AUXILIARY OFFICIALS CHECKLIST

SCORER'S CHECKLIST

General Area	Specific Area	Specific Instructions
Scoring Instructions	**Before, During and After the match**	Covered in FIVB Scoresheet Instructions, e-scoresheet instructions, plus Referee Guidelines and Instructions
Alcohol test	**Before the match**	For FIVB, World and Official Competitions a random alcohol test may apply. In case being selected the Scorer must be present at the alcohol test room, in uniform, 45 minutes before the match start time.
Appearance	**General appearance**	Tidy photogenic etc. Avoid excesses of appearance especially in filmed matches.
	Uniform (shirt, and shorts) * FIVB Beach Volleyball Official 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 Beach Volleyball Official 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.
	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.
Match Protocol	**Protocol before the match**	The Protocol used should match exactly that published by the FIVB. This can be verified with the 1st referee. The Scorer is expected to collect the tablet (and/or the paper scoresheet) and prepare the relevant match in advance so that he/she is near the playing court at least fifteen minutes before its scheduled start. The 1st and 2nd Referees (as a minimum one of these) will meet with them at this time.

	Pre-match check of scoresheet	Download the match at the e-scoresheet, and check that all details as listed on the scoresheet match the actual situation, as it exists esp. in scoring instructions 1.1 – 1.22. 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 those 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. litscore, reserve buzzer, table scoreboard, paddles 1 & 2, reserve ball, etc). Check that a power connection is available and working properly as well as internet connection. Note that an extra scoresheet should always be present.
	Location of Scorer	Seated together with the Assistant Scorer at the appropriate place at the scorer's table.
	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 1st referee. E-scoresheet must be uploaded as per respective instructions.
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 improper request, misconduct or delay sanctions	While recording, one hand should be held upright to indicate currently recording details. Collaboration with 2nd referee to verify details procedure etc.
	After recording of improper request, 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 TO, TTO, court switch (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.
	One point to court switch and technical timeout signalled	Verbally indicate 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, voice 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	Verbally indicate to the officials that one more point is required to end the set or match. Good communication is essential.
	End of set/match signalled	Verbally indicate to the officials that the set or the match has finished. Use the official hand signal to complement this information. Good communication is essential.
	Number of timeouts called by either 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.
	With the Assistant Scorer	Check at all times correct score is shown at the litscore, or on table 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.
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 e-scoresheet instructions as well as at the Scoresheet Instructions 4.9, 5.1 to 5.12.
	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 e-scoresheet instructions as well as Scoresheet Instructions 4.9, 5.1 to 5.12.
	Evidence to Protest Protocols	May be required to supply evidence regarding the events of the Protest.
	Medical Assistance protocols	Records on the Remarks Section of the scoresheet all the details esp. times as relevant. Complete understanding of the procedure is essential. Covered in e-scoresheet instructions as well as Scoresheet Instructions at 1.d; 3.13.
	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 Delegate.
	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 6.1 at e-scoresheet instructions as well as Scoresheet Instructions.

Recording of a prolonged interruption	Record the details of such stoppage on the Remarks Section of the scoresheet esp. time. Covered in e-scoresheet instructions as well as Scoresheet Instructions 5.1 to 5.4.
Recording of ball mark protocol request	Records the BMP request and its outcome details at the BVB-52 form (BMP version). Complete understanding of the procedure is essential. Covered in e-scoresheet instructions as well as Scoresheet Instructions 3.14.
With the Assistant Scorer	Monitor through the use of the BVB-51 (BMP version) the amount of "unsuccessful requests" by either teams in a set, and verbally notify the Referees when a team reaches the limit.
Recording of video challenge request	Records the VCS request and its outcome details at the BVB-52 form (VCS version). Complete understanding of the procedure is essential. Covered in e-scoresheet instructions as well as Scoresheet Instructions 5.10.
With the Assistant Scorer	Monitor through the use of the BVB-51 (VCS version) the amount of "unsuccessful requests" by either teams in a set, and verbally notify the Referees when a team reaches the limit.
Teams failing to switch court or technical timeout at appropriate time (mostly applicable in case of paper scoresheet)	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 e-scoresheet instructions as well as Scoresheet Instructions 5.1 to 5.8.
Multiple delay sanctions in excess of space provided. (mostly applicable in case of paper scoresheet)	Record on the Remarks Section of the scoresheet any extra sanctions recording all required information esp. Player# and Scores. Covered in Scoresheet Instructions 5.1 to 5.8.
Team scores or service order in excess of space provided (mostly applicable in case of paper scoresheet)	Covered in Scoresheet Instructions 6.2. The use of this score sheet must be noted in the Remarks Section of the original score sheet and the 1st referee must confirm its validity after the match by signing it in the respective Remarks section.
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 incorrectly applies sanctions (e.g.: 2 yellow cards same team) (mostly applicable in case of paper scoresheet)	Scorer must immediately draw this to the attention of the officials

Request in excess of allowable # of timeouts (mostly applicable in case of paper scoresheet)	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 Assistant Scorer must be ready to score at any time.

