

Secretary manual 2025-26

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Get familiar with this manual **BEFORE** going to the game.

Get to the gym with proper advance **at least 45 minutes before the beginning of the match** and make sure that you have a charger in case it might be needed and proper internet connection.

From the 2025/26 season **all teams have to use the electronic scoresheet** including mix teams too **with one potential exception for D5**. At the lowest level (only D5 in KSV this season) teams are allowed to have 5 players on court, if this happens, the manual scoresheet has to be used as the online system cannot handle the 5 player situation. It means that when you have a duty for D5, you should be ready with both a computer and the printed manual version too.

Electronic scoresheet

Before the match

As a secretary, you need to be at the place of the match at least 45 minutes before the beginning of the match, with the computer up and running 40 minutes before the beginning of the match.

It is necessary to have a laptop with internet access. It is strongly recommended that you bring a power cable, to ensure that the PC will keep running for the whole match. The same applies to any mobile phone that will be used to provide internet access to the laptop.

The electronic match scheme needs to be completely filled in 30 minutes before the beginning of the match.

If we are late, the federation **will issue a fine** to the club.

Preparing the match

- Access the site <http://kampskema.volleyball.dk/>
- Login using:
 - UserId: ksv_sec
 - Password: GoTigers

*Exception relevant only for **mix games**:*

When you log in with the club's match schedule login, you can only see the matches where your own club is at home. However, in Mix there are triangular competitions and it is not always the home club that is the home team- and in at least 1 match they are neither home nor away.

Therefore, you must use the following code:

Username: SVBKkamp

Password: SVBKkamp

- Select the correct match.
- Click on "Validate roster".
- Ask the captains to validate the roster. If any change is necessary, the captains/coaches can do change in their online module of Klubportal, up to 30 minutes before the beginning of the match.
- If the roster is correct, the captain should insert his/hers personal username and password and click on "Validate Roster". Once both the captains have validated their own roster, click on OK.

Roster validation

Testklub 1

1	2 Test	●
2	4 Test	
3	5 Test	
4	6 Test	
5	7 Test	
6	8 Test	
7	9 Test	
21	11 Test	●
90	10 Test	

C Jelert August

TL tester teste

Testklub 2

2	C Test	●
32	B Test	
33	D Test	
34	E Test	
35	F Test	
36	G Test	
37	H Test	
38	I Test	
39	J Test	
40	K Test	
41	L Test	
42	M Test	
43	1 Test	●
51	N Test	●

C Jelert August

Validated: 10:31

VALIDATED ROSTER

CANCEL OK

Draft

The referee will do the draft for the serve and will communicate the result.

Make sure that the teams are on the screen the same way as they are in front of you. So, for example, make sure that the blue team is the one playing on the left court and the orange one is the team playing on the right court. You can change that by clicking on Switch sides. Once the referee tells you which team is serving, select the proper team (Serve left/Serve right), then click on “Line Up”.

0 Testklub 1

SET 1

Testklub 2 0

On court

On bench

1	2 Test	●
2	4 Test	
3	5 Test	
4	6 Test	
5	7 Test	
6	8 Test	
7	9 Test	

On court

On bench

C Test	2
B Test	32
D Test	33
E Test	34
F Test	35
G Test	36
H Test	37
I Test	38
J Test	39
K Test	40
L Test	41
M Test	42
1 Test	43
N Test	51

LATEST EVENT

SERVE LEFT

SWITCH SIDES

SERVE RIGHT

LINEUP

LOG OUT

1.0

🏠

🕒

🗨

⚙

📄

🇯🇵

🔄

Once you receive the starting formation from the referee, insert it in the line-up.

1. Click on the position on the court.
2. Select the player who will start in that position. Do that for both the teams and click “Save”.
3. In case of need, you can rotate the team.

