

2009-2010 USA-International Volleyball Scorekeeper Manual

This manual is intended to be used in conjunction with the International Scoresheet Clinic Power Point presentation found on the USA Volleyball website.

For additional information or clarification regarding anything printed in this manual, click on “The Game” at the FIVB website at WWW.FIVB.org where you will find the “FIVB Rules of the Game,” “Refereeing Guidelines and Instructions” and the “Case Book.”

USA Volleyball
International Rating and Training Committee
International Scorekeeper Sub-Commission
8 May 2009

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General Requirements

USA-National Scorekeeper/Qualified

1. Those **qualified** to keep score using the FIVB international scoresheet will be eligible for assignment to USA Team Tour/Exhibition matches, U.S. Open matches, High Performance matches and non-sanctioned international events in the United States.
2. To become **qualified** to keep score using the FIVB international scoresheet, the candidate must:
 - a. File the official USA Volleyball application form and pay any required clinic fees to the **Chair** of the USA International Scorekeeper Sub-Commission by the published closing date prior to the clinic.
 - b. Be currently certified as a USA-National Scorekeeper.
 - c. Attend and successfully complete the prescribed training clinic at the U.S. Open Championships.
 - d. Keep score on a minimum of two matches at the United States Open Championships using the FIVB international scoresheet. A sign-up sheet to register for these practice matches will be posted near the match sign-out grid in the Officials' Workroom.
3. To continue to be **qualified** a scorekeeper must:
 - a. Remain active as a USA-National Scorekeeper.
 - b. When in attendance at the United States Open Championships, score a minimum of one practice match using the international scoresheet. If assigned to one or more Open matches, it is not necessary for the scorekeeper to do an additional practice match.
 - c. Be available for assignment when called upon.

Certification

1. Those **certified** as USA-International Scorekeepers will be eligible for assignment to USA Team Tour /Exhibition matches, U.S. Open matches, non-sanctioned international events in the United States, World League, High Performance and sanctioned NORCECA and FIVB Championship competitions conducted within the United States.
2. To become a candidate for **certification** as a USA-International Scorekeeper, the candidate must meet the following basic criteria:
 - a. Be currently rated as a USA-National Scorekeeper, having maintained this rating for the last four consecutive years.
 - b. Have participated as a scorekeeper at three of the last four United States Volleyball Open Championships.
 - c. Have demonstrated an interest in this program as an active worker, scorekeeper and rater on the national level during this time.
 - d. Have been **qualified** to use the international scoresheet for a minimum of two years.
3. In addition, to become **certified** the applicant must complete the following procedures when a USA-International Scorekeeper certification clinic date has been announced:
 - a. Obtain an application from the **Chair** or the USA Volleyball web-site at *USAVolleyball.org*.
 - b. File the application and a volleyball activity resume with the **CHAIR** by the announced closing date.
4. If selected as a candidate for **certification** as a USA-International Scorekeeper, the candidate must:
 - a. Pay the required clinic fees, if any, to the **Chair**.

- b. Attend and successfully complete the prescribed training clinic.
 - c. Attend and successfully complete practical ratings at the assigned international matches. (PLEASE NOTE: Unless otherwise indicated, transportation and other expenses to fulfill the certification requirements are the responsibility of the candidate.)
5. To maintain **certification**, the USA-International Scorekeeper must:
- a. Remain active as a USA-National Scorekeeper in a leadership role.
 - b. When in attendance at the United States Open Championships, accept a minimum of one assignment to an Open match using the FIVB international scoresheet. If this is not possible due to other commitments, arrangements must be made directly with the **Chair** for permission to fulfill this obligation by doing a “practice” match.
 - c. Be available for assignment when called upon.
 - d. Maintain a standard of excellence as determined by the International Rating and Training Committee (IRTC) of the International Scorekeeper Sub-Commission through evaluation of all FIVB international scoresheets and input from other working officials at the U.S. Open and at international matches.
 - e. At least once every four years, the **certified** USA-International Scorekeeper must be observed and obtain a passing rating by a member of the IRTC.

Official Uniform

As the scorekeeper is representing the USA, exceptional care should be taken to insure an overall good appearance. Unless otherwise instructed by the **Chair**, the official uniform required at all international competitions shall be the official USAV uniform as outlined in the USA Volleyball *Official Guide*:

1. Short-sleeved or long-sleeved white polo shirt with ACertified Official@ embroidered in navy on the left sleeve or shirt provided by event organizer.
2. Dark navy pants or slacks (with navy or black belt).
3. Jacket/Sweater with ACertified Official@ embroidered on left chest (optional).
4. All white shoes and socks (below anklet height socks/contrast trim or logos not permitted).
5. Dark navy shorts (optional for warm weather and only when approved by the tournament coordinator).
6. Patches (only currently approved certification patches shall be displayed).

Assignments and Fees

Assignments

The **Chair** is responsible for making appropriate assignments for all competitions using the FIVB international scoresheet and protocol. These include, but are not limited to, USA Tour/Exhibition matches, Open matches at the U.S. National Volleyball Championships, the High Performance Tournament, non-sanctioned international events in the United States and sanctioned FIVB and NORCECA Championship competitions conducted within the United States.

1. Unless otherwise indicated by the **Chair**, the assigned scorekeeper must wear the official uniform as defined in the previous section.
2. The scorekeeper **must** arrive at the competition site at least one hour (one and one-half hour is preferred to allow time for unforeseen circumstances) prior to the scheduled start of the match to become familiar with logistics of the site.
3. Also, when reporting to the assigned location, the scorekeeper must immediately check-in with the USA National Office representative: Melissa Weymouth, Mike Chandler, George Egan or the National Office appointed event coordinator. Contact should be made with the tour director/tournament coordinator, Control Committee (NORCECA or FIVB event), referees, assistant scorekeeper and scoreboard operator as well.

4. The scorekeeper assigned to an international event must be extremely flexible and willing to adapt to unusual situations. At some time, circumstances not covered in this manual and requiring the scorekeeper's ingenuity are almost certain to arise. When this occurs, use your common sense and best judgment in handling the situation.

Fees

1. Tours

Scorekeepers will receive reimbursement for mileage or airfare (if necessary) and hotel/motel expenses if required. The scorekeeper should not incur any expenses until authorization is obtained from the *Chair*. Travel by air must be approved by the *Chair* and National Office and arranged through the USA Volleyball travel coordinator with the appropriate travel order.