ASSISTANT SCORER'S CHECKLIST

General Area	Specific Area	Specific Instructions
Scoring Instructions	**Before, During and After the match**	Covered in FIVB Scoresheet Instructions, e-scoresheet instructions, plus Referee Guidelines and Instructions.
Alcohol test	**Before the match**	For FIVB, World and Official Competitions a random alcohol test may apply. In case being selected the Assistant Scorer must be present at the alcohol test room, in uniform, 45 minutes before the match start time.
Appearance	**General appearance**	Tidy photogenic etc. Avoid excesses of appearance especially in filmed matches.
	Uniform (shirt, and shorts) * FIVB Beach Volleyball Official 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 Beach Volleyball Official 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.
	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.

Match Protocol	**Protocol before the match**	The Protocol used should match exactly that published by the FIVB. This can be verified with the 1st referee. The Assistant Scorer is expected to assist the Scorer in collecting the tablet (and/or the paper scoresheet) and prepare the relevant match in advance so that they are near the playing court at least fifteen minutes before its scheduled start. The 1st and 2nd Referees (as a minimum one of these) will meet with them at this time.
	Location of the Assistant Scorer	Seated together with the Scorer at the appropriate place at the scorer's table.
	Pre-match check of the teams compared to scoresheet & scoreboards	Check that the player's names, numbers, colour of uniforms, etc at the scoreboards (where applicable) match those as displayed by the players and as listed on the e-scoresheet, the paper scoresheet and tournament schedule.
	Pre-match check of equipment	Assist Scorer checking that all equipment is present prior to the match (e.g., litscore, reserve, buzzer, heat stress device (if applicable), table scoreboard, paddles 1 & 2, reserve ball, etc). Check that a power connection is available and working properly as well as internet connection. Note that an extra scoresheet should always be present.
	Post-match check of equipment	Check that all equipment is collected after the end of the last match of the session/day (e.g., litscore, buzzer, heat stress device (if applicable), table scoreboard, paddles 1 & 2, reserve ball, etc).
	Protocol after the match	The Protocol used should match exactly that published by the FIVB. This can be verified with the 1st referee.
Co-operation and collaboration with other officials	**If the wrong server about to serve.**	Clearly, indicate to the 2nd referee that the incorrect person is about to serve or moving towards the service position. In case no litescore is operating, check that the correct # paddle is showing and check with Scorer that scoresheet is correct. This can be corrected verbally. The 2nd referee verifies this with the Scorer.
	After wrong server (service order fault)	Use buzzer to indicate wrong server, indicate correct server, and check with Scorer that scoresheet is correct. Verbally notify the 2nd referee and players. Penalty of loss of rally can be applied (Rule 12.6.1.1).
	After wrong server (error by Scorer/Assistant Scorer)	Use buzzer to indicate desire to stop play. Communicate problem to 2nd referee. Correct service order should be enforced. New service made.

If the scoreboard(s) do not match the scoresheet	Play should not commence until the scoreboard(s) matches the official scoresheet. The Assistant Scorer must always monitor this situation. This matter should be pointed out to the 2nd referee. Correct by one's self if possible. The scoreboard operator(s) should as soon as possible correct this (close physical location).
Signal technical timeout	In case applicable, clearly, signal with the buzzer to the players and referees that a technical timeout is starting and finishing. In case the e-scoresheet being implemented this should be enabled at the respective software. In addition, good communication is essential.
Monitoring "unsuccessful" BMP requests	Monitor through the use of the BVB-51 (BMP version) the amount of "unsuccessful requests" by either team in a set, and verbally notify the Referees when a team reaches the limit.
Monitoring "unsuccessful" Video Challenge requests	Monitor through the use of the BVB-51 (VCS version) the amount of "unsuccessful requests" by either team in a set, and verbally notify the Referees when a team reaches the limit.

