

FIVB™

FÉDÉRATION INTERNATIONALE
DE VOLLEYBALL

e-Scoresheet Beach

Rev. 2.00.52, updated by January 2020

Developed by

DataProject.com

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EQUIPMENT TRANSFER

The Organizer has to provide the equipment at least 2 days before the scorers' training session.

Each organizer must provide at least 2 tablets for each competition court. This will enable the smooth preparation of the match.

- 1) A perfect wireless connection on each competition court must be provided by the organizer to ensure the live scoring in the FIVB website. It is approved to use 3G/4G router as there is no need of large bandwidth for the live scoring through the Electronic Scoresheet system. In any case, the stable internet/WIFI connection shall be guaranteed.
- 2) Should the organizer be only able to use 1 tablet or 1 touch screen laptop (10" or more, windows 8 or later, 2GB RAM or more, wifi and BT, with LAN and USB port, to be recharged and LAN connected at the same time) for each competition court, the organizer must provide power supply and LAN cable to the scorer's tables to recharge the equipment and guarantee a stable and high speed internet/WIFI connection.

Other equipment for each court:

- #1 Litescore, including bag, power supply, battery pack, transparent rain protection, USB cables
- #1 protection box, #2 touch pens, a little cloth to clean the screen of water drops. In addition, another Litescore and another Tablet must be available, as backup.

The **Referee Manager Assistant for e-Scoresheet** together with the **Competition Director** will be responsible for this equipment, before, during and after the tournament.

The **Competition Director** is in charge of ensuring that all equipment is available before the beginning of the competition and responsible for filling in the checklist module at the end of the competition when the material will be collected.

IN CASE APPLICABLE - IN BOTH CASES HE/SHE HAS TO CHECK THAT THE EQUIPMENT RECEIVED AND SENT BACK CORRESPONDS TO THE INVENTORY (CHECKLIST).

The **e-scoresheet dedicated Assistant to the Referee Manager** is in charge for setting up the equipment as per section "Equipment Set-Up", page 8 of this Manual, as well as for the daily operations of collecting the equipment, charging, software update before re-distribution next day.

At the competition technical area, at a dedicated space there must be arranged one or more tables, with many electricity plugs (at least 12) for daily storing and charging the tablets.

FACILITIES ON THE COURT

The Organizer has to provide on each court a powerful wireless connection.

And it's strongly recommended these Wireless Network to have the same SSID as the one in the Competition director office: different wireless names could create trouble to the litescore connection when wireless will not switch automatically.

These Wireless Network could be, alternatively, provided via 3G SIM and 3G/4G routers.

EQUIPMENT LIST

Received : date ____/____/201__

By _____

Person: _____

Signature _____

1	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
2	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
3	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
4	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
5	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
6	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
7	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Backup Tablet <input type="checkbox"/> Power Pack <input type="checkbox"/>	

Delivered : date ____/____/201__

By _____

Person: _____

Signature _____

1	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Bag <input type="checkbox"/> #2 Tablets <input type="checkbox"/> #2 Power pack <input type="checkbox"/> #2 Pen <input type="checkbox"/>	Prot. Box <input type="checkbox"/>
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7	Litescore <input type="checkbox"/> Power pack <input type="checkbox"/> Battery pack <input type="checkbox"/> Cable <input type="checkbox"/> Rain protect. <input type="checkbox"/>	Backup Tablet <input type="checkbox"/> Power Pack <input type="checkbox"/>	

THE EQUIPMENT

The Litescore bag with: □ #1 Litescore,

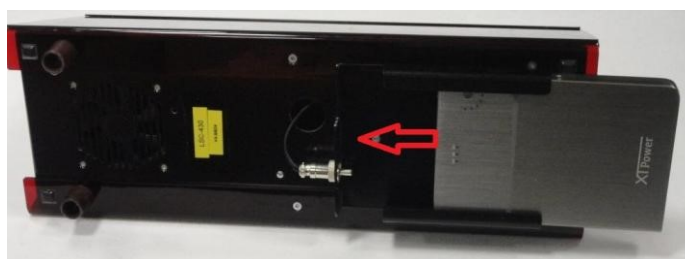
- power supply
- Battery pack
- the USB connection cable with the adapter,
- a transparent rain protection.



It is very important that before going to the court for the first match in the morning, the scorers have to check that the hardware and cables are saved in the correct way.

Litescores are provided with a battery pack that can be removed or substituted.

To check the battery charge level it's enough to press the little button on the battery and the five leds will highlight to indicate that it is fully charged.



Remove the battery pack to recharge it.

The power pack has to be plugged in the Input plug.



About 6 hours are needed to recharge a battery.

Litescores will be provided with a plastic transparent rain protection, to be put on the table scoreboard in case of hard rain.



Before, during and at the end of the competition day, it is mandatory to collect all the tablets, the Litescores with the batteries, and all the cables in the correct way....



...and to recharge all the appares: □
Tablets (also between the matches) □
Litescore batteries.



TABLETS AND PROTECTION BOX

Tablets provided by FIVB and Data Project, are ASUS Transformer TA100 with Windows® 10

To turn on, push on the switch on the left top side. It could be necessary to push for 4-5 or more seconds when the Tablet is completely shut down.

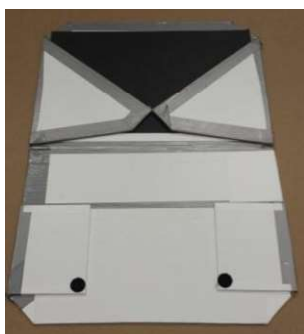
During the competition we suggest to leave the tablets in Sleep mode and reboot them at least once every day, better in the rest time.

To recharge the tablets, the power pack USB connector has to be plugged in on the right side.



