

Huntsville Volleyball Association (HVBA)

<http://www.hvba.org>

Indoor League Score Sheet Instructions

This document defines the correct way to fill out the HVBA Indoor League Scoresheet and the responsibilities of all teams playing.

Front of Scoresheet

1st Refing Team

The 1st refing team is responsible for filling out all of the pre-match information that can be found on the Schedule of play for the division playing on that court. Which includes:

- 1) Division
- 2) Date
- 3) Gym
- 4) Court #
- 5) List all Team #'s and corresponding Team Names
- 6) Enter the Team #'s of the teams to be playing for ALL matches that night and the Team # of the refing team for each match.

Example:

Match #	Team #'s	Game/Set Scores	Winner	First Referee
1	1 vs. 2	1) - 2) - 3) -		3

All Refing Teams

All refing teams are responsible for filling out all post-Game/Set information. Which includes:

- 1) Verify that ALL pre-match information has been entered correctly by the 1st refing team.
- 2) Game/Set Scores – the 1st score recorded should be the score or the Team # listed on the left of the “vs.” For that match. The 2nd scores recorded should be the score of the Team # listed to the right of the “vs.”.
- 3) Winner – The team # of the winning team of each Game/Set in the column to the left of the scores.

Example:

Match #	Team #'s	Game/Set Scores	Winner	First Referee
1	1 vs. 2	1) 25 - 19 2) 21 - 25 3) 25 - 23	1 2 1	3

All Team Captains

All Team Captains are responsible for verifying all scoresheet information. Which includes:

- 1) Verify that ALL pre-match information has been entered correctly by the 1st reffing team.**
- 2) Verify that ALL post-Game/Set information has been entered correctly by all reffing teams.**
- 3) Sign and add team # at bottom of the scoresheet.**
- 4) Take picture of front and back of completely filled out scoresheet. Send a copy of the pictures to an HVBA Representative if requested.**

Back of Scoresheet

All Team Captains

All Team Captains are responsible for providing proof that all players on the team play in at least 25% (3 nights = 6 matches) by having them sign in on the back side of the scoresheet. Which includes:

- 1) Enter your Team Name & Team # at the top of one of the 4 sections on the back of the scoresheet.**
- 2) Having each member of your team Print & Sign their names in one of the 10 available spaces in that section for at least 3 nights that they play during the season.**
- 3) Have any non-rostered subs Print & Sign their names in one of the 10 available spaces in that section every time they play for your team.**
- 4) Place an X inside the “()” next to the Player # to indicate that player is a sub.**
- 5) Take picture of front and back of completely filled out scoresheet. Send a copy of the pictures to an HVBA Representative if requested.**