LINEJUDGE'S CHECKLIST

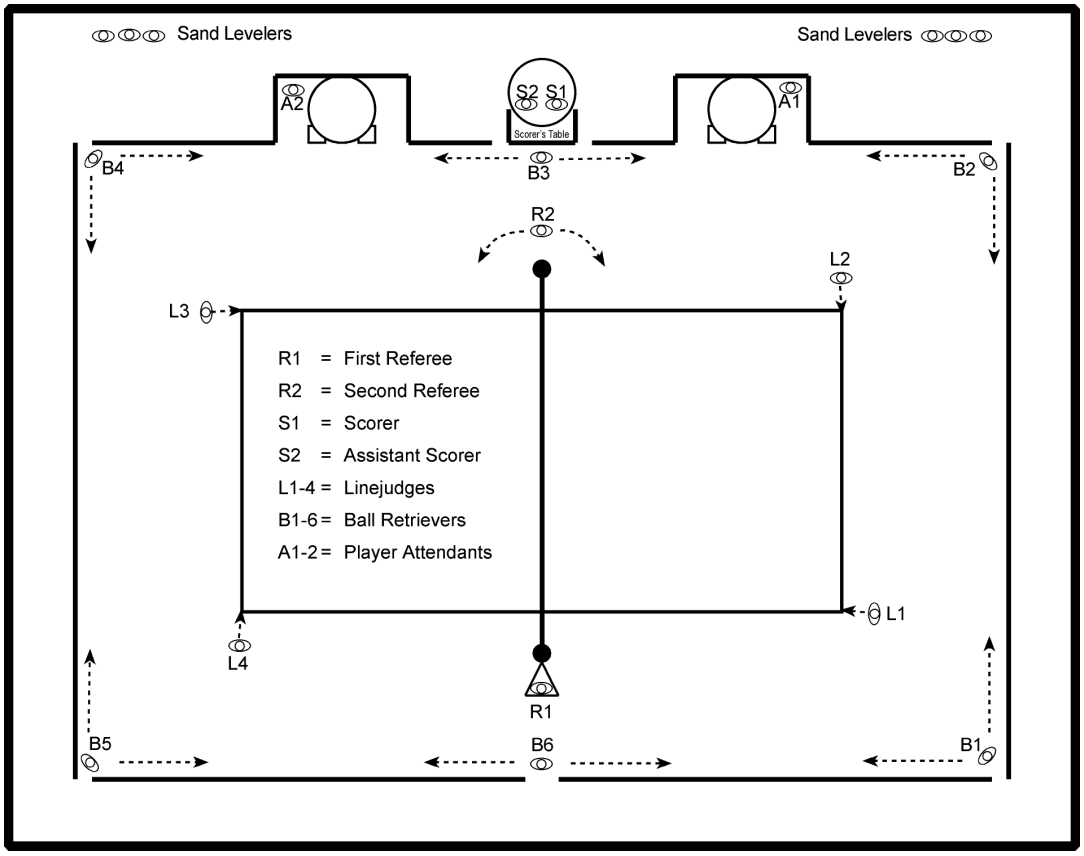
General Area	Specific Area	Specific Instructions
Alcohol test	**Before the match**	For FIVB, World and Official Competitions a random alcohol test may apply. In case being selected the Line judge must be present at the alcohol test room, in uniform, 45 minutes before the match start time.
Appearance	**Uniform (shirt)** *** FIVB Beach Volleyball Official supplier**	Clean, Tidy in nature, tucked into shorts, Complies with regulations.
	Uniform (shorts) *** FIVB Beach Volleyball Official 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 Beach Volleyball Official supplier**	Aligned well on head, Clean, Tidy in nature, complies with regulations, consistent among wearers (off or on).
	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 1st 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 mark protocol	A linejudge may be asked to participate in a ball mark protocol for the line(s) he/she controls. The linejudge must indicate correctly the ball mark in the sand and any other facts as requested by the 1st Referee.
	Ball Touched	Complies with FIVB Signal esp. in angle upward from body, height of signal, general posture, speed of flag signal, general presentation etc.