Teams line-up

Testklub 1

3

Testklub 2

1 2 Test

2 4 Test

3 5 Test

4 6 Test

5 7 Test

6 8 Test

7 9 Test

2 C Test

32 B Test

33 D Test

34 E Test

35 F Test

36 G Test

37 H Test

38 I Test

39 J Test

40 K Test

41 L Test

42 M Test

43 1 Test

To place a player on the court - select a position, then select the player.
Is it only possible to set libero on court, after set start

CANCEL
SAVE

When everything is ready, then click on “Start set”.

The match

Libero initial entry

If a team is playing with libero, you need to insert the libero in the court before starting the rally.

Click on “Libero In”, select the libero that enters the court and the player substituted by the libero.

0 Testklub 1

0 SET 1 0

Testklub 2 0

On court

1 2 Test

2 4 Test

3 5 Test

4 6 Test

5 7 Test

6 8 Test

7 9 Test

On court

C Test

B Test

D Test

E Test

F Test

G Test

H Test

I Test

J Test

K Test

L Test

M Test

N Test

START RALLY

Libero enters the court

Liberos on bench

51 N Test

switch place with

2 C Test

36 G Test

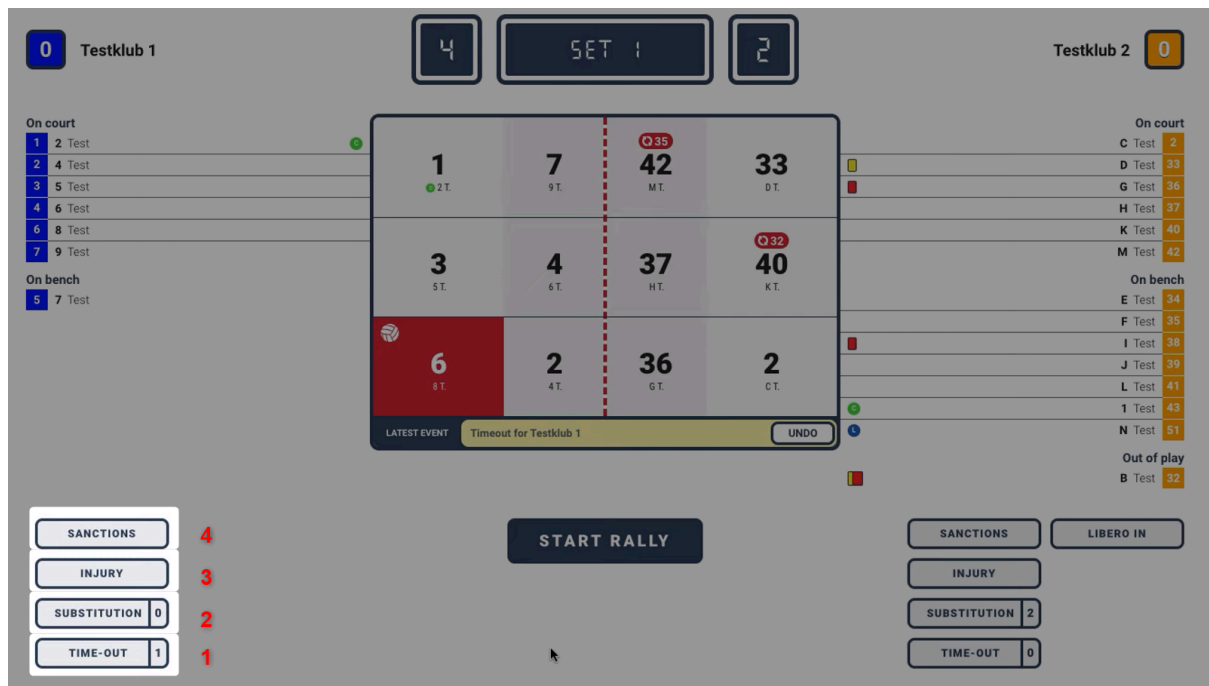
37 H Test

CANCEL
SWITCH

The game

When the referee whistles the beginning of the action, click on Start Rally.

