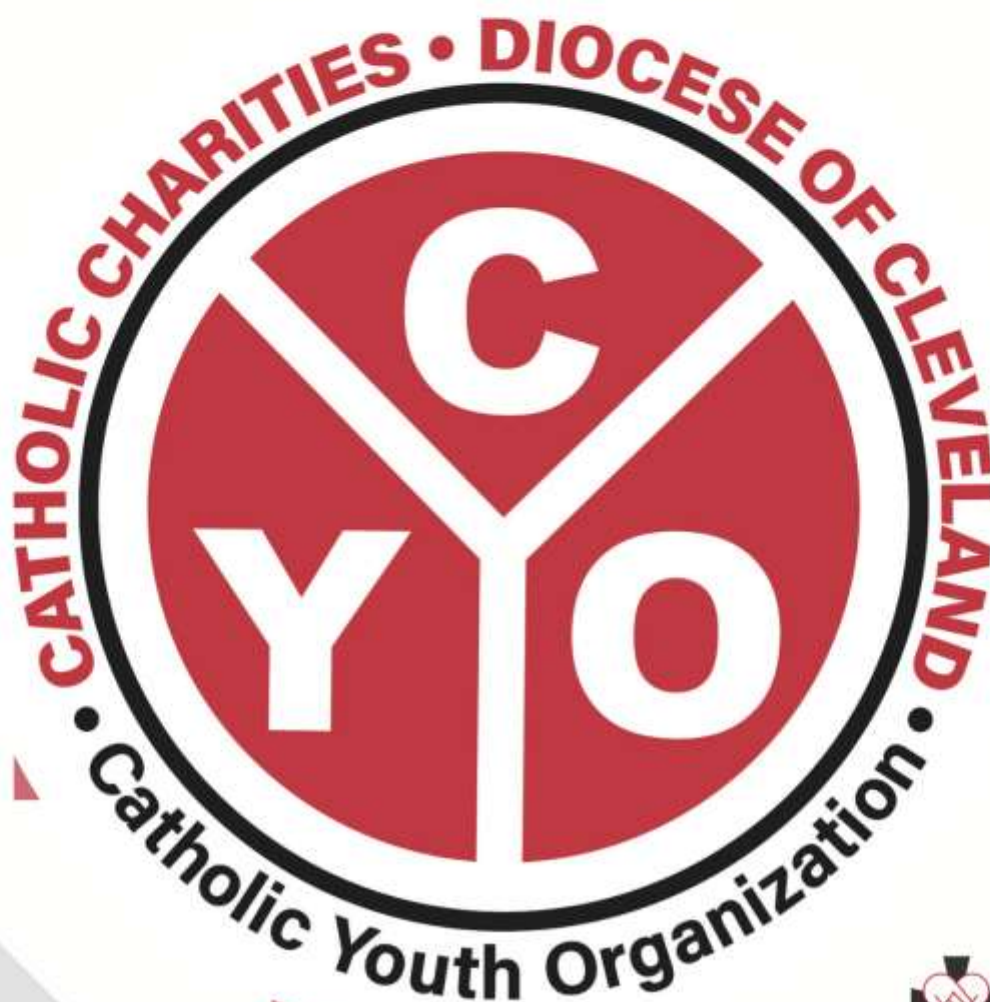


VOLLEYBALL SCOREKEEPER HANDBOOK

The Way We Do Things Here



ccdacle.org/cyo



DIOCESE OF CLEVELAND CYO Scorers Handbook

Welcome	3
Dress Code & Etiquette & General Procedures	4
Volleyball Scoresheet Reference Key	5
1 st - 4 th Grade Continuous Rotation Quick Reference	6
Quick Reference	7-8
Scorer Instructions	9-11
Scoreboard Operating Instructions	11
Participation, Substitutions and Scoring	12-15



@CYOSportsDOC

WELCOME TO THE 2026 CYO FALL SPORTS SEASON

Welcome to the 2026 Fall Sports Season. We would like to extend our appreciation to you as a scorer in the role each of you play at all of the CYO Volleyball games. The coaches, officials, site directors, and spectators appreciate your hard work and dedication to the young people we serve.

Our CYO Mission Statement inspires young people to know God, to love God, and to serve God through athletics.

Thank you again for your commitment to the young people, their coaches and their families. CYO welcomes you to the team!

CYO Scorer Training Staff



CYO inspires young people to know God, to love God, and to serve God through athletics.