The protection box (Sun and Rain)

1)



2)



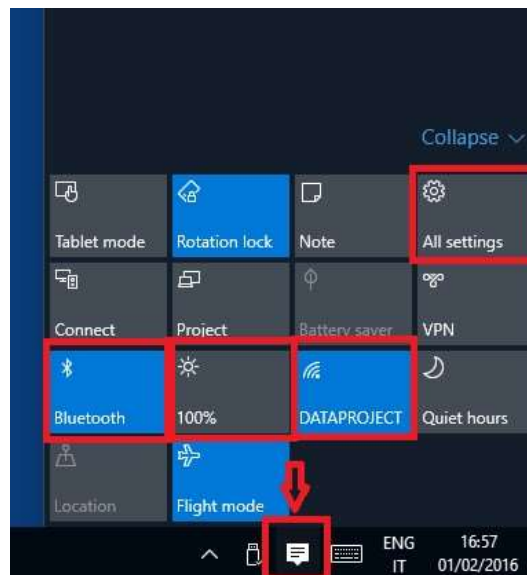
3)



EQUIPMENT SETUP

Before starting the scorers and referees meeting, it is important to:

- check that all tablets are setup correctly:
 - no automatic Windows update
 - date and time set by Internet
 - set maximum brightness
 - Wireless and Bluetooth enabled
- connect all tablets to the wireless network and update the software, if suggested;
- connect and check, via Bluetooth, each Litescore to the related and paired Tablets;
- connect each tablet to a Litescore via USB also, making sure that the drivers have been installed correctly;
- make sure you have received the event password from the FIVB competition department;
- set up e-Scoresheet software for the running competition, eventually 2 competitions if it is a double gender event.



Disable Automatic Windows Update

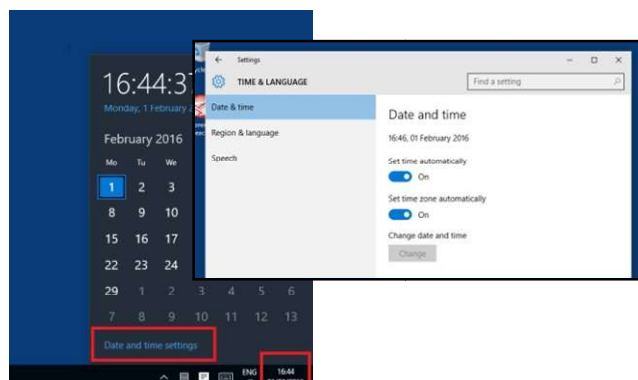
It is very important to disable the Automatic Windows Update. Due to the different version of Windows it is difficult to describe how to do disable this option (especially when using Windows 10 Tablets). It's strongly suggested to ask for help to the hardware supplier or an IT expert.

Date and Time set by Internet

The Time of the Tablets may differ from the local time.

So, check and set the right local time of the Tablet before to start a match.

In order to do that, click on the clock in the task bar and select "Change date and time setting". And then set as "Automatic".



Set maximum brightness

By clicking on the Action Center icon of the toolbar it's possible to set the brightness density. It must be 100%

Connecting the Litescore via Bluetooth

When using a set of Litescore and tablet for the first time, it is important to check the connection between them.

First of all the Litescores has to be paired with each tablet. This operation has to be made with the standard Windows procedures.

Once connected, the pairing procedure of each Litescore requests a password: 1234.

Whitout this password the Litescore will be paired but not recognised by e-Scoresheet Beach.

Then in the e-Scoresheet Option menu, once enabled the [Litescore Bluetooth connection], with all the Litescore switched ON, it is enough to click on [Add Paired]: the tool will automatically search all the paired Litescore and show the related code in the list.

To manage more easily the equipment it would be important to assign each Litescore to the related court number and to register the number in the list. Number and code of the Litescore are visible on the Litescore side.

At the end all Litescore will be stably connected to this tablet. It will be good to click on [Check all] and to verify the connection works fine with each apparel.

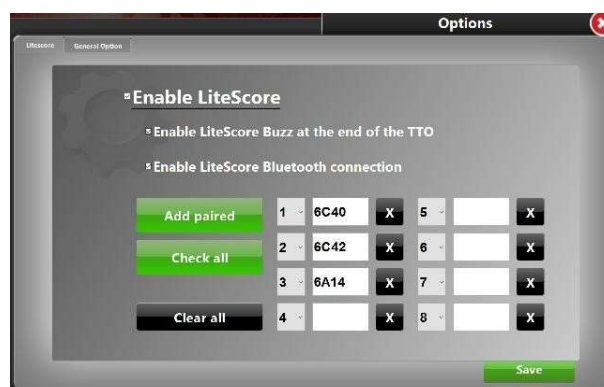
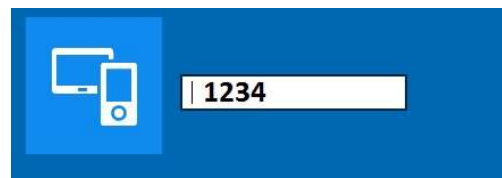
It could be possible to clear all the connection relations clicking on [Clear all], or just one clicking on the [X] button of the related Litescore.

This procedure has to be made with each tablet, one by one because a Litescore could be paired with many tablet but could be connected only to one.

It's useful to connect each tablet to a Litescore with the USB cable, to make sure that the driver has been installed and this connection is available in case BT failure.

To check this connection it is enough to enter a match, to click on [Switch to USB] in the Litescore panel on the right and verify the scoreboard will display the correct score. Eventually driver has to be installed.

At the end it is important to set in the Option the correct connection.



Assign the tablet to a specific court

Once tablets has been connected to all the Livescore in the General Option window, it's better to define which court is assigned to this equipment.

In any case a tablet could be not assigned to a specific court. In this case it must be selected "All Courts".



The specified court number will appear on the e-Scoresheet home page and in the match selection window from the VIS on-line calendar there will automatically be filtered the matches referred to that court.



This feature could be disabled

unchecking on "Show only matches on court _".