When the action is over, click on Assign point on the team who won the action.



Time out

When a team asks for a time out, after the referee agreed, click on “Time out” (1) for the corresponding team (blue in this case). If the time out ends before the timer is over, click on “End”.

The small number close to Time-out shows how many time-outs the team has already used in this set. Remember that the maximum allowed per set is 2 per team.

Substitutions

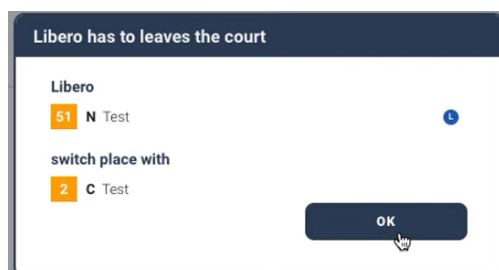
When a team (blue in this case) asks for a substitution, click on “Substitutions” (2). In the new window, select the player leaving the court, and then the player entering the court instead.

The small number close to Substitution shows how many substitutions the team has used in this set.

Remember that the maximum allowed per set is 6 per team.

Libero during the game

When the libero ends up in the front row, the system will remind that the libero has to leave the court and it shows the player who is entering instead. Just click on OK.



When the libero goes back in the court, click on “Libero In”, and select the player that is substituted by the libero.

Sanctions

When a player, coach or the team gets a sanction, click on “Sanctions”.

Manage sanctions

Team

DELAY WARNING IMPROPER REQUEST

Player

33	D Test	
35	F Test	
37	H Test	
36	G Test	
2	C Test	
32	B Test	
34	E Test	
38	I Test	
39	J Test	
40	K Test	
41	L Test	
42	M Test	
43	1 Test	5
51	N Test	4

WARNING PENALTY EXPEL DISQUALIFY

CANCEL OK

If the sanction is an improper request (the second referee will tell you that) or a delay warning (the first referee is showing a yellow card on his/her wrist), click on the corresponding button.

If the sanction is against a player or a coach, select the player/coach who received the sanction, select the type of sanction, and click OK.

When a player who is in the court gets expelled, a new window will open, asking which player will substitute the sanctioned player.

Injuries

If an extraordinary substitution is necessary due to injury, click on “Injury”. An extraordinary substitution is necessary if the team has already used 6 substitutions in this set or if all the players in the bench have already been in the court for a different player than the injured one.

Match closure

When the winning team scores the last point, the system will ask for the validation of the result.

Click on “Scoresheet approval”.

Testklub 1

ENDED

Testklub 2

On court

On bench

1 2 Test

2 4 Test

3 5 Test

4 6 Test

5 7 Test

6 8 Test

7 9 Test

On court

On bench

C Test 2

B Test 32

D Test 33

E Test 34

F Test 35

G Test 36

H Test 37

I Test 38

J Test 39

K Test 40

L Test 41

M Test 42

1 Test 43

N Test 51

LATEST EVENT Set is ended

UNDO

SCORESHEET APPROVAL

Both the captains and the referee have to insert the username and password and click on “Validate”.

When all have validated the result, click on “Approve result”.

Scoresheet approval

MATCH NUMBER 139829

TESTKLUB 1 1

TESTKLUB 2 3

1ST REFEREE

Username

Password

VALIDATE

HOME CAPTAIN

test2

VALIDATE

AWAY CAPTAIN

test1

Password

VALIDATE

TECHNICAL NOTES

Set 1 (4-2): Expulsion to Testklub 2, no. 40 - [IN] no. 32

Set 1 (6-3): Manual changes: Test

Set 1 (6-3): Protest made by Testklub 1

Set 1 (6-3): Manual changes: test2

SCORESHEET COMMENTS

CHANGE COMMENT

SPECTATORS

SHOW SCORECARD

CANCEL

APPROVE RESULT

Go to mobil.volleyball.dk.