HOW TO BECOME A VALUED MEMBER OF THE SITE STAFF

While working as a scorer you are representing your site and CYO. Here are some tips for how to become a valued member of the site staff.

Dress Appropriately:

- Maintain cleanliness and neatness.
- Wear casual clothing that is comfortable and appropriate.
- Keep your hair neat.
- No hats or hoods at the score table.

Attendance and Pre-Game Functions:

- ❖ Arrive 30 minutes before your first game
- ❖ If you are sick and need to call off, call your Site Director with 24-48 hrs notice.
- ❖ If you will not be on time, call your Site Director
- ❖ Upon arrival, check in with your Site Director
- ❖ Help set up the gym.
 - Become familiar with how to set up the net, scoreboard, and other equipment
 - Make sure the benches are not too close to the scorer's table.
 - Check the top of the scoresheet for accuracy.

Attitudes and Behavior:

- Behave with professionalism
 - Be respectful to coaches and officials
 - Refrain from all inappropriate comments and remarks.
 - In the event of a confrontation (by parent, coach, official, or athlete), respectfully excuse yourself and request your Site Director handle the situation.
- Pay attention to the game and the official
 - Do **NOT** use your cell phone during the match.
 - Refrain from eating during the match.

CYO Policies and Procedures

- Scorers must be of high school age or older
- Score table is to be approached by the Head Coach only
- If you see a coach on the bench without their credentials showing, notify your Site Director immediately.

Don't forget:

- Ask your Site Director how you get paid and how often.
- Check your schedule

CYO reserves the right to restrict items it determines to be inappropriate.

VOLLEYBALL SCORESHEET REFERENCE KEY

C	Playing Captain
1	Point
-1	Loss of Rally
1	Point Score off Loss of Rally
S	Substitution
P1	Penalty Point
R	Replay
RS	Re-Serve
Sx	Opponent Substitution
T	Timeout
Tx	Opponent Timeout

*** Please refer to the CYO Volleyball Rulebook for specific rules for each division**

*** Rally scoring will be used in ALL matches**

Should you have any questions regarding this policy, please contact the CYO Athletic Staff



Quick Reference for Continuous Rotation Line Up



Start by listing players in **SERVE ORDER** keeping in mind that **POSITION V & VI** will not actually be on the floor at the start of the set. In this case, **PLAYER #7 & PLAYER #8** will remain on the bench.

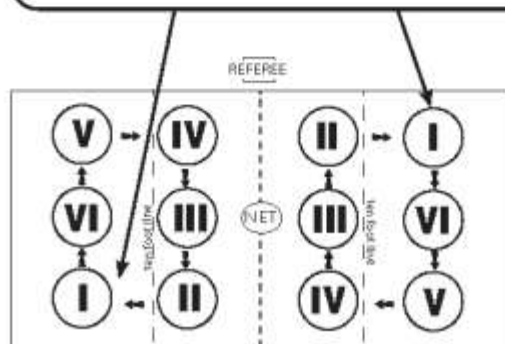
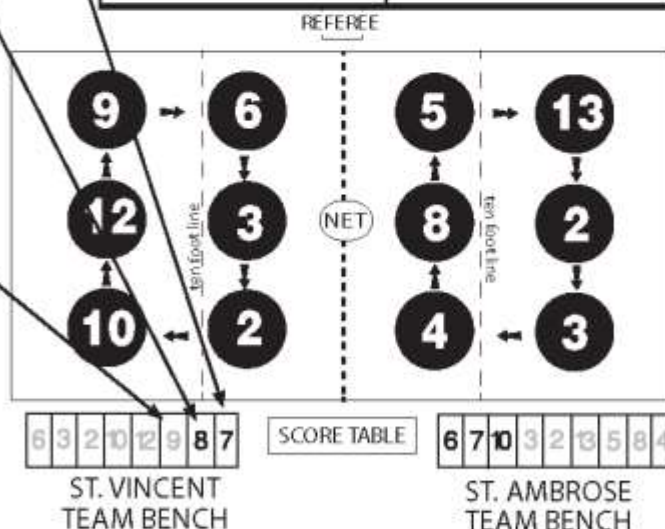
When the team rotates, the player moving into the **IV POSITION, (PLAYER #9)** will rotate off the floor and the first bench player (**PLAYER #7**) will enter the game.

When the team rotates for the second time, the player moving into the **IV POSITION, (PLAYER #12)** will rotate off the floor and the next bench player (**PLAYER #8**) will enter the game.

