

► 2013 NCAA Official Volleyball Statistics Rules

Approved Rulings and Interpretations

(Throughout these rules, teams are referred to as Team White players and Team Blue players. When needed, players are numbered accordingly.)

NOTE: Effective in 2008, the term "game" has been changed to "set" to comply with the rule changes proposed by the NCAA Women's Volleyball Rules Committee and approved by the Playing Rules Oversight Panel.

► SECTION 1—ATTACKS

Article 1. An attack attempt (ATT) is recorded any time a player attempts to attack (hit strategically) the ball into the opponent's court. The ball may be spiked, set, tipped or hit as an overhead contact. There are three possible outcomes of an attack attempt:

- (1) There can be a kill.
- (2) There can be an attack error.
- (3) The ball can stay in play. This is referred to as a "0 attack" (zero attack).

Philosophy. Any ball that is played over the net in an attempt to score a point should be considered an attack. Any ball played over the net simply to keep the ball alive should **not** be considered an attack attempt.

The exceptions to an attack attempt are:

- (1) An attempt is **not** charged on a ball played over the net on serve reception that is kept in play by the opposing team. This is called an overpass.
- (2) An attempt is **not** charged on a free ball played over the net when, in the opinion of the statistician, the free ball is passed only to keep the ball in play.
- (3) An attempt is **not** charged to a player if, in the opinion of the statistician, the set is bad and the player plays the ball over the net only to keep the ball in play.
- (4) An attempt is **not** charged to a player if, in the opinion of the statistician, the player passes the ball over the net only to keep it in play.

However, if in any of the four above-mentioned instances the action results directly in a point for the team playing the ball, a kill (see Article 2), and therefore an attack attempt, must be awarded.

Article 2. A kill (K) is awarded to a player any time an attack is unreturnable by the opposition and is a direct cause of the opponent not returning the ball, or any time the attack leads directly to a blocking error by the opposition. A kill leads directly to a point. When a player is awarded a kill, the player also is awarded an attack attempt.

Article 3. An attack error (E) is charged to a player whenever an attack or attacker:

- (1) Hits the ball out of bounds.
- (2) Hits the ball into the net resulting in a four-hit violation.
- (3) Is blocked down by the opposition to the same side as the attacker, and cannot be kept in play as a direct result of the block.
- (4) Goes into the net.
- (5) Is called for a center-line fault.
- (6) Is called for an illegal contact on the attack.
- (7) Is called for an antenna fault.
- (8) Is called for a 3-meter (10-foot) line violation.
- (9) Is called for a thrown ball or an illegal hit during an attack attempt.

When a player is charged with an attack error, it also counts as an attack attempt and is counted in the player's total attacks.

Article 4. A "0 attack" (zero attack) is any attack attempt that is kept in play by the opposition. Total attempts (TA) equal the sum of kills, errors and "0 attacks." Documentation is required on the work sheet for this play and should be included in the individuals' totals on the Box Score Form.

A.R. 1. Team Blue serves the ball to Team White which, on the serve reception, passes the ball over the net (a) where it is kept in play by Team Blue or (b) where it falls to the ground untouched.

RULING: In (b), Team White player receives a kill. Case (a) is not considered to be an attack; therefore, no statistics are awarded.

A.R. 2. Team White setter sets a bad set to Team White hitter who (a) forearm passes the ball over the net; (b) hits a down ball (an overhead contact made by the hitter while standing on the floor) over the net; or (c) cannot get to the errant set. *RULING: In (a), no attack attempt is given, as Team White hitter only is intending to keep the ball in play. In (b), if, in the opinion of the statistician, Team White hitter is making an aggressive play to earn a point, an attack attempt is awarded. If Team White player only is attempting to keep the ball in play, then an attack attempt is not given. In (c), if, in the opinion of the statistician, Team White hitter is unable to get to the ball or to make a legitimate attempt to attack the ball due to the errant set, no attempt is given. No statistics are given in this instance. An attack error should not be charged to the hitter, as well as nothing to the setter.*

