SCORER TIPS AND REMINDERS

1. **ALL CAPITAL LETTERS** throughout the scoresheet.
2. **ALL** information <u>prior</u> to the first serve and <u>after</u> the last point should be in **blue or black INK**.
3. In the **OFFICIALS** section, **LAST NAME**, **FIRST NAME**.
4. Tournament **Date** should be **SIX** characters, *mm/dd/yy* (example: 09/18/14).
5. All **TIMES** should be in **INTERNATIONAL TIME** (ex: 9am=09:00, 2:15pm=14:15).
6. After the coin toss, draw an '**X**' in **three** places:
   - Through the Ⓢ of the **Serving** team
   - Through the Ⓡ of the **Receiving** team
   - In the **SERVICE ROUNDS** box 1 for the Position I player of **Receiving** team
7. Enter Team names on correct side of court.
8. Copy Items 1-7 to all non-deciding sets, remember to **alternate sides** for each team.
9. **PENCIL** may be used from the first serve until final point is recorded.
10. Make a small checkmark (✔) through the number in the **Service Rounds** box for each player's **FIRST SERVE** (if a legal serve occurs).
    Exceptions:
    a. Wrong server
    b. Set point awarded to receiving team on loss of rally
    c. In a deciding set, at the change of courts,
       1. When team on left serves point 8, draw a checkmark(✔) on far left and transfer the last exit score from the previous server from the far left to the far right; no exit score is recorded in far left box, final exit score is recorded in far right box.
       2. When the team on the right earns point 8, or the team on the left earns point 8 on a loss of rally, transfer the last exit score from the previous server from the far left to the far right.
11. **THREE** actions on **SUBSTITUTION**:
    In the first available row of **Score at Substitution** in the correct **Order** column
    a. Write the entering player # in the left box
    b. Enter the score in the right box (subbing team score first)
    In the **Substitutions** row
    c. Slash the first unslashed team substitution number

12. **After** the **LAST POINT** is recorded (begin using pen):
    a. Record **END** time using **INTERNATIONAL TIME**
    b. Circle **BOTH** final **EXIT SCORES** (**Service Rounds** section <u>ONLY</u>)
    c. Record team names and scores of set in **RESULTS** section
    d. Hourglass unused points in the **Points** column (both teams)
    e. Check score sheet for errors and proper count of substitutions
    f. **SIGN** score sheet **AFTER** all information has been **VERIFIED**
    g. Obtain Captain/Coach signatures, then offer to 1st referee for **SIGNATURE**
13. When match is finished, enter the **MATCH WINNER** information

---

QUICK REFERENCE FOR PEN/PENCIL USAGE

INK (Before first serve)	PENCIL (Everything during set play)	INK (After last point recorded)
• Heading Information	• Checkmark (✔) first serve	• Set **End** Time
• **OFFICIALS PRINTED NAMES**	• Slashes in **Points** column	• Circle final Exit Scores
• **Team** names	• Exit Score (**Service Rounds**)	• **SET RESULTS**
• 3 'X's Ⓢ Ⓡ and ⊠	• Substitutions and Timeouts	• **MATCH WINNER** (match end)
• Lineups (**Order**)	• Sanctions and Remarks	• Hourglasses in **Points** column
• Set **Start** time		• Signatures: Scorer, Captains/Coaches, 1st Referee