Match fees are currently \$75 for **certified**, \$50 for **qualified** USA-International Scorekeepers. The fee for the assistant scorekeeper may vary, but it will never be less than \$10. (No specific level of certification is required for this position except for FIVB- and NORCECA-sanctioned events). The assigned scorekeeper will receive an assignment sheet and expense form from the *Chair*. The latter must be completed and returned to the Event Manager, Melissa Weymouth, or the Director of Events, Mike Chandler, at the National Office within two weeks of completing the assignment to receive expense reimbursement and match fees. If reimbursement is not received within a reasonable time, the scorekeeper should contact the *Chair*.

2. Competitions

Expense reimbursement and fee/honorarium payments vary depending on fund availability from the event organizer. The scorekeeper will be advised regarding this at the time of the assignment.

Procedural Changes

Quick Subs: This method for making substitutions is now being used for all FIVB, NORCECA and USA events. (See page 12 and Appendix B, page 23.)

Uniform Numbers: As approved by the FIVB Board of Administration for FIVB and World competitions for Seniors (unless specified by the Competition Regulations) teams may consist of 16 to 18 persons: a maximum of 12 regular players and up to two Libero players and four officials (one coach, one assistant coach, one medical doctor and one trainer). Uniform numbers allowed will be 1-18 or 1-20 for FIVB and World Senior competitions. All other competitions, including FIVB and World competitions for Junior and Youth will be limited to 12 players which may include up to two Liberos.

RESULTS box recording: When recording results at the conclusion of each set, **zeros** should be recorded in sections that previously would have been left blank, i.e., if a team made no substitutions, a "0" would be recorded. This would be the same for timeouts. And the losing team of the set would have a "0" recorded in the "W" (Wins) column. Unused sets would continue to remain blank. (See page 16.)

Improper Requests: A box for each team in which to record an Improper Request has been added to the scoresheet above the SANCTIONS box. (See page 14.)

Removal of Improper/Illegal Player from Court: If an illegal player has been allowed to enter the court through substitution, the error must be corrected immediately when realized. The original player must return to the court. **A substitution will not be charged when the original player returns; however, the substitution charged when the illegal player entered remains in effect will not be cancelled.**

Use of the International Scoresheet

PLEASE NOTE: While reviewing this manual, please refer to the Power Point presentation entitled, “Completing the International Scoresheet” available on the USA Volleyball website. This may be accessed by going to <http://www.usavolleyball.org/RulesOfficials/scoresheets.asp> and down loading the PowerPoint FIVB Scoresheet Presentation. Many illustrations present in past manuals have not been duplicated here but may be found in the Power Point document. This manual will refer you to that document when appropriate. Other illustrations have been eliminated as they represented recording procedures which are now being used on our USA Volleyball scoresheet. Additionally, procedural items or scoresheet entry items that are either significantly different from those for the USA Volleyball scoresheet or have changed since the printing of the previous manual are now printed in **red**.

I. Procedures Prior to the Match

Prior to the match, the scorekeeper prepares the scoresheet as follows using ALL CAPITAL letters and blue or black ink only. **Pencil is not used on the FIVB-International Scoresheet.**

A. HEADING (Fig. 1) - On the upper part of the form enter the following:

1. **Name of Competition** - i.e., USA/RUSSIA EXHIBITION, NORCECA MEN’S CHAMPIONSHIP, U.S. OPEN VOLLEYBALL CHAMPIONSHIPS
2. **City** - i.e., ATLANTA
3. **Country Code** - i.e., USA
4. **Hall** - Name of convention center, college, university, high school, municipal stadium or gymnasium (abbreviations may be used).
5. **Pool/Phase** - For pool, use the assigned alpha or numeric symbol
 - For phase, use either TOUR, EXHB (Exhibition), ELIM (Elimination round), SEMIF (Semi-final), CLAS (Classification), or FINAL.
6. **Match NE-** Preassigned by event or tour coordinators; check assignment sheet, program or ask appropriate individual.
7. **Date** - Day/month/year; i.e., 24 05 09 would be used for May 24, 2009. The letters **D, M** and **Y** are pre-printed beneath the appropriate boxes.
8. **Time** - All scheduled times are recorded using international time, i.e., 19:30 for 7:30 p.m. The colon is pre-printed on the scoresheet.
9. **Division** - Place an X in appropriate box: Men or Women.
10. **Category** - Place an X in the appropriate box: Senior, Junior or Youth.
11. **TEAMS** - Write the team names using the appropriate three-letter country codes (Appendix D) and leave the circles blank. USA is listed first if playing. If not, codes should be entered left to right based on which team is listed first on the official program.

Name of the Competition : 2009 U.S. OPEN VOLLEYBALL CHAMPIONSHIPS													
City	M I N N E A P O L I S			Country Code :	U S A		Date	2 4 0 5 0 9		Time	0 8 : 0 0		
Hall	C O N V E N T I E R			Pool/Phase	2 M G		Match N°	axd					
Division : Men <input checked="" type="checkbox"/> Women <input type="checkbox"/>				Category : Senior <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Youth <input type="checkbox"/>				A or B (B)		TEAMS 3 C T		A or B (A)	

Figure 1: Heading

B. NAMES

The scorekeeper obtains the names of the following and records, using ALL CAPITAL letters, in the appropriate places. The information may be available in the program or information sheet provided by the event

coordinator or should be solicited from the referees. *All names are printed in ALL CAPS last name first, followed by a comma and the first initial.*

APPROVAL			
Referees	Name	Country	Signature
1 st	SMITH, J	USA	
2 nd	JONES, M	USA	
Scorer	BYRNE, C	USA	
Assistant Scorer	O'REILLY, J	USA	
O'BRIEN, F	1	Line Judges	2
COLLINS, F	3		4
	(A)	Team Captains	(B)

Figure 2: Approval

- Names of the working officials are recorded in the **APPROVAL** block (Fig. 2) located at the bottom of the scoresheet. The three-letter abbreviation for each official's country is entered in the space to the right of the name.
- The names of the **Line Judges** are listed by position in the numbered spaces (1 through 4). The scorekeeper should check with the second referee for approval of line judge positions prior to entering counter-clockwise from the scorekeeper's table as follows:

- #1 - Sideline judge to the first referee's right;
- #2 - Endline judge to the scorekeeper's left;
- #3 - Sideline judge to the scorekeeper's right; and
- #4 - Endline judge to the first referee's left.

PLEASE NOTE: If only two line judges are used, their names would be entered in positions #1 and #3 on the scoresheet.

- Team Rosters - In the TEAMS block** (Fig. 3 on the following page) located in the lower right corner of the scoresheet:
 - The scorekeeper requests the rosters from the coaches or team representatives if not provided by the event organizer. In case of extreme doubt, the scorekeeper may request the identity cards (through the Control Committee [FIVB and NORCECA events only]) issued to the participants. This information is used to record the roster data in the **TEAMS** block.
 - The three-letter country code of each team is recorded at the top of the **TEAMS** roster column in the same order as listed in the **TEAMS** section in the **HEADING**.
 - The players' names and jersey numbers [(1-18 or 1-20 only) See **Procedural Changes – Uniform Numbers** on page 5] are listed in ascending numerical order in the same manner names were entered in the **APPROVAL** box.