Insert the match number.

Update the match result with the score of each set.

Volleyball Resultatindberetning

Kampnr:

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Volleyball Resultatindberetning

KSV.2 - Gentofte Volley.3

Score: -

Taberdømt

Hjemmehold:

Udehold:

Kampinformation

Kampnr: 120732
 Tidspunkt: 25-11-2018 14:00
 Sted: Idrætshuset

2011 © SportsSys

Volleyball Resultatindberetning

Delresultater

1. Sæt

	Sæt	Hjemmehold	Udehold
1		<input style="width: 40px;" type="text" value="25"/>	<input style="width: 40px;" type="text" value="9"/>

2. Sæt

	Sæt	Hjemmehold	Udehold
1		<input style="width: 40px;" type="text" value="25"/>	<input style="width: 40px;" type="text" value="16"/>

3. Sæt

	Sæt	Hjemmehold	Udehold
1		<input style="width: 40px;" type="text" value="25"/>	<input style="width: 40px;" type="text" value="23"/>

4. Sæt

	Sæt	Hjemmehold	Udehold
1		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

5. Sæt

	Sæt	Hjemmehold	Udehold
1		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

Kampinformation

Kampnr: 120732

This task **MUST** be completed within 30 from the end of the match, otherwise we will get a fine from the federation.

Before the match

A correct completion of the score sheet is necessary for the proper conduct of the game.

1. Game number (Kamp nr).
2. Hall's name.
3. Date and time (Kl.).
4. Sjælland.
5. The league and gender (For example, Danmarksserie, Ladies).
6. KSV.
7. The opponents' name.

1. The club's name (Klub), venue (Spillested), game number (Kamp nr) and league (Række)
2. The players' jersey number, name and license number/birthday
3. Liberos have to be specified in the libero field.
4. The trainer's and other team members' names.
5. Date and signature (Dato, underskift).

Once the form has been submitted to the secretary, no change can be made in the composition of the team.

Kamp nr: 1 Bane: 2 Kl. 3

Pulje: 4 Række: 5

Hold A: 6 Hold B: 7

1. Dommer: Nr. _____ Navn: _____
2. Dommer: Nr. _____ Navn: _____
Sekretær: Navn: _____

[illegible]

Draft

The first referee gives the secretary the following information:

1. Which team plays on which side of the field.
2. Which team serves first.

After receiving this information, the secretary does the following:

1. Write the teams' names in the 1st set box, according to the side of the court (on the left side we have the team who is playing on the left court) and circle the A or B above "hold". The home team is A while the other one is B. Furthermore, put an "X" over the S for the serving team, and over the M for the receiving team.

1. Sæt										2. Sæt										3. Sæt									
Start		A/B		Hold		(S)		(M)		Point		(S)		(M)		A/B		Start		Point		(S)		(M)					
1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10

2. As you know already that the teams will switch fields and serve, you can fill the same information for the 2nd and 3rd set box.
3. If a 5th (or 3rd for best-of-3 games) set has to be played, a new toss has to be conducted before writing any information in the 5th set box.

When the secretary receives the rotation sheet ("opstillingsedler") from the trainers, you can fill the line "Opstilling" (line-up) for both teams.

1. Sæt							Start		A/B Hold						(S) (M)		Point		(S) (M)		A/B Hold						Slut		Point										
Serveorden	I	II	III	IV	V	VI	1	2	3	4	5	6	7	8	9	10	11	I	II	III	IV	V	VI	1	2	3	4	5	6	7	8	9	10	11					
Opstilling							12	13	14	15	16	17	18	19	20	21	22							12	13	14	15	16	17	18	19	20	21	22					
Udskiftning							23	24	25	26	27	28	29	30	31	32	33							23	24	25	26	27	28	29	30	31	32	33					
Stilling	:	:	:	:	:	:												:	:	:	:	:	:																
	:	:	:	:	:	:												:	:	:	:	:	:																
serverunde	1	4					1	4										1	4					1	4														
	2	5					2	5										2	5					2	5														
	3	6					3	6										3	6					3	6														
							T - O																						T - O										
							:																						:										
							:																						:										

- Write “1” in Column II, Box 1 (at player nr 1). This shows the teams collected point(s) before they have lost the rally.