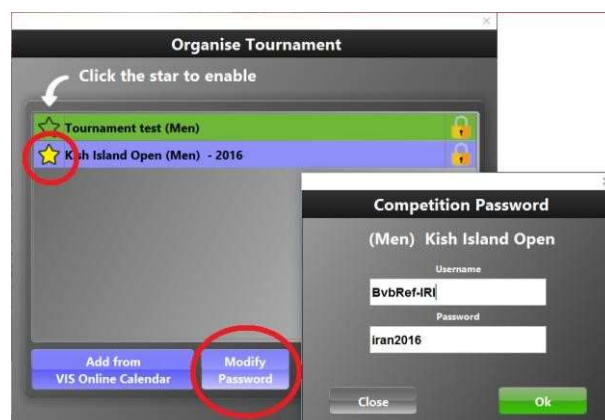
Select the competitions

In the Tournaments box click on the [Change] button and enter the related window in which you have to select the running competitions clicking on the star on the left.

Once selected the competitions, enter the related password received by the VIS FIVB department in the [Modify Password] button, then exit the window by clicking [Close]; all the teams, referees, officials, assigned to the competitions will be downloaded and stored in the e-Scoresheet database on the tablet.

This will enable the use of the tool in case of wireless failure.

If some of these data should be changed, click on the [Update] button to update all data.



The tournament Test is even available to allow scores to make training. It could be possible to enable the livescore and to send the scoresheet files at the end without any problem.

It must be checked only for this training reason, not during the official competitions.

THE WORKING DAILY PROCEDURE

It is very important to take care about the hardware. Every step has to be followed with due diligence. Only in this way the project could be defined, fine tuned and structured in an even better way.

Before the first match of the day

The scores assigned to the first matches of the days have to carry:

- the Litescore of the specific court, (ATTENTION: it must be checked that power pack, battery pack, rain protection and cables are included in the bag)
- the tablet set for the specific court, prepared as described below

Before the match

Each court will be equipped with #2 tablets identified by the court number sticker. These will be used in rotation (match on / match off) so that the matches will be prepared in advance.

In the competition office (where the Tablets are stored and recharged), the scorers that will be involved in the next matches will prepare their respective tablets, downloading the data from the VIS remote database (in this location the Wireless connection has to be available).

Clicking on [Match] and then on [New Match from VIS Online], the list of the daily matches of the related court will be shown. If some matches are not present, please contact the VIS person responsible.

After the match selection, data must be checked against the paper score-sheet produced by the VIS operator and filled with line judges' and scorers' names, if needed.

If there is no Wireless available, or at the moment there is no connection, the match has to be prepared manually, selecting [New Match Offline] and then the teams, the referees, etc.



On the court:

Switch on the Litescore (0:0 has to appear);

- assemble the protection box;
- connect the Litescore via Bluetooth

Normally all tablets and Litescore have already been paired and connected. This means that the list of these Litescore will appear in the panel on the right.

Clicking on the Litescore assigned to specific court, the connection will be automatically redefined in a few seconds.

Only one e-Scoresheet tablet can be connected to a specific Litescore. This means that the previous match has to be ended and the Litescore disconnected.

If the panel on the right is RED, it means that the Litescore is not connected. Automatically, e-Scoresheet tries to make a connection. If this will not happen it could depend on:

- the previous match is not ended and the Litescore is still busy
- the Litescore is not paired and connected to the tablet (see previous section)

If all these conditions are satisfied, clicking on specif button this function will be activated.

Once the Litescore is connected it must be checked the correct position of the team on the LED panels and eventually [**Switch Sides**] with the button on the right panel. Do not rotate the Litescore; it is not needed.

If Litescore is not be connected via Bluetooth, the USB cable is even available clicking on [Switch to USB]: when the Litescore connection has been recognized only “:” will be displayed or the match data.



At the end of the match:

First of all, it's very important to disconnect the Litescore and setup the tablet the next upcoming match.

Once the Captains has signed and the scoresheet printout has been checked by the referees:

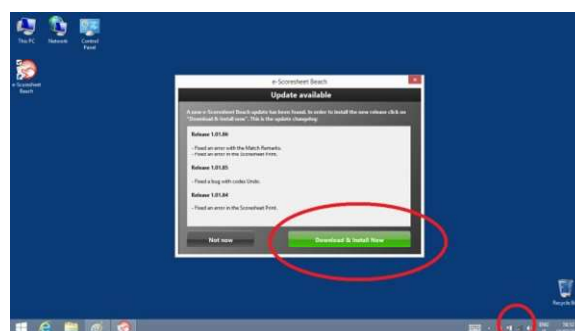
- ☐ if there are no exceptional situations, return the tablet to the competition office;
- ☐ send by Internet the e-Scoresheet final file; ☐ recharge the tablet.

Do not switch the tablet off completely, just put it in a sleep mode.

After the last match of the day:

- carry to the competition office all the device;
- clean and refold the protection box and the transparent protection, if used;
- clean and save the Litescore in its bag, with the power supply on one side and the USB cable in the pocket; take off the battery and recharge it
- clean the Tablet and plug it in to be recharged;

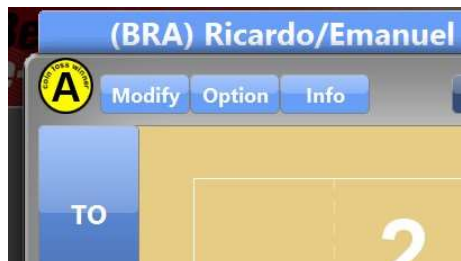
If Wireless is available, we suggest to reboot the tablet and run again the e-Scoresheet tool to check for upgrade.



E-SCORESHEET TIPS & TRICKS

General Options

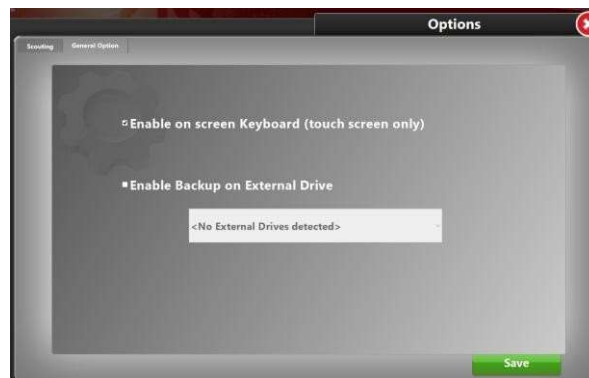
It's possible to access the Option window via the Starting menu or via the [Option] button in



the main window.