A.R. 3. Team White setter aggressively sets or dumps the second contact by the team over the net (a) such that it goes over the net where Team Blue keeps it in play or (b) such that it goes over the net and falls to the floor. *RULING: In (a), Team White setter receives a "0 attack." In (b), Team White setter receives a kill. If, in the opinion of the statistician, the setter was "attacking" the ball and would have been awarded an attack attempt if the ball had been dug by Team Blue, an assist should be awarded to the player who passed the ball to the setter before the kill. If, in the opinion of the statistician, the set was not an attack attempt but a failed attempt to set the ball for the attack, an assist would not be awarded for the pass before the kill.*

A.R. 4. Team White setter is in a 6-2 system. Team White setter jump-sets the ball over the net and the referee calls a back-row attacker. *RULING: Team White setter receives an attack error.*

A.R. 5. Team White player attacks the ball. Team Blue, attempting to block the ball, (a) goes into the net; (b) is called for a center-line fault; or (c) is a back-row player caught by the official. *RULING: In all three cases, Team White player receives a kill. The Team Blue blocker commits a blocking error as a result of the attack.*

A.R. 6. Team White player attacks the ball. Team Blue player digs the ball (a) but no one on Team Blue is able to keep the ball in play or (b) over the net where it falls untouched. *RULING: In (a), Team White player receives a kill. The situation that led to Team Blue not making the play was created by Team White player's attack. In (b), Team Blue player is awarded a dig and a kill.*

A.R. 7. Team White player attacks and Team Blue players block the ball down on Team White player's side. (a) The ball hits the floor. (b) The ball is kept in play but cannot be returned. (c) The ball is kept in play and returned by Team White. *RULING: In (a) and (b), Team White player receives an attack error and each Team Blue player receives a block assist. In (c), a "0 attack" is given.*

A.R. 8. Team White player attacks the ball but is called for a thrown ball or an illegal hit. *RULING: Team White player receives an attack error. If the play happens to involve the Team White setter, an attack error is still given rather than a ball-handling error, as the error occurred during an attack attempt.*

A.R. 9. Team White's back-row player hits the ball legally from behind the 3-meter (10-foot) line. (a) Team White player attacks the ball for a kill. (b) Team White player hits a down ball (an overhead contact made by the hitter while standing on the floor) for a kill. (c) Team White player passes over a free ball. *RULING: In (a) and (b), Team White player is awarded a kill. Team White player is a back-row attacker. In (c), an attack attempt is not awarded.*

A.R. 10. Team White player is a back-row player. (a) Team White player hits the ball into the net or out of bounds. (b) Team White player hits a down ball into the net or out of bounds. (c) Team White player is called for a 3-meter (10-foot) line violation on the attack. *RULING: In all cases, Team White player is charged with an attack error.*

A.R. 11. Team White player passes a free ball out of bounds or into the net. *RULING: An attack error is not charged.*

A.R. 12. Team White's back-row player attacks the ball legally from behind the 3-meter (10-foot) line. (a) Team White player hits a ball that is kept in play. (b) Team White player hits a down ball that is kept in play. **RULING:** In both cases, a "0 attack" is awarded if, in the opinion of the statistician, the Team White player is making an aggressive play to earn a point.

A.R. 13. Team White player hits the ball off of Team Blue's block. The ball goes off the block (a) out of bounds or into the antenna; (b) and stays on Team Blue's side of the net but cannot be kept in play; or (c) and is kept in play by Team Blue. **RULING:** In (a) and (b), Team White player receives a kill. In (c), Team White player receives a "0 attack," and Team Blue player who passes the ball off his or her teammates' attempted block is awarded a dig.

A.R. 14. Team Blue player passes a free ball or overpass low over the net. Team White player jumps and puts it down with a two-handed motion. **RULING:** Although this motion is similar to a block solo, the Team White player is awarded an unassisted kill. In order for a block solo to be awarded, the action by the Team Blue player would have had to be deemed an attack, as blocks can be awarded only on attack attempts, not free balls or overpasses.

A.R. 15. Team Blue player passes a free ball or overpass over the net that is unreturned by Team White, resulting in the end of play. **RULING:** The Team Blue player who passed the ball is awarded a kill, and therefore an attack attempt.

► SECTION 2—ASSISTS

A player is awarded an assist (A) whenever that player passes, sets or digs the ball to a teammate who attacks the ball for a kill. There are three possible outcomes of a ball that is being set:

- (1) An assist.
- (2) An assist error or ball-handling error.
- (3) A zero assist. This occurs when a ball that is set does not directly lead to a kill. Documentation on the work sheet only is required if the statistician is calculating assists percentage.

