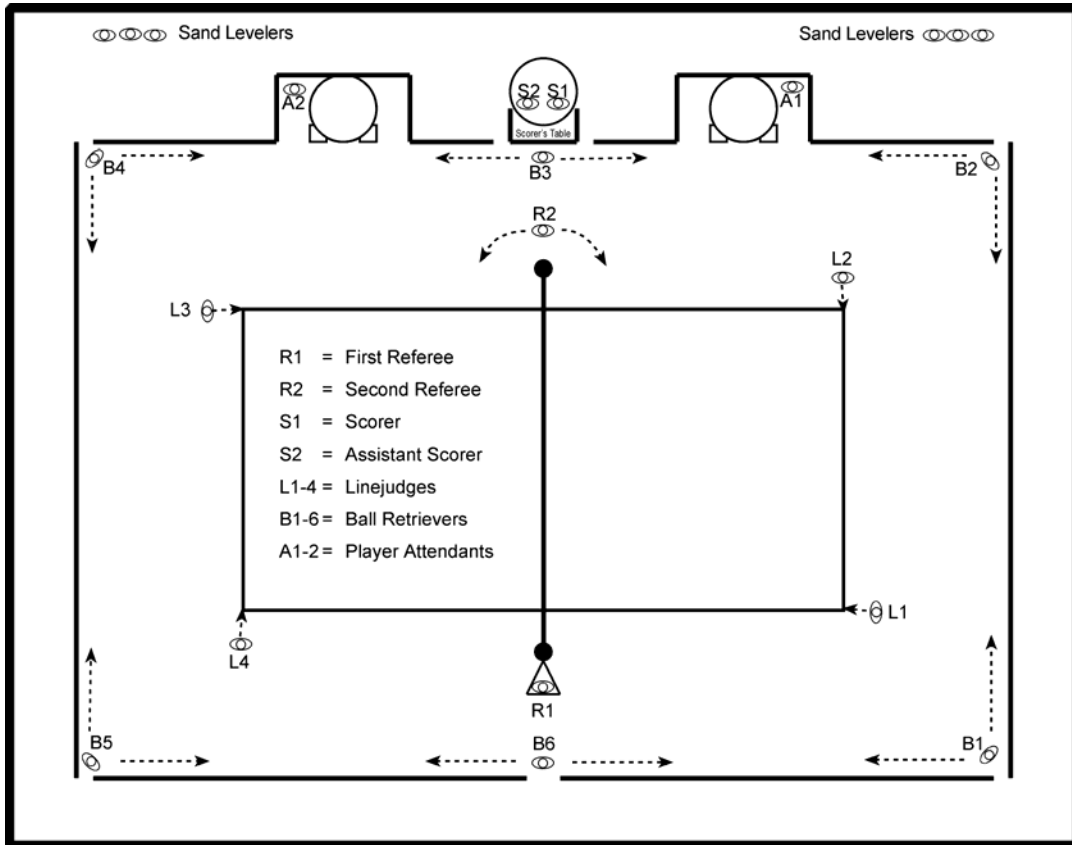
Ball on court, objects in the sand etc should all be brought to the attention of the referees as appropriate.
Linejudges should carry small towels to prevent delays.

Sickness / Medical problem

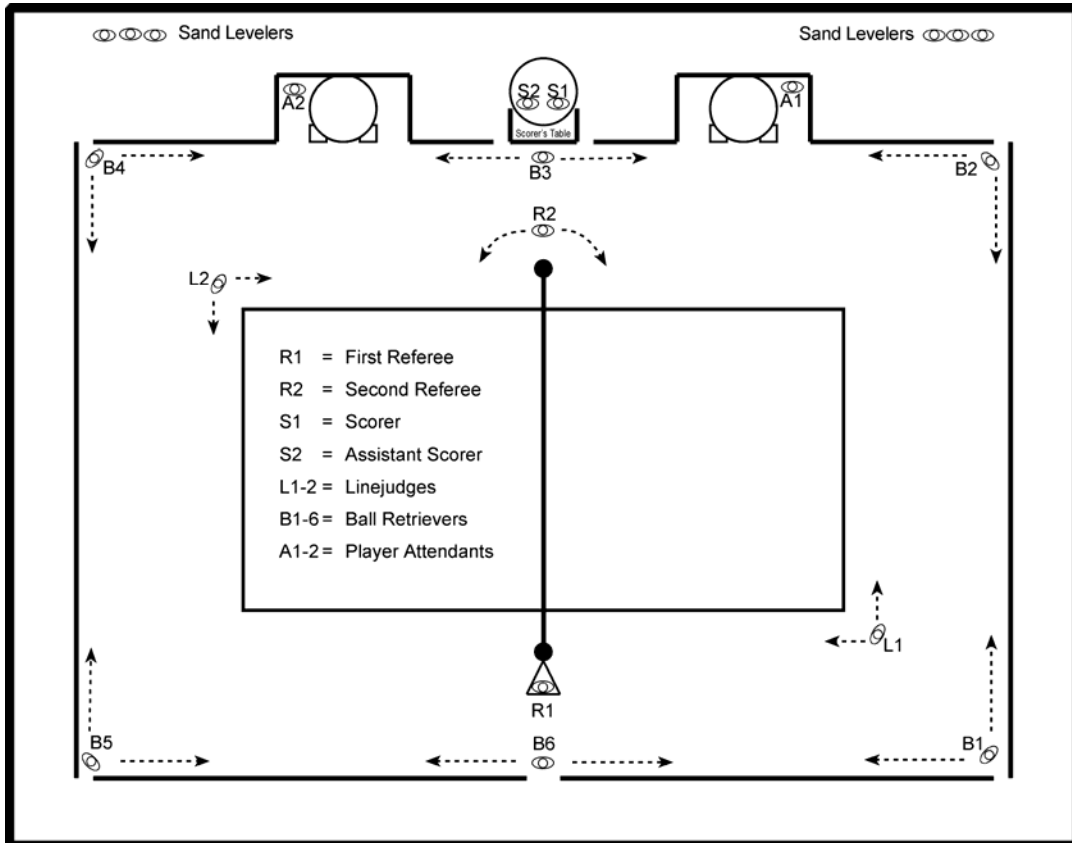
Any medical problem that affects performance must be reported to the officials as soon as possible. One or two reserve linejudges must be prepared to work.

Reserve linejudge

The reserve(s) linejudges should sit close to the court in full uniform with flag, be prepared to replace in at any time, sit in the shade, take fluids etc. It is also important to ensure that the 2 or 4 match linejudges are supplied with fluids as the time between sets in very short.



Location of Personnel - Fig. 1



Location of Personnel - Fig. 2