As players rotate off the floor, they will **SIT IN ORDER** on the bench and **SLIDE OVER** every time the team rotates so they will be **READY TO RE-ENTER** the court when it is their turn.

The **FIRST PLAYER TO SERVE** for each team will start in the **I POSITION**. Then rotation is **CLOCKWISE**.

LIST IN SERVE ORDER	PLAYER NUMBER
I	10
II	2
III	3
IV	6
V (BENCH)	7
VI (BENCH)	8
VII	9
VIII	12
IX	
X	



Sample of court by position

Quick Reference for VB (1)

Put the **DATE** of the game here, followed by the complete name of the game **LOCATION**.

The **CONFERENCE** can be found on the daily schedule that the site director will provide. It will be either a **COLOR** or a **DIVISION NAME OR NUMBER**.

Circle the **GENDER** and the **GRADE** level.

Write in the name of the **HOME TEAM** followed by the name of the **HEAD COACH**.

The coaches should have the team roster filled out before the game. Make sure **FIRST AND LAST NAMES** are provided.

Write in the uniform number of the **STARTING PLAYERS** in the first dotted box. When a player is substituted out of the game, write in the **NUMBER OF THE SUB** in the next dotted box.

Use this area to **RECORD THE POINTS** as they are being scored. Use the reference key for special markings. **CIRCLE** the number if the point was unearned. **RECORD** the number if the point was earned by the serving team.

GUEST PLAYERS will be listed here. Roster players **UNABLE TO PARTICIPATE** in the game will be listed underneath with a reason for not participating. Both areas should be filled in by the coach.

All game workers are required to **PRINT THEIR NAME** next to their job description.

VOLLEYBALL

Date: 8-12-18 Location: ST. MICHAEL Conference: D1

BOYS (GIRLS) Grade of Play: (1-8th) (9-10th) (11-12th) (13-14th) (15-16th) (17-18th)

Team Name: ST. MICHAEL Coach Name: McCoy

First Score: 25 SET 1 TIME OUTS: 1 2 OT

SET	PLAYER NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	21	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	14-22-14-22	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	17-15-17-15	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	9	4	5	6	7	8	9	T	1	10	19	20	T	21	22	23	24	25	26
5	45-46-45-46	10	11	12	1														
6	4	13	1																

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Team: GESU First Score: 12 SET 2 TIME OUTS: 1 2 OT

SET	PLAYER NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	18	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	24	2	3	4	1														
3	20-34-20	5	6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	27	7	8	9	10	1													
5	22	11	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	49-17-49	12	1																

Substitutions: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Team: _____ First Score: _____ SET 3 TIME OUTS: 1 2 OT

Guest Players: _____

Players unable to participate: _____ Reason player is unable to play in this game: _____

Scorekeeping Codes: C= Speaking Captain 1= Point -1= Loss of Rally

PLEASE PRINT

Scorekeeper: Dee Genis Umpire: AJUN ST. JOHN

Tracker: LILA MCRAINY Linesman: BOLE HAMRICK

Referee: ROD SMARDEL Linesman: MARTY RUDIN

Were the officials on time? YES NO If "NO" Was anyone ejected during the game? YES ☒

Please report them to the CYO Commissioner/Off

CYO Athletics — CYO inspir

White, CYO COPY — Yellow, HOME COPY — Pink, VISITING COPY

REVISED 4-21-2020

Quick Reference for VB (2)

Enter the **SCHEDULED MATCH TIME** followed by the **ACTUAL START TIME** followed by the **ACTUAL TIME THE MATCH FINISHED**.

At the end of the match, enter the **WINNING TEAM** followed by the **LOSING TEAM** followed by the **ACTUAL SCORES** of each set.

Put a check mark in the box on the side of the **SERVING TEAM** at the start the set.

Use this area to keep a **RUNNING TOTAL** of the score. **CIRCLE** the number if the point was unearned. **SLASH** the number if the point was earned by the serving team.

Enter the **TEAM NAME** and the **FINAL SCORE** of the set.

Use this area to slash **TIME-OUTS** as they are being used. Time-outs are one minute in duration.

If a **THIRD SET** is not played, make an **X** in the score area on both sides of the sheet.

Answer all the **QUESTIONS** about the officials, ejections and injuries.