There are two Tabs: the one on the right

allows to access to the Backup window in which it is possible to enable the score backup on a specific External Drive (SD card or USB memory).



Also, it is possible to enable the virtual keyboard on the screen.

The LiteScore Tab allows to enable the following options:

- LiteScore Buzz at the end of the TTO: DO NOT enable if there is a show on the court during the TTO, mainly on the center court;
- LiteScore Bluetooth connection and select the device to connect.



Litescore Managment

Normally the tablets will be delivered with the LiteScore driver already installed and tested.

Usually the LiteScore, when switched on or connected to the tablet, needs 3-4 seconds to be recognized.

Once the LiteScore is connected to the tablet should not be recognized, it could be necessary to install the driver by clicking on the related button in the panel on the right of the main window.



Once connected, the LiteScore panel will show:

[Switch Sides] button, to be clicked just the first time if the team on the LiteScore is not in the right position (after the Coin Toss if the serving team player will not appear in the right position, don't rotate the LiteScore physically but click on this button)

[Refresh] button, to reset the driver and send data again. To be used only in case of malfunction.

[Buzz] to play the buzzer

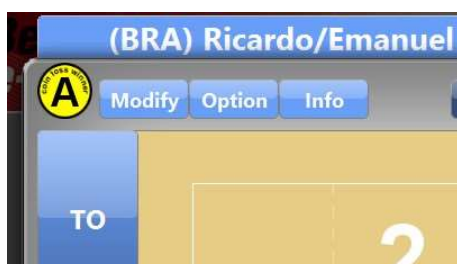
[Countdown] to enable on the LiteScore play the countdown functionality.



How to modify, "to force", the match data

In case of an unexpected reason, it could be possible to modify the match.

This solution is to be absolutely avoided (it is still included in the program just to give the scorers a chance to continue the match and to show on the Litescore the right info).



the serving team

In any case it could be possible to force the match data click on the [Modify] button

It will appear the following window and would be possible to modify manually the score (to close a set it is necessary to enter the last point in the normal way) and

Once [Enabled manual Changes], for the continuing of the match it will be possible, in the main window, to modify the serving player and to switch the court.

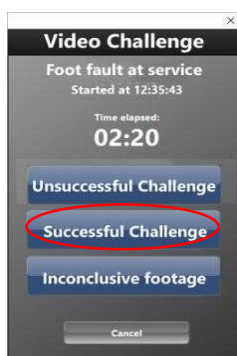
After a manual change, in the remark section of the scoresheet will appear "Match score was changed manually. The scoresheet is unreliable".



Challenge System



Team request:

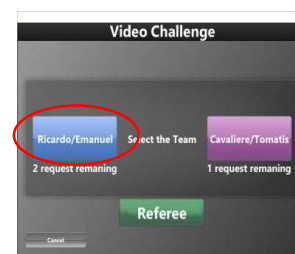
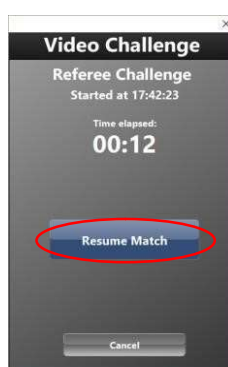


When a captain of a team asks for a Video Challenge verification, click the [Delay / Misconduct / Challenge / Remarks] button.

Once selected the team or the referee who asks for the challenge, it must be recorded the type of Challenge request.

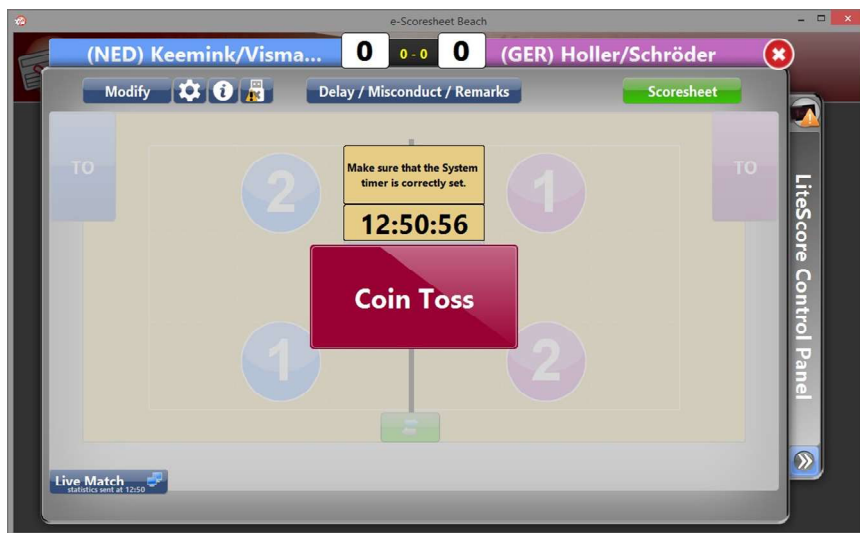
Timer will start and once the decision appears on the Giant Screen and has been announced by the 1st referee, it must be entered in e-Scoresheet.

Referee Request



Live Score Management

After entering an Official match from the VIS database, the Live Score on the FIVB web site will be automatically enabled as soon as the match starts.

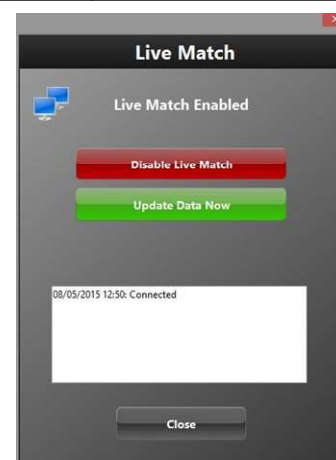


A Blue button on the bottom left side of the main window will highlight that Live Score is running.