D. COIN TOSS

1. The coin toss is usually performed after the informal warm-up period during the 17-minute pre-match protocol.
2. For official FIVB and NORCECA events the scorekeeper will accompany the referees to the team entrance area of the court where the coin toss will occur.
 - a. At this time, the coach for each team will notify the scorekeeper as to which of the two Liberos will be used for the match.
 - b. The scorekeeper will then obtain the signatures of the teams' captains and coaches (Fig. 3) on the scoresheet at the bottom of the **TEAMS** roster section.
3. After the coin toss, the referee informs the scorekeeper as to:
 - a. which team is serving and/or receiving first; and
 - b. which side of the court each team will occupy first.
4. Using this information, the scorekeeper completes the scoresheet as follows:
 - a. In the upper left square labeled **SET 1**:
 - Print the three-letter country code for each team next to the letters **A** and **B** in the boxes corresponding to the sides of the playing court on which each team begins the match. (Team **A** is to the left of the scorekeeper and team **B** to the right.)
 - Print an **X** over the encircled **S** of the team serving first and an **X** over the encircled **R** of the receiving team.
 - For the receiving team, place an **X** in the first **Service rounds** box (box **1**) under service order column **I**. This will indicate that the first service for the receiving team will occur after the team rotates to position **II**.
5. The information listed in item 3 above (team names, serve/receive, **X** in **Service rounds** box **1** for appropriate team) also should be entered at this time for **Set 2** and **Set 3**.
6. As the teams are now classified **A** and **B**, enter the corresponding letter in the empty circles in the **HEADING** next to the team names and in the **TEAMS** roster section. The appropriate team country code corresponding to the **A** and **B** also should be entered in the **RESULTS** box at this time.

E. LINE-UP SHEET RECORDING

When the line-up sheet is obtained from the second referee, the scorekeeper:

1. Verifies that the line-up sheet is signed by the coach.
2. Verifies the numbers on the line-up sheet with the recorded roster in the **TEAMS** section of the scoresheet.
3. Records for each team, the players' numbers in the boxes under the service order columns **I** through **VI** on the line entitled **Starting players** in the following order determined by the respective line-up sheets: I = right back; II = right front; III = center front; IV = left front; V = left back; VI = center back.

PLEASE NOTE: The set captain's number for official FIVB competition is not required to be recorded on the line-up sheet by the coach, nor is it indicated on the scoresheet in the **NN of Starting players** or **Substitutes** sections. However, the scorekeeper can mark this on a separate sheet of paper for verification during the match. If a captain is not indicated and the designated roster captain is on the line-up sheet, the scorekeeper may assume that player is the set captain. If the team (roster) captain is not a member of the starting line-up, the

scorekeeper should alert the second referee prior to recording the line-up. The second referee will request this information from the team coach.

II. Match Recording Procedures

FIVB/USA International volleyball matches consist of the best three out of five sets. All sets are played using the rally-point scoring system. The first four sets are played to 25 points with no cap and a lead of two points to win. The fifth set is played to 15 points with no cap and a two point advantage to win.

A. Recordings Prior to First Serve

1. As the second referee verifies the teams' line-ups from the line-up sheets, the scorekeeper checks that the appropriate players as recorded in the **Starting players** boxes on the scoresheet are on the court to begin the set.
2. When these duties have been completed the scorekeeper gives the second referee the “ready” signal by raising both hands above the head with palms facing the court.
3. In **SET 1** in the box marked **START**, record the time when the first referee whistles for the first serve. **This is the actual starting time in hours/minutes (e.g., 1620) and must be recorded in the RESULTS table under Match Starting Time when time permits. At the completion of each set, record the time in the END box.** Subsequent sets will begin three minutes after the **END** time of the previous set or when the referee whistles for the first serve of that set. **PLEASE NOTE: Often between Sets 2 and 3 (and sometimes between all sets) FIVB allows for an extended time interval for promotional reasons. If this does occur, it should be indicated in the REMARKS section on each occasion with the amount of time added to each interval indicated. Often all intervals are being extended to five minutes or the interval between Sets 2 and 3 to ten minutes.**

B. Recording Points and Control of Service

1. The referee will not indicate when a point has been scored. After each play, the referee will move the arm in the direction of the team to serve next (the USA Volleyball signal for loss of rally) which will also indicate a point for that team. As all scoring is in the rally-point format, each serve will result in a point unless a replay is awarded. If the serving team wins the rally, they receive a point and continue to serve. If a fault is committed by the serving team, a point is awarded to the receiving team. Before the match begins, review with the scoreboard operator the referee=s signals. After each play the referee will indicate which team will serve next and then give the hand signal for the committed fault.
2. The service order of the players and the result of each service is controlled by following the order of the **Service rounds** boxes numbered **1st** through **8th** in the columns below the **Service order** boxes **I - VI**.
 - a. The first service of the set is indicated by ticking off with a check mark **Y** the small **1** in the upper right corner of the **1st Service rounds** box under column **I**.
 - b. When the team loses the service, record the cumulative points scored by the serving team to that moment in the set in **Service rounds** box **1** and slash a point in the running score **POINTS** column (described in c. below) for the opposing team.
 - c. To the right of columns **I** to **VI** for each team is a **POINTS** column (numbered 1 to 48). This column is used to register, from top to bottom, the running score of each team by diagonally marking through the correct number as each point is scored. When the team loses the service, the last number marked in the **POINTS** column (cumulative points to that point) is recorded inside the **Service rounds** box of the player who served.
 - d. Proceed to the other team's section for **SET 1**. As the receiving team must rotate, the player whose number is recorded in column **II** is the correct first server. (An **X** should have been placed in box **1** column **I** at the beginning of the match.) The small number in box **1** column **II** must be ticked.

3. When each set ends:
 - a. Enter the time in the box marked **END** located above columns **V** and **VI** of the team starting on the right court.
 - b. In the **POINTS** column, cancel the unused points with an "hourglass." Use a separate hourglass for each column.
 - c. The last point marked in the **POINTS** column should also appear in the **Service rounds** box of the last server for each team or the un-ticked box of the player who would have served next if the set is won by the receiving team. Place a circle around this point for each team.
 - d. For officially sanctioned FIVB and NORCECA competition, the scorekeeper or assistant will give the set duration time to the control committee.
 - e. The results for the set should be entered in the **RESULTS** table. (See **IV. Recording Procedures at the Conclusion of the Match** on page 15 of this manual and PP p. 17.)