ALL SCORESHEET

CATHOLIC CHARITIES
Diocese of Cleveland

Scheduled Match Start: 2:00 Actual Time Match Started: 2:09 Actual Time Match Finished: 3:01 Site Director Signature: *[Signature]*

Match Summary
Winning Team: ST. MICHAEL Losing Team: GESU Score: 25 / 15 25 / 12 X / X

SET 1 TEAM: GESU Final Score: 15 SET 1 TIME OUTS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

PLAYER NO. 1 57 2 24 3 17 4 17 5 17 6 17 7 17 8 17 9 17 10 17 11 17 12 17 13 17 14 17 15 17 16 17 17 17 18 17 19 17 20 17 21 17 22 17 23 17 24 17 25 17

SET 2 TEAM: ST. MICHAEL Final Score: 25 SET 2 TIME OUTS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

PLAYER NO. 1 9 2 46 3 46 4 46 5 46 6 46 7 46 8 46 9 46 10 46 11 46 12 46 13 46 14 46 15 46 16 46 17 46 18 46 19 46 20 46 21 46 22 46 23 46 24 46 25 46

SET 3 TEAM: Final Score: SET 3 TIME OUTS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

PLAYER NO. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Guest Players: OLIVIA CARD 22 MOLLY BRADLEY 24 DCE FERRELL 31 KATE AVELLA 49 GRABY TOMA 57

Reserve/Player is unable to play in this game: Players unable to participate:

Q = Unearned Point S = Substitution P = Penalty Point R = Replay RS = Re-serve T = Timeout

IO? please explain: Was anyone injured during the game? YES NO Please explain any "YES" answers:

Office immediately:

ires young people to know God, to love God, and to serve God through Athletics.



REVISED 4-21-2020

SCORER INSTRUCTIONS

1. Scorer shall record the actual time at the start of each match, and print their name on the line, indicating Scorer at the bottom of the sheet.
2. The scorer will keep a record of the names and numbers of all players who are to start the set and of all substitutes that enter the set. The coach should have entered player first & last names (No Initials) and numbers onto the score sheet in numerical order.
3. The scorer is responsible for the CYO Volleyball Lineup Game Roster.
4. The guest player's name should be listed at the bottom of the scoresheet under the section marked "Guest Players".
5. In the event of an absentee or injured athlete, coach should have listed these players at the bottom of the score sheet and stated reason.
 - A. For late arriving players, please see Participation/Substitution Rules.
 - B. If an athlete is listed on the roster, but is absent from the game, cross out the athlete's name at the end of the game.
6. Coaches ask for a substitution (describe hand motion)
7. The scorer should signal the official by using the game horn, when there is an infraction of the rules pertaining to substitutions, participation, or improper uniform numbers. This may be done immediately if the ball is dead, or as soon as the ball becomes dead, or in control of the offending team.
8. Tracking participation is the responsibility of the scorer.
 - A. Participation/Substitution is determined by the different divisions. Team roster size will differ from team to team and does have an effect on participation/substitution, please make sure you know the level of play.
9. The official score is the individual points being kept by the official scorer.
10. Rally scoring will be used at all levels
11. Matches shall be the best two of three format.
12. The scorer shall keep record all points scored and keep a running summary of the points scored for each team.
 - During the set:
 - Record individual and team scoring on the official scoresheet and work with the scoreboard operator to ensure the correct amount of points are displayed.
 - Notify the official during a dead ball if there is a discrepancy with the score.
 - If an incorrect goes to the serving position, do not notify the official until the player serves the ball.
 - Verify the serving order to the official if requested.
 - Keep a record of timeouts and notify the official how many time-outs each team has used at the completion of each team time-out.
 - Record in the Comments section of the scoresheet all warnings, penalties, uniform/equipment violations, injuries and disqualifications for unsportsmanlike behavior.

- Notify the official when a team has requested an illegal time-out.
- Record each substitution for grades 5th- high school. Notify the official if a substitution is requested for a:
 - 15th, 16th, 17th, or 18th substitution
 - 19th entry (illegal)
 - Re-entry in wrong service position
 - Re-entry of a disqualified player
 - Re-entry of an injured/ill player during the same set in which he/she was replaced
 - Player not listed on the roster.
 - **5th & 6th Grade** - Starting player who has not played all 6 positions
 - 1st-4th Grade Continuous Rotation Protocol. (Pg. 12)
- Notify the official when a team reaches set point.