The secretary continues on Team A’s side now. Team A scored a point (therefore rotates):

- Cross “5” in “point” column.

This goes on until the set is over (From Column II jumping to Column III and then Column IV etc).

As soon as the referee whistles the end of the set, the secretary notes the time in the “end-time” (=Slut) box of the first set.

If the winning team served, then the team’s score has to be put in the box of the player who served last, with a circle. If the team won the last point with a change of service, then the score of the winning team has to be put in the box of the player who was supposed to serve and circled.

However, the small number in the box should not be crossed, as the server did not serve. In any case, the score of the loosing team has to be circled as well.

On the teams point’s column, a horizontal line has to be drawn under the current score of both teams, and a vertical line should be drawn over the remaining numbers.

1. Sæt		Start	A/B Hold FARUM-HOLTE JS (M)						Point	(S) (M)	TAASTRUP A/B Hold						Slut	Point						
Serveorden		I	II	III	IV	V	VI	1 2 3 4 5 6 7 8 9 10 11	12 13 14 15 16 17 18 19 20 21 22	23 24 25 26 27 28 29 30 31 32 33	I	II	III	IV	V	VI	1 2 3 4 5 6 7 8 9 10 11	12 13 14 15 16 17 18 19 20 21 22	23 24 25 26 27 28 29 30 31 32 33					
Opstilling		8	4	5	6	7	3				4	1	6	10	8	5								
Udskiftning																								
Stilling		:	:	:	:	:	:				:	:	:	:	:	:								
		:	:	:	:	:	:				:	:	:	:	:	:								
serverunde	1	4	4	6	4	2	8	4	11	4	12	4												
	2	5	13	15	18	(21)																		
	3	6																						
		T-O										X	4	1	4	4	6	4	9	4	12	4	T-O	
		:										13	5	16	2	21	5	2	5	2	5	:		
		:										3	6	3	6	3	6	3	6	3	6	:		

Use of the 5th set box (3rd set for best-of-3 games)

1. The toss is made, the referee says to the secretary who is serving, and who is playing where. Then, the heading of the box can be filled in the same way as the other sets.
2. When a team reaches 8 points, teams will change side. The secretary needs to be aware that teams will change sides, but the score is not reversed on the score sheet.
3. If the receiving team scores the 8th point, it has to rotate before changing field, and then the next player in the rotation can serve.

Substitutions (Udskiftning)

The number of the player who enters the field has to be written under the number of the player who leaves the field. Therefore, the players who enters the field has the same position (is under the same Roman-numbered column) as the one who leaves the field.

The actual score has to be written under the substitute’s number, in the “stilling” line. The score of the team who initiates the substitution has to be written first.

If a player is substituted back, then the player’s number who is leaving the field has to be circled.

Again, the score has to be written, under the line where the first score was written. Substitutions of Libero are not written on the score sheet.

Serveorden	I	II	III	IV	V	VI
Opstilling	8	4	5	6	7	3
Udskiftning		11				
Stilling	:	6:9	:	:	:	:
	:	:	:	:	:	:

Serveorden	I	II	III	IV	V	VI
Opstilling	8	4	5	6	7	3
Udskiftning		11				
Stilling	:	6:9	:	:	:	:
	:	12:8	:	:	:	:

Time-outs

Under each team point's column, there are two boxes for time-outs (T-O). The top box is for the first time-out whereas the bottom one is for the second time-out. The score at the moment of the time-out has to be written, and the score of the team who initiates the time out has to be written first.

Penalties

All sanctions must be noted under "sanktioner" in the bottom of the score sheet on page 2.