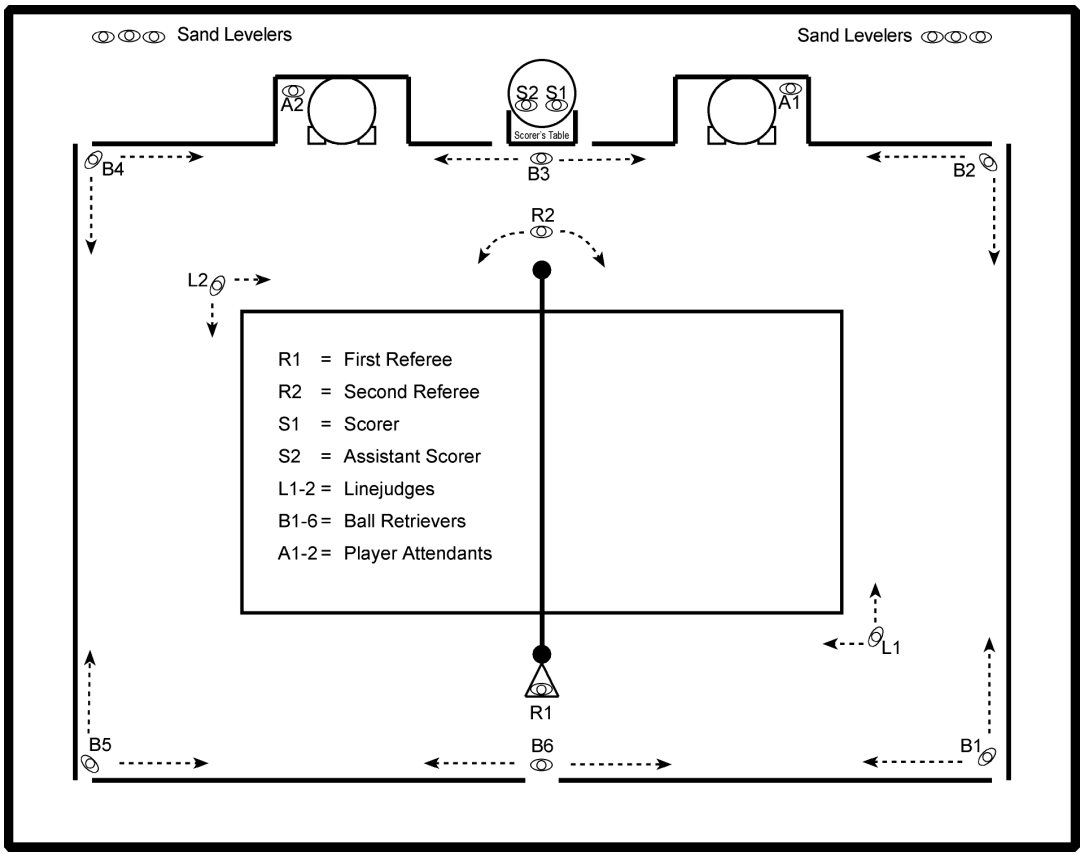
Touch vs. Out signal	Clear understanding of the appropriate signal and under which circumstances. For all balls that land "directly out" after an attack or a block by the opposing team, the hand/flag signal of "ball out" (15 / LJ 2) must be used. If a ball from an attack hit crosses the net and touches the ground outside the playing court, but a blocker or other player of the receiving team touches it, the officials must show only the signal/flag signal "ball touched" (24 / LJ 3). If a ball, after a team has played it with the first, second or third touch, is out on its side, the officials must use the "ball touched" hand/flag signal (24 / LJ 3). If after an attack hit the ball is smashed into the top of the net and after that it lands "out" on the attacker's side without touching the opponent's block, the referees must show "ball out" (15) but immediately after it the attacking player must be indicated (so that everybody understands that the ball was not touched by the blockers). If, in the same case, the ball touches the block and afterwards flies out on the attacker's side, the first referee must show the hand signal "ball out" (15) and indicate the blocker(s).
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.
Player contact with the top 80 cm of the antennae	For any contact with the top 80cm of the antenna by any player during his/her action of playing the ball or interfering with the play, the linejudge nearer the side line on that side of the playing court where the player commits the fault must 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.
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	The linejudge in charge of that line. For balls close to the angle, generally the linejudge closest to the line. If the ball touches the antenna, crosses over it, or flies outside it into the opponent's court, the linejudge with the better view of the trajectory of the ball (primarily on the side of the playing court receiving the ball), must signal the fault. Good communication is essential.
Judgment impossible	Complies with FIVB Signal esp. in angle across the body, general posture, speed of signal with flag, general presentation etc.
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 bought 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 reserve linejudge must be prepared to work.
	Reserve linejudge	The reserve linejudge sits close to the court in full uniform with flag, be prepared to replace in at any time. Sit in the shade, take fluids etc. The reserve linejudge can help in ensuring 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