13. When a coach or player is ejected from the game, please record the associated Red Card information in the space provided at the bottom of the scoresheet.
14. Requests for time-outs shall be signaled by the head coach or the speaking captain only during dead balls, but not after the referee has signaled for the next serve.
15. A time-out requested prior to the start of the set shall be honored.
16. Charged time-outs begin when the referee recognizes the request with the whistle and signal.
17. Scorers shall record the time-outs charged to each team and notify the referee how many timeouts each team has used at the completion of each team time-out.
18. Each team is issued 2 time-outs per set that shall not exceed 60 seconds (all levels).
19. If a team attempts to use an illegal timeout, loss of rally/point is awarded to the opponent, and the set shall be resumed immediately.
20. In case of an injury during the set, the referee may interrupt play and call a referee's time-out.
21. The time period between sets of a match shall be no more than 3 minutes once players return to their respective bench area.
22. The scorer will re-total the score at the end of each set.
23. Between Set 1 and Set 2, request the official prints their name the scoresheet to verify their role.
24. The scorer shall record the actual time the game is concluded, total scores. Re-add the score for accuracy.
25. Indicate in the Final Score section of the official scoresheet.
26. The scorer shall write the Winning Team and Losing Team names at the top of the official scoresheet with the record of the match listed above each team's name, next to Match Summary.
27. Verify that any ejections or injuries or other incidents are recorded on the scoresheet.
28. The site director or scorer shall give a copy of the scoresheet to each coach.
29. The site director or scorer shall update the Score Report Form and have the winning coach sign in the area provided.
30. If there were any injuries or conduct issues, complete the incident report and submit it to the Site Director.

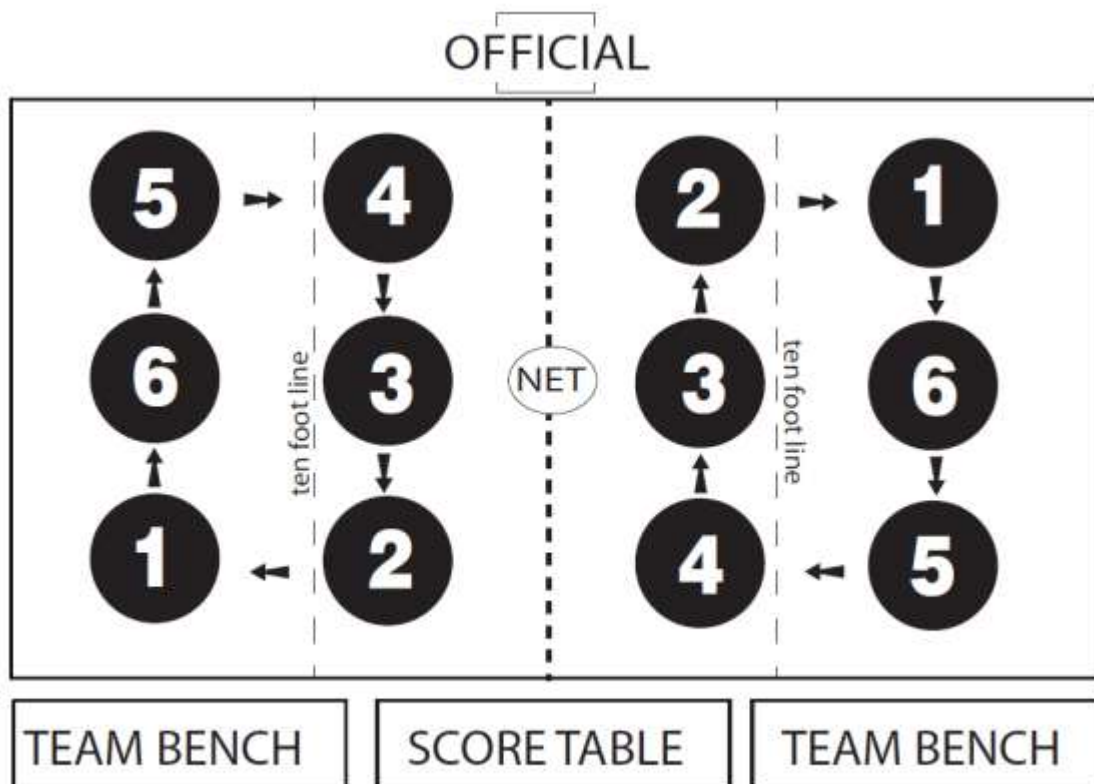
PENALTIES

- Failure to list on the roster a player/substitute entering the set results in a loss of the rally/point being awarded to the opponent. The player may enter the set after the roster is corrected.
- For an illegal serve, a service fault, or the receiving team being out of position when there is an illegal serve, loss of rally/point is awarded to the receiving team.

