



Kent County Volleyball Association

SCORESHEET CHECKLIST

			Complete (Tick)
PRE-MATCH	1	Ensure Name of competition (e.g. KCVA Premier / Ladies / Foundation / Mens Cup / Plate / Ladies Cup) with match date.	
	2	Venue box completed – we need to be able to identify the Home team. Where 2 teams from the same club are playing each other please ensure the Home team is clearly identified (per the fixture schedule). Use the remarks box if necessary. Also applicable if the match is being played at a neutral or ‘reverse’ venue.	
	3	The convention for entering players’ names is: surname, followed by first initial. Shirt numbers also to be included.	
	4	Include KCVA Registration numbers. If the scoresheet does not have a box for this, just write the number after the player’s name.	
	5	Include referees’ names and (if VE registered) VE Registration numbers in the ‘Approval’ box. Include names of linespersons, if present. Has a copy of the referee’s registration card been provided to the Results Secretary (for Rewards points purposes)?	
	6	Ensure captains (and coaches, where present) sign the scoresheet prior to the match (to confirm players taking part).	
POST-MATCH	7	Any players who are listed on the scoresheet but who subsequently do not arrive to take part in the match are to be crossed out on the scoresheet after the match.	
	8	Have MVPs been nominated by each team? Use the format “MVPs: <i>Strood choose Diott, E. Reg. No. 555</i> ” A KCVA Registration number should always be available, from the Team Roster provided for each team by the KCVA Registrations Secretary.	
	9	Ensure both captains sign the scoresheet at the end of the match to confirm the match result.	
	10	Ensure the referees and scorer(s) have all signed the scoresheet	
	11	Does the scoresheet clearly record the match result and winning team (Results Box at foot of scoresheet fully completed)?	
	12	PLEASE ENSURE YOU TAKE A GOOD QUALITY PHOTO OR SCAN OF THE SCORESHEET PRIOR TO SENDING IT TO THE KCVA RESULTS SECRETARIES. IF YOU CAN’T READ IT VERY WELL, WE WILL NOT BE ABLE TO, EITHER!!	