A.R. 1. Team White player sets the ball over the net where it is killed by a Team Blue player. **RULING:** Team White player does **not** receive an assist. Assists are awarded only when a teammate records a kill.

A.R. 2. Team White player forearm passes the ball to a teammate who kills it for a point. **RULING:** Team White player is awarded an assist. The ball may be set or passed to a teammate and result in an assist.

A.R. 3. Team White player passes the ball to a teammate who, on the second contact, scores a kill. **RULING:** Team White player is awarded an assist. It does not matter on which contact the kill takes place. The pass before the kill is considered an assist.

A.R. 4. Team White player makes a great play to keep the ball in play. Team White back-row attacker puts the ball away for a kill off of that pass. **RULING:** Team White player receives an assist.

► SECTION 3—SERVES

Article 1. A serve is when a player attempts to serve the ball over the net into the opponent's court. There are three possible outcomes for every served ball:

- (1) A service ace.
- (2) A service error.
- (3) A zero serve. This occurs when a serve does not result in a service ace or service error, but play continues. Documentation on the work sheet is required only if the statistician is calculating serve percentage.

Article 2. A service ace (SA) is a serve that results directly in a point. A service ace is awarded to a player:

- (1) If the serve strikes the opponent's court untouched.
- (2) If the serve is passed by the opponent but cannot be kept in play.
- (3) If the referee calls a violation on the receiver (e.g., lift, double hit).
- (4) If the receiving team is out of rotation (i.e., overlap).

Article 3. A service error (SE) is charged to a player:

- (1) If the serve fails to go over the net and lands on the side of the team serving.
- (2) If the serve is out of bounds or hits the antenna.
- (3) If the server foot-faults or takes too much time.
- (4) If the server tosses more than once for service.
- (5) If a player serves out of rotation. The service error (SE) is charged to the player who should have been serving.
- (6) If a player serves in rotation, but another player on the team is called for being out of rotation (i.e., overlap). The service error (SE) is charged to the server.

Article 4. A serve reception is when a player attempts to pass a successful serve attempt. There are two possible outcomes when a player attempts to pass a served ball:

- (1) A service reception error.
- (2) A zero service reception. This occurs when a player continues play by successfully passing a served ball and the pass does not result in a kill or lead directly to a kill by a teammate. Note: Documentation on the work sheet is required only if the statistician is calculating serve reception percentage.

Article 5. A reception error (RE) is charged to a player:

- (1) If the serve strikes the floor in the area of the player.
- (2) If the player passes the serve but it cannot be kept in play by his or her team.
- (3) If the player is called for a reception violation by the referee (e.g., lift, double hit).

Article 6. Reception errors should not be charged to an individual when team reception errors (TRE) are charged. A team reception error is charged when:

- (1) A serve falls between two players and the statistician cannot determine which player is responsible.
- (2) The receiving team is out of rotation.

In both cases, the server receives an ace. The team reception error should be noted on the work sheet and tabulated in the team totals on the Box Score Form.

Article 7. When a service ace is awarded to one team, a reception error is charged to the other team. In the final compilation of the statistics, the total number of reception errors of one team must equal the total number of service aces of the other team.

A.R. 1. Team Blue player serves the ball. The ball hits the floor (a) near Team White player or (b) between two Team White players. **RULING:** Team Blue player is awarded a service ace in both cases. In (a), Team White player receives a reception error. In (b), the reception error is charged as a team reception error if, in the opinion of the statistician, it cannot be distinguished who is responsible. Only one team reception error is given.

A.R. 2. Team Blue serves the ball. Team White passes the ball over the net where (a) Team Blue keeps the ball in play or (b) Team Blue spikes the ball for a kill. **RULING:** In both cases, a reception error is not given. Neither is a good pass, but a reception error should not be charged. A reception error is charged only when a service ace occurs.

A.R. 3. Team Blue serves the ball. Team White player No. 1 makes a bad pass, but (a) Team White player No. 2 keeps the ball in play and Team White player No. 3 returns the ball or (b) Team White player No. 2 keeps the ball in play; however, Team White player No. 3 hits the ball into the net. **RULING:** In (a), a reception error is not charged. In (b), a reception error is not charged. While Team White player No. 1 made a bad pass, it was kept in play by Team White player No. 2. The third contact by Team White player No. 3 is when the error occurred and Team White player No. 1 should not be penalized for a teammate's bad play after the ball was kept in play.