By clicking on this button is possible to suspend this function, and the button becomes Red, or reactivate it.



In case of disconnection or deactivation the button on the left side will become Red.



E-SCORESHEET INSTRUCTIONS

RALLY POINT SCORING (RPS – 2 OUT OF 3 SETS)

1. Before the match (at the technical area)

a) Check and set the right local time of the Tablet before to start a match

The Time of the Tablet may differ from the local time. So, check and set the right local time of the Tablet before to start a match. To do that, click on the clock in the task bar and select "Change date and time settings..."

b) Live Score management

By entering an Official match from the VIS database, the function Live Score on the FIVB web site it will be enabled automatically when the match starts.

A Green button on the bottom left side of the main window will highlight that Live Score is running. Suspending this function is possible by clicking on this button with the button becoming Red. It is also possible to reactivate the function by clicking on this button again.

c) At the touch screen of the tablet, click on the icon "e-Scoresheet Beach"

After you access the software, click on "new match"

- Then click on "new match from the online calendar"
- Then introduce the "username" and the "password" if requested
- Then choose the relevant competition
- Then choose and download the relevant match
- Followed by checking at "match info" that all information concerning the match is correct (teams, name of competition, court, match number, phase, site, date, time, beach, coach or no coach, gender).
- Followed by checking that at "officials" all information concerning the officials is correct (names and country code of referees, linejudges, and scorers). Then click "save", you are back to "match info".

2. Before the match (at the scorer's table)

Turn on the LiteScore (0:0 has to appear)

- Then connect the LiteScore USB cable (when the Litescore connection has been recognised two dots ":" or the match score will be displayed;
- As soon as you can identify the colour tops of either team, click on the icon with a top for that team and choose the colour. Do the same for the other team.
- Then click OK. The screen displays "Coin Toss".
- Then at the top left-hand side of the screen click on "scouting options" and enable or disable options as appropriate (LiteScore connection; LiteScore Buzz at the end of the TTO)
- Also, at the top left-hand side of the screen click on "general options" and enable or disable options as appropriate (On screen keyboard; Backup on external drive). You are ready for the coin toss.

3. After the COIN toss

At the time of the Coin Toss and before the captains come to you, click on “coin toss”.
Immediately after one of the captains arrives

- Confirm the numbers and the names of the players in that team
- Confirm and select the captain’s number showing to the captain
- Confirm and select the first server in that team showing to the captain
- Click “signatures” and give the pen to the captain pointing out where to sign
- After the signature of the first captain, click “done”. This brings you back to the previous window, where you follow the same procedure as before with the other captain.
- After the captains signatures you then get the coin toss outcome from the referees
- You then click “next” and you access to the “coin toss outcome”
- Confirm from the referees and select the “coin toss winner”
- Confirm from the referees and select their choice (serve, receive, or side)
- Followed by confirming from the referees and selecting the choice of the other team. -
Then click “done” and you are ready to start the first rally of the match.
 - a) Check the correct position of the team on the LiteScore and eventually [**switch team**] with the button on the right panel. Do not rotate the LiteScore, it is not needed.

4. During the match

4.1 First set:

As soon as the first referee whistles for service, you click “start first rally”. This will establish the start time of the match/1st set.

- Then you assign the point to the relevant team by clicking “point”.
- You keep assigning the points as they occur, until you reach one point to switch which corresponds to an info displayed at the screen. This is followed by the switch itself with an alert for switch which you will have to acknowledge.
- The same applies for set point where you will have to acknowledge the respective alert.
- At the end of the set, a window will be displayed with the summary information for that set.

You click OK which will direct you to the next window “choice outcome”.

4.2 Second set:

Click on “choice outcome”.

- Collect information from the 2nd referee and select the choice of the team losing the first coin toss (serve, receive, or side).
- Followed by collect information from the 2nd referee and selecting the choice of the other team.
- Click “next”, followed by confirming or changing the service order in each of the teams.
- Click “next”. You are ready to start the first rally of the 2nd set.
- As soon as the first referee whistles for service, you click “start first rally”. This will establish the start time of the 2nd set. Then you assign the point to the relevant team by clicking “point”.

- You keep assigning the points as they occur, until you reach one point to switch which corresponds to an info displayed at the screen. This is followed by the switch itself with an alert for switch which you will have to acknowledge.
- The same applies for set / match point where you will have to acknowledge the respective alert.

At the end of the set / match, a window will be displayed with the summary information for that set. You click OK which will direct you to the next window as applicable and depending if the set or the match ended.

4.3 Third set (in case applicable):

If the set ended and the match is tied, then you will be directed to “coin toss”. You click on “coin toss”.

- Confirm from the 2nd referee and select the “coin toss winner”
- Confirm from the 2nd referee and select their choice (serve, receive, or side)
- Followed by confirming from the referees and selecting the choice of the other team.
- Then click “next” followed by confirming or changing the service order in each of the teams.
- Then click “next” and you are ready to start the first rally of the 3rd set.
- As soon as the first referee whistles for service, you click “start first rally”. This will establish the start time of the 3rd set. Then you assign the point to the relevant team by clicking “point”.
- You keep assigning the points as they occur, until you reach one point to switch which corresponds to an info displayed at the screen. This is followed by the switch itself with an alert for switch which you will have to acknowledge.

The same applies for set / match point where you will have to acknowledge the respective alert.

4.4 First service of a given team in the set:

If before the first serve in the set, a team captain claims that the service order is incorrectly stated at the e-scoresheet, you can still change it by clicking at “change serve player” for the relevant team.

Before the first service of the other team in the set, in case applicable, you have still the option to change the service order of that team.

The above is valid for every set.