1. By using yellow card, meaning "henstilling", the player's number or the initials of other members of the team (matching their function on the team roster, i.e. T for coach) is written in the column H for "henstilling". Please note that this warning in itself is NOT a sanction, but a mark that the team member (and to that extend the whole team) has reached the sanction max for this game. It will be noted on the score sheet but has no other consequence for now.
2. Sanction for incorrect behaviour (ukorrekt optræden, R.22) must be noted with the player's number or the initials of other members of the team in the right column matching the type of sanction.
3. Sanction for time delay (R.17) is noted "F" for delay in the correct column.

Each column corresponds to one type of penalty:

H: warning (yellow card).

S: penalty (red card).

Udv.: expulsion for a set (red and yellow card together).

Disk.: disqualification for the rest of the game (red and yellow card apart).

A/B: the team affected by the sanction.

Sæt: in which set the penalty occurred.

Stilling: the score at the point of sanction. The team's score who gets the penalty has to be written first.

Every point which is won because of sanctions has to be circled in the team point's column.

[illegible]

Match closure

If a team captain wants to make a protest, he can write it down on the "Bemærkninger" (Remarks) box, at the bottom of the score sheet.

The secretary fills the top right box information, in the following order:

1. In the column A and B, put the scores for each set, as well as the total, for team A and B respectively.
2. In the column "Min", the duration of each set, as well as the total duration, has to be put.
3. In the "Slutresultatet" (end result) box, the match score (in sets) has to be written down (for example 3-0, 3-1 or 3-2). Underneath has to be written the team that won the game.
4. The secretary signs his/her name on the right line ("sekretar: navn")
5. The team captains sign the score sheet on the right line ("Anførere")
6. The referees approve the score sheet by **writing their name and referee number** and sign the sheet (Dømmer).

Uploading the kampschema

Take a picture of the teams rosters (Holdseddel) and the Kampschema.

Go to <http://www.svbk.dk/turnering/kampschemaer/form/35/>

Write the Kamp nr.

Upload the kampschema and the two rosters (Hold 1 and Hold 2).

Click "GEM"

★ Kamp nr.	<input type="text"/>
📎 Kampschema	<input type="button" value="Browse..."/> No file selected.
Side 1 og evt. 2	
📎 Kampschema	<input type="button" value="Browse..."/> No file selected.
Evt. side 2	
📎 Hold 1	<input type="button" value="Browse..."/> No file selected.
📎 Hold 2	<input type="button" value="Browse..."/> No file selected.
📎 Protest	<input type="button" value="Browse..."/> No file selected.

Post the results

Go to mobil.volleyball.dk.

Insert the match number.

Update the match result with the score of each set.

Volleyball Resultatindberetning

Kampnr:

2011 © SportsSys

Volleyball Resultatindberetning

KSV.2 - Gentofte Volley.3

Score:

Taberdømt

Hjemmehold:

Udehold:

Kampinformation

Kampnr: 120732

Tidspunkt: 25-11-2018 14:00

Sted: Idrætshuset

2011 © SportsSys

Volleyball Resultatindberetning

Delresultater

1. Sæt

Sæt	Hjemmehold	Udehold
1	<input type="text" value="25"/>	<input type="text" value="9"/>

2. Sæt

Sæt	Hjemmehold	Udehold
1	<input type="text" value="25"/>	<input type="text" value="16"/>

3. Sæt

Sæt	Hjemmehold	Udehold
1	<input type="text" value="25"/>	<input type="text" value="23"/>

4. Sæt

Sæt	Hjemmehold	Udehold
1	<input type="text"/>	<input type="text"/>

5. Sæt

Sæt	Hjemmehold	Udehold
1	<input type="text"/>	<input type="text"/>

Kampinformation

Kampnr: 120732

This task **MUST** be completed within 30 from the end of the match, otherwise we will get a fine from the federation.