C. Substitutions

Substitutions will be made using the Quick Substitution Method (Appendix B).

1. When a player enters the substitution zone, the scorekeeper immediately **indicates acknowledgment of the substitution by pressing the buzzer. (No hand signal is given.) [PLEASE NOTE: This is solely the function of the scorekeeper and may not be carried out by the assistant.]**
2. The scorekeeper then verifies that the substitute's number is listed on the roster in the **TEAMS** block and that the player has not previously played in another position.
 - a. If the second referee acknowledges the substitution by whistling prior to the scorekeeper pressing the buzzer, the scorekeeper does not buzz.
3. The substituting player may carry a paddle showing the number of the player s/he is replacing to assist the scorekeeper in tracking the substitution.
4. If the substitution is not legal, the scorekeeper will press the buzzer again, raise one hand and wave off the substitution and state, "The request is not legal." **[PLEASE NOTE: This is the now only time that the scorekeeper will raise one hand with the exception of showing the 5th team substitution when fingers will be spread apart.]**
5. If legal, the number (1 - 18 or 1 - 20 depending on the competition) of the substitute player entering the set is recorded directly below the number of the player leaving the court. In the same column in the upper box of the **SCORE** line, record the score of the set at the moment of the substitution request, entering first the score of the team requesting the substitution followed by the score of the opposing team (Fig. 4).

SET	START time	TEAM						POINTS	S	B	TEAM						END time	POINTS		
	H : mm	3	C	T	A	R	I				II	III	IV	V	VI	H : mm				
1	08:00	3	C	T	A	R	25	37	X	B	I	II	III	IV	V	VI	25	37		
		I	II	III	IV	V	VI	26			38	I	II	III	IV	V	VI	26	38	
		2	6	1	5	7	4	27			39	8	12	2	3	4	1	16	28	40
		:	:	:	:	:	:	28			40	:	:	:	:	5	:	17	29	41
		:	:	:	:	:	:	29			41	:	:	:	:	15:18	:	18	30	42
		:	:	:	:	:	:	30			42	:	:	:	:	:	:	19	31	43
		:	:	:	:	:	:	19			31	:	:	:	:	:	:	20	32	44
		:	:	:	:	:	:	20			32	:	:	:	:	:	:	21	33	45
		:	:	:	:	:	:	21			33	:	:	:	:	:	:	22	34	46
		:	:	:	:	:	:	22			34	:	:	:	:	:	:	23	35	47
		3	5	6	7	9	10	12	5	5	6	8	9	10	5	5	23	35	47	
		14	16	17	18	2	6	2	6	11	12	13	14	6	2	6	24	36	48	
		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	:	:	

Figure 4: Substitution for Starting Player

6. If multiple players enter the substitution zone, the scorekeeper only presses the buzzer one time at the start of the substitution procedure.
7. To indicate completion of each substitution, the scorekeeper, after placing pen on table, signals the referees by raising both hands above the head with the palms facing the court. The scorekeeper will then immediately proceed to the recording of the next substitution.
8. After a team takes its fifth and sixth substitutions, the scorekeeper will show this to the referees by raising hand(s) with the appropriate number of fingers showing.

SET	START time		TEAM						POINTS	TEAM						POINTS																
	H	mm	I	II	III	IV	V	VI	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
1	08:00		3.C.T (A) (R)							T.R.M (B) (R)																						
	2	6	1	5	7	4		8	12	2	3	4	1																			
	:	:	:	:	:	:		:	:	:	:	5	:																			
	:	:	:	:	:	:		:	:	:	:	15:18	:																			
	3	6	7	9	10	12		X	5	6	8	9	10																			
	14	16	17	18			"T"	11	12	13	14	17	10		"T"																	
	:	:	:	:	:	:		:	:	:	:	:	:	:	:																	
	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
	:	:	:	:	:	:		:	:	:	:	:	:	:	:																	
	:	:	:	:	:	:		:	:	:	:	:	:	:																		

Figure 5: Substitution/Starting Player Returns to Set

9. If the original starting player subsequently returns to the set, the scorekeeper verifies that the number of the player re-entering is identical to the number of the original player. The score is recorded in the lower box of the same column AND the number of the substitute leaving the game is circled (Fig. 5). This signifies that under normal circumstances, the substitute is ineligible to re-enter the court in the same set.
10. **PLEASE NOTE: If an illegal player has been allowed to enter the court through substitution, the error must be corrected immediately when realized. The original player must return to the court. A substitution will not be charged when the original player returns; however, the substitution charged when the illegal player entered remains in effect and will not be cancelled.**

D. Timeouts

1. Below the POINTS column of each team are two boxes marked with a **AT@**. The score at the moment the timeout is granted is recorded:
 - a. In the upper box for the first timeout.
 - b. In the lower box for the second timeout.
2. The first score listed is always the score of the team requesting the timeout.
3. Inform the second referee only when the second team timeout has been taken.
4. If technical timeouts occur, they will be 60 seconds in duration and occur at points eight and 16. The assistant scorekeeper or the scoreboard operator will sound a horn or buzzer at the time the score reaches the appropriate level to begin the technical timeout. The horn or buzzer is sounded again at the conclusion of the technical timeout. If technical timeouts are used, each team will be entitled to two requested/granted timeout in Sets 1 through 4. Technical timeouts will not be used in Set 5, and each team will be allowed the customary two timeouts.
5. At the conclusion of the timeout the scorekeeper will indicate s/he is ready for the match to resume by giving the "ready" signal (both hands raised above the head with palms facing the court).

E. Special Situations

1. Improper Requests

Improper Requests are now recorded on the scoresheet. A small box for each team in which to do this has been added to the scoresheet above the SANCTIONS box. Put an X through the circle marked A or B depending on which team incurs the Improper Request. (Fig 5.)

2. Sanctions (Fig. 5, PP p 14 & Appendix C, page 22)

- a. The **SANCTIONS** box is located in the lower left corner of the scoresheet. The scorekeeper enters all information regarding misconduct and delays in the **SANCTIONS** section. All Misconduct and Delay Sanctions remain in force for the entire match. In other words, they are cumulative and carryover from set to set.
- b. To record sanctions enter the jersey number of the player or the appropriate abbreviation (C = Coach, AC = Assistant Coach, T = Trainer, M = Medical [doctor]) or D for Delay sanctions in the appropriate column and indicate the team, using the A or B designation, the set and the score at the moment of the sanction. The score of the team incurring the sanction is the first recorded followed by that of the opposing team. The sanction categories are W = Warning (for Delay Sanctions only), P = Penalty, E = Expulsion and D = Disqualification.