Correct position of the team on the LiteScore

Check the correct position of the team on the LiteScore and eventually [**switch team**] with the button on the right panel. Do not rotate the LiteScore, it is not needed. This is valid for every set.

Use the Undo button

In case you incorrectly assign one point, or a TO, etc., you can click “undo” and erase that error. You then will have to complete the scoresheet with the correct data. This is valid for every set.

Time-Outs

At the top left and right corners you will find two buttons for TO assignment. They have the same colour at the team's tops.

When a team's captain calls its time-out, you must click the relevant team's button. A little number 1 will display on top of the relevant TO icon and a window with the countdown will appear. You can click "skip" if you want to go back to the main screen.

If a team asks for a second TO, an alert will inform that the team reached the maximum number of TOs allowed in the set.

Delay / Misconduct / Challenge / Remarks

Centred at the top – below the running score – you will find the button "Delay / Misconduct / Challenge / Remarks". This is where you will find the access to record any issues under the following aspects: "Improper Request"; "Delay"; "Misconduct"; "Protest"; "Medical Assistance"; "Forfeit"; "Prolonged Interruptions"; "Ball Mark Protocol"; "Challenge System", and "Custom Remarks".

Improper Request

For recording an Improper Request you must click on the button "Delay / Misconduct / Challenge / Remarks", followed by clicking on "Improper Request". Then you have to select the team. You will see an alert message asking if you wish to continue. In case correct you confirm "Yes". A remark will be produced at the remarks section of the scoresheet.

In case the referees assign a new "Improper Request" to that same team in the match, while clicking on "Improper Request" button you will find a "Team Delay" button active. When you click that button an alert will inform that that team will be warned before you continue. By clicking "yes" a delay warning will be generated at the relevant box of the scoresheet for that team in that set.

In case a team has already been warned for delay, the "Team Delay" button will have a yellow card besides, which means that that team reached the sanction level. When you hit that button, an alert will inform that that team will be penalized before you continue. By clicking "yes" a delay penalty will be generated at the relevant box of the scoresheet for that team in that set.

Delay

For recording a Delay you must click on the button "Delay / Misconduct / Challenge / Remarks", followed by clicking on "Delay". Then you have to select the team. You will see an alert message informing that the team is going to be warned and asking if you wish to continue. In case you click "Yes", a delay warning will be generated at the relevant box of the scoresheet for that team in that set.

In case the 1st referee issues a new "Delay" sanction to that same team in the match, while clicking on the "Delay" button you will find a yellow card icon besides the "team name" button with the information "reached the sanction level". When you click that button, an alert will inform that that team will be penalized before you continue. By clicking "Yes" a delay penalty will be generated at the relevant box of the scoresheet for that team in that set.

Misconduct

For recording a Misconduct you must click on the button "Delay / Misconduct / Challenge / Remarks", followed by clicking on "Misconduct". Then you have to select the team.

After you select the team, a new screen gives you on its left side the option to select the player in the team, and on its right side the option to select the level of the offense (warning; first penalty; expulsion; disqualification). First select the player, then the level of the offense.

After you select the level of the offense, an alert box will inform the name of the player and the consequences. By clicking “Yes” you confirm the player and the action.

After any player in the team has been “warned”, the “warning” button is not anymore active in the screen for the rest of the match. The same applies after any player in the team is sanctioned.

After a player in the team has been penalized two times in the same set, “”, the “2nd penalty” button is not anymore active in the screen for the rest of that set.

Anytime a player is sanctioned (penalty; expulsion; disqualification), after you confirm the alert by clicking “Yes” a new screen will display with a list of premade remarks that correspond to the various possible natures of the offense. You click the text that the 2nd referee will indicate to you. A remark will be produced at the remarks section of the scoresheet.

You have also the option to skip the remark or click on the “custom remark” button and type a remark dictated by the referee.

Protest

For recording a Protest you must click on the button “Delay / Misconduct / Challenge / Remarks”, followed by clicking on “Protest”. Then you have to select the team. This must be done only by indication of the 1st referee.

As soon as you select the team, the counting of the Protest Protocol starts (you have the option to “update time” but this must not be done unless if authorized by the relevant FIVB Delegate.

After you select the team, a new screen will display with the following 4 options: Rejected – Level 1; Rejected / Pending – Level 1; Pending – Level 1; Accepted – Level 1

At the time a decision is made the relevant FIVB Delegate will inform you which button to click.

If you have clicked on any of the 3 first options, when the referees are ready and in position to resume the match you should then click “Resume Match”. The countdown stops and the relevant remark will be generated at the remarks section of the scoresheet.

If you have clicked the last option (Accepted – Level 1), a new window will open with the following options: “Resume Match – no score change”; “Replay Rally – delete the last point”; “Reverse Decision – Delete last point for team XXX, assign the point to team YYY”.

After you been informed de decision by the relevant FIVB Delegate, you click the relevant button option. Regardless the button that you click, a new option will display at the lower part of the screen asking you to confirm if the decision is Pending Level 2 YES / NO.

If you click “NO” (option by default) then the relevant remark relevant remark will be generated at the remarks section of the scoresheet and you will be back to the main screen.

If you click “YES” then you will be directed to a new screen “Protest Protocol - Level 2” with the option to select which team formally requested the Protest Protocol - Level 2.

Then the relevant remark will be generated at the remarks section of the scoresheet and you will be back to the main screen.

Medical Assistance

As soon as the 1st referee blows the whistle authorizing the start of a Medical Assistance protocol, you should start the respective recording process. For this, you must click on the button “Delay / Misconduct / Challenge / Remarks”, followed by clicking on ““Medical Assistance” with a

window opening where you have to select between “Medical Time-Out” or “Recovery Interruption”. This must be done by indication of the 1st referee.

e. 1) Authorization for “Medical Time-Out”

If you click on “Medical Time-Out”, you will be directed to a next window to select the relevant team. You should get the confirmation from the 1st referee.

Then a new window will open with the first option being “select a player” in the team. Again, you need to confirm the player with the 1st referee.