OPERATING THE SCOREBOARD

DUTIES AND RESPONSIBILITIES

- Shall post the team score on the scoreboard.
- Shall time the interval for each charged time-out beginning with the referee's signal, and sound horn at the end of 45 seconds and 60 seconds, if necessary.
- Shall time the interval between sets (3 minutes) beginning when the referee signals the teams to report to their appropriate team benches.
- No time-out is charged to a team when:
 - The floor official grants a player's request because of shoe tying, displaced eyeglasses, or contact lens.
 - There is a player injury.



Score table should always be across from the official's stand and on the same side as the team benches

PARTICIPATION, SUBSTITUTION AND SCORING RULES BY DIVISION

8th Grade

- Participation
 - Teams of 12 or less dressed for a match.
 - Every player must start the first or second set.
 - Every player must play 3 consecutive positions, 2 rotations, by the end of the second set.
 - Teams of 13 or more dressed for a match.
 - Players that started the first set cannot start the second set.
 - Every player must play 3 consecutive positions, 2 rotations, by the end of the second set.
 - When either team reaches the 12th point in set #1 the Coach must substitute for number of players over 12.
- Substitution
 - A team will be allowed 18 substitutions per set.
- Scoring and Standings
 - Rally scoring will be used at all divisions.
 - All matches shall be the best two of three format.
 - Set 1 and 2 shall score to 25 points with no cap (must win by 2 points).
 - Set 3 (if needed) shall score to 15 points with no cap (must win by 2 points).
 - Standings will be kept.

7th Grade

- Participation
 - Teams of 12 or less dressed for a match.
 - Every player must start the first or second set.
 - Every player must play 3 consecutive positions, 2 rotations, by the end of the second set.
 - Every player must serve by the end of the second set. Exception: no player must surrender the serve in order to meet this requirement.
 - Teams of 13 or more dressed for a match.
 - Players that started the first set cannot start the second set.
 - Every player must play 3 consecutive positions, 2 rotations, by the end of the second set.
 - Every player must serve by the end of the second set.
 - When either team reaches the 12th point in set #1 the Coach must substitute for number of players over 12.
- Substitution
 - A team will be allowed 18 substitutions per set.
- Scoring and Standings
 - Rally scoring will be used at all divisions.
 - All matches shall be the best two of three format.
 - Set 1 and 2 shall score to 25 points with no cap (must win by 2 points).
 - Set 3 (if needed) shall score to 15 points with no cap (must win by 2 points).
 - Standings will be kept.

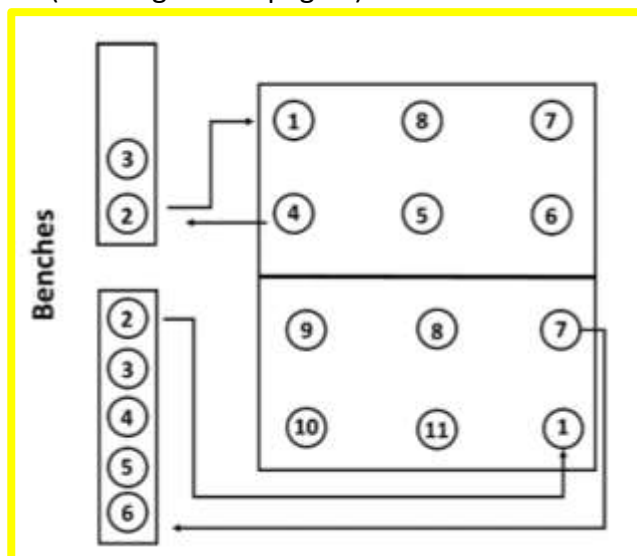
5th & 6th Grade

- Participation
 - Teams of 12 or less dressed for match.
 - Every player must start either the first or second set.