A.R. 4. Team Blue player No. 1 serves the ball. However, the referee calls Team Blue for a server out of rotation. The server should have been Team Blue player No. 2. **RULING:** Team Blue player No. 2 receives a service error, not Team Blue player No. 1 who was serving at the time the infraction was called.

► SECTION 4—DIGS

Article 1. A dig (D) is awarded when a player passes the ball that has been attacked by the opposition. **Digs are given only when players receive an attacked ball and it is kept in play, not when a ball is brought up off a “put back” (blocked ball).**

Philosophy. The pass or play of any ball that is attacked is awarded a dig. The ball can be kept in play on the digger’s side of the net or can go back to the opposition. In either case, a dig is awarded.

Note: If an attack, as defined in Section 1, occurs and the ball is kept in play, then a player on the defending team receives a dig.

A.R. 1. Team White attacks the ball. Team Blue player saves the ball but (a) no one on Team Blue can keep the ball in play or (b) the ball stays in play. **RULING:** In (a), a dig is not awarded. In (b), Team Blue player is awarded a dig.

A.R. 2. Team White player No. 1 attacks the ball. The ball goes off Team Blue player No. 1 and (a) is returned to Team White and passed by Team White player No. 2 or (b) goes to Team Blue player No. 2 who keeps the ball in play. **RULING:** In (a), Team Blue player No. 1 is **not** awarded a block nor is Team White player No. 2 awarded a dig. A block is not considered an attack and therefore a player cannot be given a dig off a block attempt. In (b), Team Blue player No. 1 is **not** awarded a block but Team Blue player No. 2 is awarded a dig.

A.R. 3. Team White player attacks the ball. Team Blue player digs the ball (a) from which Team Blue proceeds to keep the ball in play or (b) but returns it to Team White. **RULING:** In both cases, Team Blue player receives a dig.

A.R. 4. Team White’s setter aggressively sets or dumps the ball over the net. Team Blue player passes the ball, keeping it in play. **RULING:** Team White’s setter receives a “0 attack” while Team Blue player is awarded a dig.

Article 2. A ball-handling error (BHE) is a call made by the referee that ends play.

Article 3. A player (not limited to the setter) is charged with a ball-handling error when the official calls:

- (1) A double hit.
- (2) A thrown ball.
- (3) A lifted ball.

The exceptions are:

- (1) A thrown ball called on serve reception is a reception error, not a ball-handling error.
- (2) A double hit or thrown ball during an attack is an attack error.
- (3) A thrown ball during a block is a blocking error.

► SECTION 5—BLOCKS

Article 1. A block is awarded when a player(s) blocks the ball that comes off an attack into the opponent’s court, leading directly to a point. There are three possible outcomes when a player(s) is blocking:

- (1) The player(s) is credited with a successful block solo or block assist.
- (2) The player is charged with a block error.
- (3) The attack attempt is deflected off the blocker’s hands and is kept in play by one of the teams.

Article 2. A block solo (BS) is awarded when a single player blocks the ball into the opponent’s court leading directly to a point. That player must be the only blocker attempting to block the ball.

Article 3. A block assist (BA) is awarded when two or three players block the ball into the opponent’s court leading directly to a point. **Each** player blocking receives a block assist, even if only one player actually makes contact with the ball.

Note: Both a block solo and a block assist cannot be awarded on the same play.

Article 4. A blocking error (BE) is a call made by the referee that ends play.

Article 5. A player is charged with a blocking error when:

- (1) A blocker goes into the net.
- (2) A blocker is called for a center-line fault.

- (3) A blocker is called for reaching over the net.
- (4) A back-row player is called for blocking.
- (5) A blocker is called for a thrown ball during a block.

Note: A kill is awarded to the attacking team when a blocking error is charged to the defending team.

A.R. 1. Team White attacks the ball. Team Blue player No. 1 and Team Blue player No. 2 go up together and block the ball down. The ball appears to be blocked by Team Blue player No. 1. **RULING:** Both players receive a block assist. Even though one player may appear to block the ball, each gets credit for a block assist. Both players get credit because even though only one may touch the ball on the block, the other player assisted in setting the block. A block solo is given when only one player goes up and blocks the ball.