After you have selected the player in the team, you then click “Start Timer”. A new window will display the time elapsed. This window shows three different options: “Abort Timer”; “Resume Match”; “Forfeit due to Injury”.

In case the official medical personnel is unable for some reason to start the medical assistance, the relevant FIVB Delegate may ask you to abort the counting. In this case you click on the button “Abort Timer”. You will go the previous window displayed before you started the “medical time-out”. When you get the new OK from the relevant FIVB Delegate, you then restart the counting of the medical assistance by again clicking on the button “Start Timer”.

As soon as the litescore buzzer bips after the maximum authorized 5 minutes have been exhausted, or otherwise by the whistle of the 1st referee (after treatment is declared complete, or if no treatment can be provided, or when the player declares that he/she is ready to resume play), you immediately click on “Resume Match”.

This concludes the process for the recording of the “Medical Time-Out”.

e. 2) Authorization for “Recovery Interruption”

If you click on “Recovery Interruption”, you will be directed to a next window to select the relevant team. You should get the confirmation from the 1st referee.

Then a new window will open with the first option being “select a player” in the team. Again, you need to confirm the player with the 1st referee.

After you have selected the player in the team, you then click “Start Timer”. A new window will display the time elapsed. This window shows three different options: “Abort Timer”; “Resume Match”; “Forfeit due to Injury”.

In case the official medical personnel is unable for some reason to start the medical assistance, the relevant FIVB Delegate may ask you to abort the counting. In this case you click on the button “Abort Timer”. You will go the previous window displayed before you started the “medical time-out”. When you get the new OK from the relevant FIVB Delegate, you then restart the counting of the medical assistance by again clicking on the button “Start Timer”.

As soon as the litescore buzzer bips after the maximum authorized 5 minutes have been exhausted, or otherwise by the whistle of the 1st referee (after treatment is declared complete, or if no treatment can be provided, or when the player declares that he/she is ready to resume play), you immediately click on “Resume Match”.

A new window will then open with 3 options for you to “Select the RIT Remarks”: “Use of Toilets”; “Illness (Severe Weather)”; “Traumatic Injury”. You click on the button corresponding to the type of Recovery Interruption stated by the 2nd referee. This concludes the process for the recording of the “Recovery Interruption”.

e. 3) Recovery Interruption – special case

In case a player already used during that match a “Recovery Interruption” for “Use of Toilets” or “Illness (Severe Weather)” and vice-versa, this player will not be entitled to any of those type of RIT for the rest of the match.

In case of doubt you can always pre check at the “Medical Assistance chart” by clicking at “Scoresheet” at the top right-hand side of the main window, and then clicking at “Medical Assistance” at the “Print Selection” window.

However if you have incorrectly initiated the process for an illegible RIT by that player, when you are at the window “Select RIT remarks” you click on “Cancel”, then you go back to the previous window with the “time elapsed” where you also click “Cancel”, with this finally bringing you to the window “Start Timer” where you also click “Cancel”. This will erase any aspects in relation to the incorrectly initiated the process.

e. 4) Medical Time Outs that directly result in an “Injury Forfeit”

If after a “Medical Time-Out” the player is unable to resume play, then you click on the button “Forfeit due to Injury”. An alert will pop-up asking you to confirm that a Forfeit will be declared due to injury, which you will do by clicking “Yes”.

This concludes the process for the recording of the “Injury Forfeit” that directly resulted from the “Medical Time-Out”.

e. 5) Recovery Interruptions that directly result in an “Injury Forfeit”

If after a “Recovery Interruption” the player is unable to resume play, then you click on the button “Forfeit due to Injury”. An alert will pop-up asking you to confirm that a Forfeit will be declared due to injury, which you will do by clicking “Yes”.

A new window will then open with 3 options for you to “Select the RIT Remarks”: “Use of Toilets”; “Illness (Severe Weather)”; “Traumatic Injury”. You click on the button corresponding to the type of Recovery Interruption stated by the 2nd referee.

This concludes the process for the recording of the “Recovery Interruption”.

e. 6) Medical Assistance – Specific “medical assistance chart”

In order to keep track of the possible use of the various type of Medical Assistance interruptions by a given player during the match, these are recorded at a specific “Medical Assistance chart” at a different section other than the relevant set at the scoresheet. In order to access to the “Medical Assistance chart” you will have to click on the green button “Scoresheet” on the top right corner of the screen.

A new window will then pop up with three options (green buttons): “Scoresheet” or “Medical Assistance” or “Challenge System”.

If you click “Medical Assistance” then you will find the “Medical Assistance chart” where you can track the use of authorized medical assistance interruptions by a given player.

Note: MTO and RIT (traumatic injury) stoppages can occur in the same match to the same player, and in addition it is possible for the player to be authorized for one of the other two possible types of RIT (severe weather) or (use of toilets), regardless of the sequence of use.

Forfeit

In case of a Forfeit you must click on the button “Delay / Misconduct / Remarks”, followed by clicking on “Forfeit”. Then you have to select the team. This must be done only by indication of the relevant FIVB Delegate.

After you select the team a new window will open. This window gives you two options: “No Show” or “Due to Injury”.

If the team does not show at the start of the match, or refuses to resume play at any moment during the match, upon indication by the relevant FIVB Delegate you will click on “No Show”.

If the team declares injury forfeit by one of the players before the match, or a player in the team is unable to resume play during the match due to injury, upon indication by the relevant FIVB Delegate you will choose the player and click on the button “Due to Injury”.

In any of the cases above, one or several windows may open showing the results of the relevant set(s). You click on OK. The relevant remark will be generated at the remarks section of the scoresheet and you will be back to the main screen.

Please note that Injury Forfeits that result and are in the immediate sequence of a Medical Assistance, must be handled directly in the Medical Assistance button (see e.4 and e.5 above).

Prolonged Interruptions

Upon directions of the 1st referee or the relevant FIVB Delegate, you may need to start the recording of a Prolonged Interruption.