SANCTIONS					IMPROPER REQUEST TEAM(A) : TEAM(B)	
W (Warning)	P (Penalty)	E (Expulsion)	D (Disqual.)	(A) or (B)	SET	SCORE
D				A	1	17:15
	D			A	1	24:21
	5			B	3	15:6
D				B	3	15:6
		AC		B	3	15:6
	13			A	3	22:20

Figure 5: Improper Request

- Misconduct warning is verbal only and not recorded on the scoresheet.
- Yellow card is a penalty (point to serving team or loss of service for serving team and point to opponents) and is recorded on the scoresheet by slashing and circling a point in the appropriate team=s **POINTS** column.
- Red card is an expulsion.
- Yellow and red card held jointly is a disqualification.
- Delay warning is an open hand to the wrist.
- Delay penalty is a yellow card to the wrist.

3. Wrong Server

- a. The server should be verified each time a player goes to the end line to serve.
- b. If it is an incorrect server, wait until the ball is contacted, then immediately sound the horn/buzzer or whistle and advise the second referee. Enter the score in the **Service rounds** box of the correct server.
- c. If it is the first service for that round/position, do not tick the number in the corner of the **Service rounds** box.
- d. If the wrong server occurs after the player's first service for that round and a tick has already been made, make no additional mark and only enter the score.

4. Exceptional Substitutions

There is no order for replacement for exceptional substitutions. The coach may select any uncommitted player except the Libero or his/her replacement player if the Libero is on the court at the time of the exceptional substitution.

- a. The following information is recorded in the **REMARKS** section:

- Set #

- Score
- Team name (Three-letter country code)
- The words: AExceptional Sub@
- The jersey number of the substitute followed by the words: Afor injured player@ followed by the jersey number of the injured player

- b. In the **Team Line-up** section, the number of the injured player is circled to indicate that the player cannot return to compete in that match. Even if the team has not used all six allowable team substitutions, this is NEVER charged as a team substitution.

5. Protests

The game captain can make a protest at any moment and a Judges= Conference will be called immediately to rule on that protest. The actual written protest will be recorded on the scoresheet at the conclusion of the match. During the Judges= Conference, the scorekeeper will note in the **REMARKS** section (i.e., score, team areas, player serving and current position of all players for each team). After the match is over, the captain/coach will dictate or write a personal statement regarding the facts relating to the protest. This information should begin in the **REMARKS** section and, if necessary, continue to the reverse of the top sheet.

PLEASE NOTE: In instances when a Jury/Control Committee is present, a coach or jury member can refer a case to the President of the Jury at any moment of the game if an improper situation or a decision not in accordance with the regulations is noticed.

6. Default

- a. The following information is recorded in the **REMARKS** section:
- Set #
 - Score at time of default
 - Team defaulting
 - Reason for default
- b. The additional points for the winning team are slashed and circled in the **POINTS** column and the final score is recorded in the appropriate **Service rounds** box.

7. Forfeit

- a. The following information is recorded in the **REMARKS** section:
- Forfeit per FIVB rule 6.4.3 (This rule pertains to a team being incomplete to start the match.)
 - Name of team forfeiting
- b. Slash through the **TEAMS** roster box, the **OFFICIALS** box and the **SIGNATURES** box of the forfeiting team.
- c. Complete the **RESULTS** box (score 25-0, 25-0, 25-0).
- d. Obtain appropriate signatures.

III. SET 5 (Fig. 6)

- A. In this deciding set, rally-point scoring will be employed, but the set will end at 15 points (no cap) with a two-point advantage required to win.
- B. As the teams will change courts at point 8 in a deciding set, **SET 5** on the scoresheet is arranged for placement of information consistent with the court used by each team. The scorekeeper follows the same procedures for recording the set information with the following exceptions:
 1. Another coin toss is required. After the toss the referee tells the scorekeeper which team is serving and/or receiving first and which side of the court each team will occupy first. The team names and line-ups are recorded consistent with the court choice and the team starting on the left court is also recorded in the third section located on the far right. Team designations A and B are entered in the respective circles.
 2. Until point 8 is scored and the teams change court, duplicate records of substitutions and timeouts are entered on both the left and right sections for the team starting on the left.
 3. The **POINTS** column on the far right is not used prior to the court change. The **POINTS** column on the left is not used after the court change.
 4. The points scored by the team moving from the left to right are recorded in the box reading **POINTS AT CHANGE** located to left of the **POINTS** column.

SET	START time		TEAM						POINTS	TEAM						END time	POINTS	C h a n g e s i d e	TEAM						POINTS AT CHANGE	POINTS																
	I	II	III	IV	V	VI	I	II		III	IV	V	VI	I	II				III	IV	V	VI																				
5	1						1						1	11	21				1	11	21																					
	2						2						2	12	22				2	12	22																					
	3						3						3	13	23				3	13	23																					
	4						4						4	14	24				4	14	24																					
	5						5						5	15	25				5	15	25																					
	6						6						6	16	26				6	16	26																					
	7						7						7	17	27				7	17	27																					
	8						8						8	18	28				8	18	28																					
	9						9						9	19	29				9	19	29																					
	10						10						10	20	30				10	20	30																					
	1	4	1	4	1	4	1	4	1	4	1	4	1	4	1	4	1	4	1	4	1	4	1	4																		
	2	5	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	3	6																		

Figure 6: Fifth Set Scoring Section

5. If the team on the left is serving at the 8-point switch, do not tick (or "X" as on the USA scoresheet) the **Service rounds** box number on the right as that player continues to serve.
6. If set point is scored on a loss of rally do not tick the box, but give the next server credit for that point.

IV. Recording Procedures at the Conclusion of the Match

- A. The scorekeeper completes the **RESULTS** table (PP p. 18 & Fig. 7) located at the bottom of the scoresheet by entering each team's statistics. It is suggested that as much information as possible be recorded at the conclusion of each set (PP p. 17).
 1. The teams' three-letter country-codes should have been entered prior to the match when the heading information was completed.
 2. SET (Duration): For each set played (1 through 5), record the elapsed time (in minutes) within the brackets.
 3. T (Timeouts): Record the number of timeouts taken by each team (either 0, 1 or 2).
 4. S (Substitutions): Record the number of substitutions made by each team. If a team does not use any substitutions, record a "0".
 5. W (Wins): Record a "1" for the winning team. Record a "0" for the losing team of the set.
 6. P (Points): Record the number of points scored by each team.
 7. Match Ending Time: Record the time the match ends.