A.R. 2. Team White player attacks the ball. Team Blue blocks the ball, but it is kept in play by Team White. **RULING:** No block is awarded to a player on Team Blue, nor is a dig given to a Team White player, as the ball is coming off a block attempt, not an attack attempt.

A.R. 3. Team White player attacks the ball. Team Blue player No. 1 and Team Blue player No. 2 go up to block the ball, but are separated by three to four feet at the net. Team Blue player No. 1 blocks the ball down. **RULING:** If, in the opinion of the statistician, there is an overlap in the area covered by each blocker, then a block assist should be awarded to **each** blocker, even though Team Blue player No. 1 blocked the ball. If there is not an overlap, Team Blue player No. 1 would receive a block solo. Even though the two blockers may not be directly next to each other, if the two blockers are working together to deflect the attacker’s attempt, then they receive block assists.

A.R. 4. Team White player attacks the ball. The ball goes off of a Team Blue player and cannot be kept in play by Team Blue. **RULING:** A blocking error is not given. *Note: A kill hit off of the block may be due to poor blocking technique or it may occur because of a good play by the attacker. The statistician should not evaluate technique. To keep this play from being a subjective evaluation by the statistician, it is being defined as no penalty to the blocker, but a kill for the hitter.*

A.R. 5. Team Blue player blocks the ball and is whistled for a throw by the official. **RULING:** A blocking error is charged. Team White player is awarded a kill.

A.R. 6. Team White player attacks the ball. Team Blue player, while attempting to block, goes into the net. The referee indicates the kill while the umpire simultaneously calls the net violation on the block. **RULING:** Award the kill to Team White player. Charge a blocking error to the Team Blue player for the indicated net violation.

► SECTION 6—CALCULATED CATEGORIES

When a player enters the set, that player gets credit statistically for participating. If the player only played front row, the set still counts for **all** statistical categories (e.g., aces per set). Similarly, if the player only played back row, the set still counts for blocks and kills per set. While totals in these categories may be zero, there is no discrimination between front-row sets and back-row sets.

Total attempts (TA) are the total of all attempts within a category.

Article 1 Kills Per Set

$$K/S = \frac{\text{Total Kills}}{\text{Total Sets Played}}$$

Article 2 Assists Per Set

$$AST/S = \frac{\text{Total Assists}}{\text{Total Sets Played}}$$

Article 3 Service Aces Per Set

$$A/S = \frac{\text{Total Aces}}{\text{Total Sets Played}}$$

Article 4 Digs Per Set

$$D/S = \frac{\text{Total Digs}}{\text{Total Sets Played}}$$

Article 5 Blocks Per Set

$$B/S = \frac{\text{Total BS} + \text{Total BA}}{\text{Total Sets Played}}$$

Individual

$$B/S = \frac{\text{Total BS} + 1/2 \text{ Total BA}}{\text{Total Sets Played}}$$

Article 6 Hitting Percentage

$$\text{Pct.} = \frac{\text{Total Kills} - \text{Total Errors}}{\text{Total Attempts}}$$

Total Attempts = Kills + Errors + *0 Attacks

*See Section 1, Article 4 for the definition of a "0 Attack"

Article 7 Points Per Set

$$B/S = \frac{\text{Total Kills} + \text{Total Aces} + \text{Total BS} + 1/2 \text{ Total BA}}{\text{Total Sets Played}}$$

STATISTICS ACCURACY CHECK

It is possible to spot errors or major discrepancies in your statistics compilations by completing these cross-checks:

- (1) A team's total service aces must equal the opponent's total reception errors. If a team had 10 service aces, then the opposing team must have 10 reception errors. (Team reception errors should be included in the total of reception errors.)
- (2) A team's total assists are nearly equal to, but never more than, that team's kills. The difference would be due to the opposing team's overpasses that Team A kills. The possibility of assists and kills being equal exists, but is unlikely.
- (3) A team's total team blocks must not exceed the opposing team's hitting errors.
- (4) The total number of individual blocks is the sum of block solos and block assists. Each counts one point. The total number of team blocks is the sum of block solos and half the number of block assists.
- (5) When a ball is attacked, there are only a certain number of situations that can occur. There can be a kill, an attack error or the ball can stay in play ("0 attack").