For this you must click on the button “Delay / Misconduct / Challenge / Remarks”, followed by clicking on “Prolonged Interruption”. The counting of the interruption will start.

Then a window for remarking the “nature of the interruption” will open. As dictated by the 1st referee or the relevant FIVB Delegate you then type a remark. It is only needed to identify the reason for the interruption, as all other relevant information is set at a premade remark (i.e.: due to lightning; due to court flooded; etc.).

After you type the text and click OK a new window with the time elapsed display will show. You leave it open until the match is resumed. When the referees are in position to “resume match, you click on the button “Resume Match”.

The relevant remark will be generated at the remarks section of the scoresheet and you will be back to the main screen.

Please note that in case of extremely prolonged interruptions you need to keep the elapsed time on, but you may need to put the tablet for recharging.

Ball Mark Protocol

In case of a Ball Mark Protocol you must click on the button “Delay / Misconduct / Challenge / Remarks”, followed by clicking on “Ball Mark Protocol”. Then as per indication of the 2nd referee you have to select one of the two options: “Overruled”, or “Confirmed”.

The relevant remark will be generated at the remarks section of the scoresheet and you will be back to the main screen.

Custom Remark

For any eventual additional remark, you must click on the button “Delay / Misconduct / Challenge / Remarks”, followed by clicking on “Custom Remark”.

A new window “Additional Remarks” will open. As dictated by the 1st referee or the relevant FIVB Delegate you then type the remark. Custom remarks may be used for remarking any eventual error in the system or incorrect premade remarks.

At the bottom of the window “Additional Remarks” there is the option for the relevant Official to have their signature displayed at the end of the remarks section. For this click at “Add Signature”.

A new window “Custom Remarks Approval” will open, with the option for two separate signatures. At the relevant signature box, the concerned person should indicate with the use of the touch screen pen their role followed by their signature.

After this process is completed you should click at “Save & Exit”. You will be redirected to the window “Additional Remarks”. Then click OK. You will be back to the main screen.

5. After the match

At the end of the match, the main screen will display buttons for: either team's captain signature; scorer's signature; referee signatures.

Immediately after one of the captains arrives you will click on their respective "Captain Signature" box. A new window will open with the final and the set scores, the remarks made at the remarks section, and the box for the captain signature. The Captain signs after checking the result and the remarks contents. You then click the "Save" button. This will redirect you to the main screen.

You then click on the other team's "Captain Signature" box. Same process as above occurs.

When you are back to the main screen you then click on "Scorers Signatures". Both the Scorer and the Assistant Scorer sign and then you "Save". This will redirect you to the main screen.

Back to the main screen the Referees then click on "Scoresheet" at the top right-hand side of the screen. This directs you to a window with the following 3 options: "Scoresheet"; "Medical Assistance"; "Challenge System". If you click on "Scoresheet" this directs you to the PDF version of the front and back pages of the scoresheet for your review before you sign. If you click on "Medical Assistance" it directs you to the specific Medical Assistance chart and to the specific Medical Assistance remarks. Finally if you click on "Challenge System" it directs you to the specific Challenge System remarks.

Back again to the main screen you then click on "Referees Signatures" where the 2nd and the 1st Referee sign and the "Save".

You are then redirected to the main screen where the button "Approve Match" will be flashing. The 1st Referee then clicks the button "Approve Match" which will load the match. The PDF of the scoresheet will display. Click at the button "Close" at the top middle of the screen.

This directs you to "Info Match" where you click at the button "Send Scoresheet Online". This concludes your match. Close the window, you will be directed to the start page that will allow you to prepare a new match.

Please note that until you "Approve Match" you still have the option of accessing to the "Custom Remark" section for any eventual remark.

6. special circumstances

Overuse of boxes

In case of overuse of any box at a given set (i.e.: the POINTS row or SERVICE ORDER boxes being fully used up) a replica of that set will be automatically generated at the PDF version of the e-scoresheet, with all appropriate service order details transposed from the original on to the set "follow" replica. With the exception of the eventual data to be recorded at the overused boxes, the set in question will be completed on the original set box for any boxes where space is still available.

Manual Changes

It could be possible that for an unexpected reason it must be necessary to modify the match data. This solution is to be absolutely avoided (however included in the program just to allow the possibility to continue the match and to show on the Litescore the right info).

In case you need to introduce manual changes before or during the match, click on “modify” button. The following options will become available for manual changes:

The roster (in case for instance at the coin toss one of the teams claims that one of the player’s name is incorrectly spell you may need to retype the name, or for instance after the coin toss completed including captain signatures, you may need to modify the players numbers, etc.).

The score (by increasing or decreasing the relevant team’s score). To be absolutely avoided.
The serving team. To be absolutely avoided.

Once confirmed the modifications, it will be possible at the main screen, to modify the serving player and to switch to court. In the remark section of the scoresheet a premade remark will be automatically produced stating “Match score was changed manually. The scoresheet is unreliable”.

7. Post match responsibilities by the referees

At the completion of the match, the referees (2nd referee and 1st referee, by this order) must revise all details recorded on the scoresheet before they will sign, validating the final result and all data recorded.

Among these, they should ensure that the REMARKS section of the scoresheet, plus eventual remarks at the specific Remark sections for Medical Assistance and Challenge System have been duly completed with all the required information as indicated by any protocols that were undertaken during the match such as Medical Assistance, Forfeit, Default, Protest, or Video Challenge.

Please note that until you “Approve Match” you still have the option of accessing to the “Custom Remark” section for any eventual remark or signature. This is the case for instance if the relevant.

For special cases, if the relevant FIVB Delegate is not at the court at the completion of the match, the 1st referee must obtain the respective signature prior to “Approve Match”.

Eventual incidents that may occur outside of the competition area after the post-match administration process is being completed (“Approve Match”), etc. must be reported to the FIVB Technical Delegate. The Technical Delegate is the highest authority on site representing the FIVB, and will be responsible to follow up on these kind of matters. In case required, a written report must be presented in order to support an eventual inquiry.