Figure 7: Results Box Recording

RESULTS											
TEAM		U, S, A		A		B		J, P, N		TEAM	
"T"	S	W	P (Points)	SET	(Duration)	P (Points)	W	S	"T"		
1	4	1	25	1	(22)	22	0	4	2		
1	3	0	23	2	(28)	25	1	6	2		
1	5	1	33	3	(37)	31	0	5	2		
1	1	1	25	4	(18)	15	0	4	1		
				5	()						
4	13	3	106	Total Set Duration (105 mn)		93	1	19	7		
Match Starting Time			Match Ending Time			Total Match Duration					
16 h 02mn			17 h 56mn			1 h 54 mn					
WINNER				U, S, A				3 : 1			

8. Total Set Duration: Record playing time from beginning to end of each set by adding the minutes recorded in the SET (Duration) column.
 9. Total Match Duration: Record the total elapsed time from the whistle for the first service to the last whistle. [Total set duration + time between sets = total match duration.]
 10. TOTAL: At the bottom of each column, enter the sum of that column (total set duration, timeouts, substitutions, number of wins and total points **including zeros if appropriate**).
 11. On the last line, the scorekeeper writes the three-letter country code of the WINNER and the number of sets won by the losing team (i.e., 3:0, 3:1 or 3:2). [Do at least this much before the teams' captains arrive to sign the scoresheet.] As the captains sign the scoresheet, verify the uniform number of each with the number circled in the **TEAMS** roster box.
 12. **Leave only the boxes and lines for unused sets blank.**
- B. The scorekeeper records (or allows with the permission of the first referee the recording of) protests presented in due time. The captain or coach of the protesting team shall dictate or write the protest in the **REMARKS** box.
- C. The scorekeeper, with the assistance of the referees, obtains the signatures in the **APPROVAL** box in the following order:
1. Two team captains
 2. Assistant scorekeeper
 3. Scorekeeper
 4. Second referee
 5. First referee
- D. The current version of the FIVB international scoresheet has a total of four copies. The original and copies are distributed as follows:
1. Original to organizing committee or tournament Chair. For all USA National Team Tours, this copy must go to USAV representative, Melissa Weymouth, or her representative.
 2. One copy to Team A.
 3. One copy to Team B.
 4. One copy to first referee or the Refereeing Subcommittee.

A photocopy of all completed scoresheets will be forwarded to the Chair by the National Office or the Chair of International Referees Commission.

V. Helpful Hints

- A. It is very important to have a second scoresheet available in case a set goes beyond the number of **Service rounds** boxes provided on one scoresheet.
1. On the second scoresheet record only the following:
 - a. Transfer all pertinent information including line-ups, substitutions, timeouts and headings. Have the assistant scorekeeper prepare the sheet when only two **Service rounds** boxes remain.
 - b. Start with the next point scored, as in a deciding set.
 - c. In **REMARKS**, record: "Set #__, Continued from sheet one."
 2. On the first scoresheet record only the following:

- a. In **REMARKS**, record: "Set #__, Continued on sheet two."
 - b. After set, fill in **RESULTS** box.
- B. Have scratch paper at court side for notes, calculations, etc.
 - C. White-out any errors in recording at the conclusion of the match and **DO NOT** forget to fill in the correct information.
 - D. The potential winning point is no longer displayed to the referees.
 - E. Have a straight edge for making hourglasses.

Revised: May 2009

Appendix A - Libero Defensive Player

I. Libero Defensive Player Regulations

- A. Each team may have **two** Libero Defensive Players.
- B. The Libero can be neither the team (roster) captain nor the set captain.
- C. The Liberos' jerseys must be contrasting in color or design to that of the other players.
- D. The coach must inform the scorekeeper 16 minutes before the match starting time and prior to verifying and signing the roster as entered on the scoresheet who will play the position of Libero **for the match**.
- E. **The jersey numbers and names of all Liberos must be recorded on the scoresheet before the match on the special lines reserved for this.**
- F. The Libero cannot be in the starting line-up but may replace a starting player before the set begins. (**PLEASE NOTE: It is highly likely that the Libero will enter the court immediately after the line-up is checked and before the start of a set. In order to prevent missing the entry of the Libero, it is best for the scorekeeper to check the same side of the court as the second referee when verifying line-ups prior to the start of the set.**)
- G. Replacements involving a Libero are not counted as regular substitutions and the number is unlimited. The Libero cannot take part in normal substitutions.
- H. Replacements involving the Libero may be executed only if the ball is out of play and before the whistle for service. (The coach does not need to request the Libero replacement or use the numbered paddles.) It is necessary to have a rally between replacements involving the Libero player. (**PLEASE NOTE: It is highly likely that both teams will be making Libero replacements at the same time, so the scorekeeper and assistant should scan both sides of the court for movement whenever the ball is out of play.**)
- I. The Libero may only play as a back-line player.
- J. The Libero may not serve.
- K. When a regular player, who has been replaced by a Libero re-enters the playing court, the Libero must remain off the playing court for at least one rally. The Libero may then return to the playing court and replace any player in the back zone.
- L. **The coach has the right to exchange the acting Libero for any reason, but only once during the match, and only after the regular replacement player has returned to the court. This exchange must be recorded in the REMARKS section of the scoresheet and on the Libero Control sheet.**
 - **The original Libero may not re-enter to play for the remainder of the match.**
 - **In the case of illness or injury to the acting Libero, the coach, if he/she chooses to designate a new Libero, must use the reserve Libero.**
 - **In case of illness or injury to the reserve Libero, the coach may designate as Libero for the remainder of the match any other player (except the original Libero) not on the court at the moment of the re-designation.**
 - **If requested by the coach, the team captain may relinquish all leadership privileges to be re-designated to replace an ill or injured reserve Libero who has previously replaced the original Libero.**
 - **Exchanges due to injury or illness of the Libero or re-designated Libero are not counted as replacements.**

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2. After the Coin Toss

Before the start of the match, the assistant scorekeeper must obtain the following information:

- a. The number of each team's Libero player from the scorekeeper.
- b. With the information obtained s/he proceeds as follows: Records the letter A and B assigned to each team in the blank circles on the upper part of the sheet as well as the number of the Libero player for the sets.
- c. **In the case of exchange of the original Libero for the reserve Libero** or the re-designation of a Libero player due to injury of the starting **or reserve** Libero, s/he must use the number of the new Libero player from the moment of exchange re-designation.