There are certain statistical combinations that can occur, depending on the outcome of the attack attempt. There can be a block solo or block assists (also an attack error), a blocking error (also a kill), a dig (also a "0 attack"), or the ball can be kept in play off the block attempt (also a "0 attack").

The check is: A team's attacks are nearly equal to its own kills plus errors plus the opposing team's digs. The difference would be due to balls that are returned by the opposing team with a blocking motion, but stay on the attacking team's side of the court and are kept in play ("put backs").

- (6) A team's total digs cannot exceed the number of "zero attacks" by its opponent occurring in the match. Each team has only a certain number of opportunities to record digs during the course of play. For instance, Team A attacks the ball 100 times during the match—35 result in kills and 10 in attack errors. This leaves 55 attack attempts (100-[35+10]) that can be dug by Team B. It is not likely that every ball will be dug, as some may be blocked back to Team A's side by Team B and kept in play by Team A. (We refer to these as "put backs" as they do not count as blocks statistically.)

Always apply common sense to the final compilation. Follow the logical sequence of the set. As explained above, one statistic affects another.

The statistics accuracy checks enable one to be precise when completing the Box Score Form.

► SECTION 7—STATISTICS PROGRAM, GENERAL REPORTING PROCEDURES

Article 1. For a member institution to be eligible for either an individual or a team national statistics title, it shall have filed reports with the national office on a consistent basis during the regular season.

Article 2. Filing a statistics report does not ensure automatically a member institution's inclusion in the NCAA statistics rankings. The report shall be mathematically accurate. Unusual statistics that cannot be promptly supported will not be included in the rankings. The NCAA shall withhold such reports from the ranking until an appropriate official of the member institution involved submits a satisfactory explanation and substantiation of the statistics.

"KEEPING STANDARDIZED VOLLEYBALL STATISTICS"

This DVD was developed as a means of increasing overall statistical awareness, and through consistent use of both the manual and the videotape, a standard application of volleyball's statistical categories will evolve.

The "Keeping Standardized Volleyball Statistics" DVD can be purchased from the American Volleyball Coaches Association by calling 866/544-2822 or writing to: AVCA, 2365 Harrodsburg Road, Suite A325, Lexington, Kentucky 40504.

Prices: AVCA Members – \$30 Nonmembers – \$35

VOLLEYBALL STATISTICIANS' MANUAL EXAMPLE VIDEOS

These free, online-only videos were created in 2007 to offer highlights of examples from the NCAA Volleyball Statisticians' Manual. To access the videos, go to http://s3.amazonaws.com/ncaa/web_video/volleyball/statistics/index.html and select one of the categories: attacks, assists, serves, digs and blocks.

THE SHORT BOX SCORE

There is a great deal of information in the box score, more than many publications may want to print. There is a short form that may be used. In it, only the kills, aces and blocks of each player and each team are listed. It is a handy summary of point-scoring events in the match. An example is shown below.

Team White def. Team Blue 25-22, 25-23, 12-25, 15-25, 15-10

Team Blue (26-10) (Kills-aces-*blocks)—Karlán 1-0-0; Kavanaugh 5-0-2; Turner 2-0-0; Fiebelkorn 10-1-1; May 12-0-1; Peters 14-1-4; Cragin 1-1-0; Choquette 0-0-1; Stark 7-1-3; **Totals** 52-4-7

Team White (24-13)—Moorehead 5-1-3; Robinson 16-1-7; Salvatore 3-1-4; Hall 0-1-0; Belanger 2-1-0; Thomas 27-4-3; Aldridge 7-0-1; Sobczak 6-0-3; **Totals** 66-9-11

*Assisted individual blocks are counted as one-half in team totals.

WORK SHEET

An example of a work sheet is included in this manual. It has a unique method of transcribing events in the match. For most categories, only a hash mark needs to be made if an event occurs. The use of different colored pencils on a work sheet for each **set** of a match allows the statistician to use a single work sheet for each team for each match.

Attack statistics should be handled differently as three events can occur: (a) there can be a kill; (b) there can be an error; or (c) the ball can stay in play ("0 attack"). There are many ways that the three events can be symbolized.

One way is:

O = the ball stays in play ("0 attack")

Ø = a KILL (K)

● = an ERROR (E)

Total Attempts (TA) = "0 attacks" + Ks + Es

There are other ways to mark these events and other kinds of work sheets. Use the one that you find the easiest and that fits your needs best.

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