- Every player must play 6 consecutive positions by the end of the second set.
- Substitutions will be permitted once a starting player has met their full 6 position participation requirement. A substitute, non-starter, is not required to play a full 6 position rotation when entering the set.
 - Every player must complete a term-of-service before the end of the second set. Term-of-service means the player must complete their serves, lose or surrender the ball, to the opponent; at some point during the match. No more one serve and you are subbed out.
- Teams of 13 or more dressed for the match.
 - Follow the rules described above in the above section with one exception
 - Exception: When either team reaches the 12th point in set #1 the Coach must substitute for number of players over 12. If participation has not been met, every effort should be made to fulfill the “6 position” requirement by the end of the second set.
- Substitution
 - A team will be allowed 18 substitutions per set.
- Scoring and Standings
 - Rally scoring will be used at all divisions.
- 6th Grade
 - All matches shall be the best two of three format.
 - Set 1 and 2 shall score to 25 points with no cap (must win by 2 points).
 - Set 3 (if needed) shall score to 15 points with no cap (must win by 2 points).
 - Standings will be kept.
- 5th Grade:
 - All matches shall be the best two of three format.
 - Set 1 and 2 shall score to 25 points with cap at 29 (must win by 2 points or first to 29)
 - Set 3 (if needed) shall score to 15 points with cap at 20 (must win by 2 points or first to 20).
 - Standings will not be kept.

1st-4th Grade

- Participation
 - Teams will use a continuous rotation with new players entering in the **right back** position.
 - Players who are at position 2 will rotate out of the game and the new player will come in off the bench to position 1. (See diagram on page 8)



- Substitution
 - A continuous rotation shall be used for all three (3) sets of the match and will remain the same the entire match.
 - Once a coach sets the continuous rotation for the match, it remains the same for all sets.
 - When set two (2) begins, players remain in the same order as the end of the first set. This remains the same for the third (3) set.
- Scoring and Standings
 - Rally scoring will be used at all divisions.
 - All matches shall be the best two of three format.
 - Set 1 and 2 shall score to 21 points with cap at 25 (must win by 2 points or first to 25).
 - Set 3 (if needed) shall score to 15 points with cap at 25 (must win by 2 points or first to 25).
 - If the third set is to decide the winner of the match it will be played through to its conclusion, as noted above. If a team has already won two sets, the third set shall conclude ten (10) minutes before the scheduled start time of next match, no score will be posted if the match has been decided.
 - Standings will not be kept.

Late Arriving Players for All Divisions of Play

- In all divisions, a team may begin a match with 5 players.
- If a 6th player arrives after a set has begun, they will enter the 6th position.

8th, 7th, 6th.

- When a team plays with fewer than 6 players, then a loss of serve and rally point is awarded to the opponent each time a vacant position rotates to serve in the right back position.
- The vacant position remains open when rotating to the front row. For 1st-4th grade teams – if a player arrives late to a match, the player is added to the bottom of the scoresheet.

5th, 4th, 3rd, 2nd, 1st and High School

- When a team plays with fewer than 6 players, it is encouraged that the team play 3 players in the front row and 2 players in the back row.
- There is no penalty assessed for playing with fewer than 6 players.
- Violation of these rules will result in a forfeit of the match and disciplinary action against the coach and/or parish.

Upon Violation of the Participation Rule

- The scorer will notify the Game Officials and Site Director.
- The Site Director will contact the CYO Athletic Office the morning after the violation with the details and documentation of the violation and the CYO Administration will assess the penalties toward the coach or team.

Service

- Limitations on Serve
 - 8th and 7th grade and High School Divisions: No serving limitations.
 - 6th grade Division: Once a server has scored 5 consecutive points, the serve will be surrendered to the opposing team with no point being issued.
 - 5th grade Division: Once a server has scored 4 consecutive points, the serve will be surrendered to the opposing team no point being issued.
 - 4th, 3rd, 2nd, 1st grade Divisions: Once a server has scored 3 consecutive points, the serve will be surrendered to the opposing team with no point being issued.

Conflict Management/Inappropriate Behavior

- If a confrontation should arise between coaches, spectators, parents, officials or players, remember your composure. Stay calm and get the attention of the game officials or Site Director.
- If needed, direct the disgruntled individuals to the CYO Incident Report Line on the CYO website.
- If ANYONE says anything inappropriate to you, tell your Site Director and report it to CYO.
- See Something, Say Something
Don't sweat the little stuff!

Post-Game

- Verify that the officials and scorer have signed the game score sheet and any score sheet questions are answered.
- Verify that any ejections or injuries or other incidents are recorded on the score sheet.
 - If there are any ejections, contact the Site Director immediately.
 - If there are any injuries or conduct issues, complete and incident report immediately as submit it to the CYO Office.