3. During the Match

During the match the assistant scorekeeper proceeds as follows:

- a. In SET 1 after the execution of each Libero replacement, s/he records the number of the starting or substitute player in whose place the Libero entered onto the court into the left square of the appropriate team. In the upper box of the right part, the score when the Libero replacement was executed must be recorded.
- b. When the starting or substitute player replaces the Libero, the score must be recorded in the lower box of the right part. (The above instructions must be followed in sets 1-4.)
- c. In the deciding (5th) set:
 - After the coin toss, the assistant scorekeeper records the letter A and B assigned to each team in the blank boxes below the box **SET 5**, i.e., putting in the left box the letter of the team playing on the left side and in the center box the letter of the team on the right side.
 - The assistant scorekeeper then proceeds using the same procedure as in the non-deciding sets using the first two sections entitled **SET 5**.
 - Upon the change of court after point 8, the assistant scorekeeper continues in the third section on the far right to record the Libero replacement data of the team originally recorded in the first section on the left.
- d. After the Match:

After the match, the assistant scorekeeper transmits the Libero Player Control sheet to the referees who will check it. The assistant scorekeeper then signs the scoresheet.

- C. If the FIVB form is unavailable, the USAV Libero tracking sheet may be used. If neither is available, the assistant scorekeeper should use the following method:
 1. Using a plain piece of paper (not the official scoresheet or any other official document), a notation should be made each time the Libero player enters the game. For example, if following a check of the line-up, the Libero for USA enters the court at position VI, replacing player #7, the assistant scorekeeper writes on the paper: **USA 7 / L**
 2. After two rotations, the Libero would rotate into position #4 and accordingly player #7 re-enters the game at that position. The assistant writes, as a continuation of the above note: **USA 7 / L / 7**
- D. The above note assures that the proper player has re-entered the game for the Libero. The Libero, by rule, must remain off the court for one rally and then may replace another player in the back zone. A new note is started at that time by the assistant scorekeeper. If the assistant determines that the wrong player has entered the game to

replace the Libero (i.e., the player replaced by the Libero is not the player attempting to re-enter the game), the horn/buzzer should be sounded after the contact for service and a position fault signal shown by the scorekeeper.

- E. If the Libero player serves (a fault under the Libero regulations), the scorekeeper or assistant should sound the horn/buzzer and indicate a rotation fault.

III. Instructions for Substitution of a Regular Player When Replaced by the Libero

If a team desires to request a normal substitution for a player who has been replaced by the Libero, the following procedure is required:

- A. The regular player must first replace the Libero and return to the court.
- B. The player to enter the game must report to the substitution zone and be recognized by the scorekeeper's buzzer or the second referee's whistle.

Appendix B - Quick-Sub Method

I. System Procedures

Based on the results of the successful tests carried out during the 2007 editions of World League and World Grand Prix, the finalized version of the Quick Substitution System will now be used as outlined in **FIVB Rule 15.10 Substitution Procedure**. The following includes the information from the actual rule as well as clarifying information for purposes of instruction to the scorekeeper/assistant scorekeeper.

- A. A team may request a substitution while the ball is out of play and before the referee's whistle for service.
- B. Substitution must be carried out within the substitution zone.
- C. A substitution shall only last the time needed for recording the substitution on the scoresheet and allowing entry and exit of the players.
- D. The actual request for substitution is the entrance of the substitute player(s) into the substitution zone, ready to play, during a regular interruption. (There is no longer the necessity for the coach or game captain to make either a signal or to use the buzzer/signaling device. However, in case of a forced substitution due to injury, the coach or the game captain may, of course, make the substitution signal to the second referee who will authorize the substitution.)
 - 1. If that is not the case, the substitution is not granted and the team is sanctioned for a delay. **[PLEASE NOTE: Players running from the warm-up area in an attempt to make a substitution will no longer be an issue for Improper Request or Delay as no verbal or signaled request is made, and the referees need make no interpretation as to whether the coach or player was obeying the letter of the current rule. Only the physical act of entering the substitution zone to prompt the signal/buzzer requires being interpreted.]**
 - 2. The request for substitution is acknowledged and announced by the scorekeeper or second referee by use of the buzzer or whistle, respectively. **[PLEASE NOTE: The assistant scorekeeper may not assist with the buzzer in this situation.]**
 - a. For FIVB World and Official Competitions, numbered paddles (1 – 19) are used to facilitate the substitution.
- E. If a team intends to make simultaneously more than one substitution, all players being substituted must report to the substitution zone at the same time to be considered in the same request. In this case, substitutions must be made in succession, one pair of players following after the other.
- F. The substituting player goes immediately to the sideline close to the net post within the substitution zone to make the paddle exchange with the player on the court. This exchange, and hence the completion of the act of substitution, is authorized only by a hand signal from the second referee.
- G. The instant the substitute player(s) enter the substitution zone, with the appropriate numbered paddle(s) the scorekeeper:
 - 1. Presses the buzzer.
 - 2. The scorekeeper checks the scoresheet to determine if the proposed substitution is legal.
 - 3. If legal, registers on the scoresheet the number of the substituted player and the score at the time of substitution.
 - 4. Then raises both hands to indicate that s/he is ready for the next rally. **(PLEASE NOTE: There is no longer the necessity for the scorekeeper to raise one hand to signify the start of the process indicating that the substitution event has been recognized; the pressing of the buzzer carries out that function.)**
- H. Should the substitution be illegal:
 - 1. The scorekeeper pushes the buzzer (again) raises one hand and waves off the substitution to indicate the illegality of the substitution.

2. The second referee will blow the whistle to indicate the illegality of the substitution to the first referee who gives the team the appropriate Delay Sanction.
 3. The substitution is rejected automatically in this instance.
-
- I. When both teams want to substitute in the same interruption, the procedures, where practicable, will be: next team to serve substitutes first, followed by the receiving team
 - J. The scorekeeper must report the 5th & 6th substitution of each team to the second referee by raising hand(s) with the appropriate number of fingers showing. The second referee will pass the information to the team coach and the first referee.
 - K. The time-saving in this procedure lies at the coach-second referee interface and not the scorekeeper-second referee interface. It, therefore, overcomes several of our current dilemmas: Improper Request v. potential delay; improved substitution speed; and over-formality. In so doing the potential for conflict between team and referee and possible spectator confusion is reduced. However, its speed relies upon the scorekeeper being aware of events and the second referee retaining control from a new position at the post.

II. Goals to Achieve

- A. To reduce the potential for conflicts and delays during the substitution process.
- B. To reduce the artificial and somewhat mechanical protocol of the previous substitution system and make the game appear more dynamic and exciting.
- C. To give more opportunities for the coach and second referee to follow their main duties and responsibilities.
- D. To encourage the scorekeeper to take a more pro-active role in the substitution process.
- E. To reduce the duration of the interruptions for substitution and bring them into line with Libero Replacements.
- F. To maintain the match tempo.

Appendix C - Misconduct/Delay Sanction Scale

<i>Misconduct Sanction Scale</i>					
CATEGORIES	OCCURRANCE	OFFENDER	SANCTION	CARDS	CONSEQUENCE
RUDE CONDUCT	*First	Any member	Penalty	Yellow	Loss of Rally
	*Second	Same member	Expulsion	Red	Shall leave the playing area and stay in the penalty area for remainder of the set
	*Third	Same member	Disqualification	Red+Yellow	Shall leave the Competition Control Area for the remainder of the match
OFFENSIVE CONDUCT	*First	Any member	Expulsion	Red	Shall leave the playing area and stay in the penalty area for remainder of the set
	*Second	Same member	Disqualification	Red+Yellow	Shall leave the Competition Control Area for the remainder of the match
AGGRESSION	*First	Any member	Disqualification	Red+Yellow	Shall leave the Competition Control Area for the remainder of the match

<i>Delay Sanction Scale</i>					
CATEGORIES	OCCURRANCE	OFFENDER	SANCTION	CARDS	CONSEQUENCE
DELAY	*First	Any member of the team	Delay Warning	Hand signal No. 25 with no card	Prevention - no penalty
	*Second (and subsequent)	Any member of the team	Delay Penalty	Hand signal No. 25 with yellow card	Loss of rally

Appendix D - Three-Letter Country Codes

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
AFG	Afghanistan	BRU	Brunei Darussalam	DJI	Djibouti
ALB	Albania	BUL	Bulgaria	DMA	Dominica
ALG	Algeria	BUR	Burkina Faso	DOM	Dominican Republic
ASA	American Samoa	BDI	Burundi		
AND	Andorra				E
ANG	Angola		C	ECU	Ecuador
ANT	Antigua & Barbuda	CAM	Cambodia	EGY	Egypt
ARG	Argentina	CMR	Cameroon	ESA	El Salvador
ARM	Armenia	CAN	Canada	GEQ	Equatorial Guinea
ARU	Aruba	CPV	Cape Verde	ERI	Eritrea
AUS	Australia	CAY	Cayman Islands	EST	Estonia
AUT	Austria	CAF	Central African Republic	ETH	Ethiopia
AZE	Azerbaijan	CHA	Chad		
		CHI	Chile		F
	B	TPE	Chinese Taipei	FSM	Fed. States of Micronesia
BAH	Bahamas	COL	Colombia	FIJ	Fiji
BRN	Bahrain	COM	Comoros	FIN	Finland
BAN	Bangladesh	CGO	Congo	FRA	France
BAR	Barbados	COK	Cook Islands		
BLR	Belarus	CRC	Costa Rica		G
BEL	Belgium	CIV	Côte d'Ivoire	GAB	Gabon
BIZ	Belize	CRO	Croatia	GAM	Gambia
BEN	Benin	CUB	Cuba	GEO	Georgia
BER	Bermuda	CYP	Cyprus	GER	Germany
BHU	Bhutan	CZE	Czech Republic	GHA	Ghana
BOL	Bolivia			GBR	Great Britain
BIH	Bosnia & Herzegovina		D	GRE	Greece
BOT	Botswana	PRK	Dem. People=s Rep. of Korea	GRN	Grenada
BRA	Brazil	COD	Dem. Rep. of the Congo	GUM	Guam
IVB	British Virgin Islands	DEN	Denmark	GUA	Guatemala

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
GUI	Guinea	KGZ	Kyrgyzstan	NRU	Nauru
GBS	Guinea-Bissau			NEP	Nepal
GUY	Guyana		L	NED	Netherlands
		LAO	Lao People=s Dem. Republic	AHO	Netherlands Antilles
	H	LAT	Latvia	NZL	New Zealand
HAI	Haiti	LIB	Lebanon	NIC	Nicaragua
HON	Honduras	LES	Lesotho	NIG	Niger
HKG	Hong-Kong	LBR	Liberia	NGR	Nigeria
HUN	Hungary	LBA	Libyan Arab Jamahiriya	NOR	Norway
		LIE	Liechtenstein		
	I	LTU	Lithuania		O
ISL	Iceland	LUX	Luxembourg	OMA	Oman
IND	India				
INA	Indonesia		M		P
IRQ	Iraq	MKD	Macedonia	PAK	Pakistan
IRL	Ireland	MAD	Madagascar	PLW	Palau
NIR	Ireland, Northern	MAW	Malawi	PLE	Palestine
IRI	Islamic Republic of Iran	MAS	Malaysia	PAN	Panama
ISR	Israel	MDV	Maldives	PNG	Papua New Guinea
ITA	Italy	MLI	Mali	PAR	Paraguay
		MLT	Malta	CHN	People=s Republic of China
	J	MTN	Mauritania	PER	Peru
JAM	Jamaica	MRI	Mauritius	PHI	Philippines
JPN	Japan	MEX	Mexico	POL	Poland
JOR	Jordan	MON	Monaco	POR	Portugal
		MGL	Mongolia	PUR	Puerto Rico
	K	MAR	Morocco		
KAZ	Kazakhstan	MOZ	Mozambique		Q
KEN	Kenya	MYA	Myanmar	QAT	Qatar
KIR	Kiribati				
KOR	Korea		N		R

KUW	Kuwait	NAM	Namibia	MDA	Republic of Moldova
CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
ROM	Romania	ESP	Spain		U
RUS	Russian Federation	SRI	Sri Lanka	UGA	Uganda
RWA	Rwanda	SUD	Sudan	UKR	Ukraine
		SUR	Suriname	UAE	United Arab Emirates
	S	SWZ	Swaziland	TAN	United Republic of Tanzania
SKN	St. Kitts & Nevis	SWE	Sweden	USA	United States of America
LCA	St. Lucia	SUI	Switzerland	URU	Uruguay
VIN	St. Vincent & the Grenadines	SYR	Syrian Arab Republic	UZB	Uzbekistan
SAM	Samoa				
SMR	San Marino		T		V
STP	Sao Tome & Principe	TJK	Tajikistan	VAN	Vanuatu
KSA	Saudi Arabia	THA	Thailand	VEN	Venezuela
SEN	Senegal	TLS	Timor-Leste	VIE	Viet Nam
SCG	Serbia & Montenegro	TOG	Togo	ISV	Virgin Islands
SEY	Seychelles	TGA	Tonga		
SLE	Sierra Leone	TRI	Trinidad & Tobago		Y
SIN	Singapore	TUN	Tunisia	YEM	Yemen
SVK	Slovakia	TUR	Turkey		
SLO	Slovenia	TKM	Turkmenistan		Z
SOL	Solomon Islands			ZAM	Zambia
SOM	Somalia			ZIM	Zimbabwe
RSA	South Africa				