




SCORER TIPS AND REMINDERS


1. **ALL CAPITAL LETTERS** throughout the scoresheet.
2. **ALL** information prior to the first serve and after 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 (S) of the **Serving** team;
 - Through the (R) 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. Captain Information goes into the **CAPTAIN** area  (do not use **c** in the **ORDER** section).
10. **PENCIL** may be used from the first serve until final point is recorded.
11. 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.

12. 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 un-slashed team substitution number. 

I
15
14 2:3
15 5:15

Points	Points
1 13 25	1 13 25
2 14 26	2 14 26
3 15 27	3 15 27
4 16 28	4 16 28
5 17 29	5 17 29
6 18 30	6 18 30
7 19 31	7 19 31
8 20 32	8 20 32
9 21 33	9 21 33
10 22 34	10 22 34
11 23 35	11 23 35
12 24 36	12 24 36

13. 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 ONLY);
- c. Record team names and scores of set in **RESULTS** section;
- d. Cancel unused points (using **T-BARS**) 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**.




14. When match is finished:

- a. Enter the **MATCH WINNER** information;
- b. Have 1st Referee **SIGN** score sheet.

QUICK REFERENCE FOR PEN/PENCIL USAGE

INK

(Before first serve)

- Heading Information
- **OFFICIALS PRINTED NAMES**
- Team names
- 3 'X's   and 
- Lineups (**Order**)
- Set **Start** time

PENCIL

(Everything during set play)

- Checkmark (✓) first serve
- Slashes in **Points** column
- Exit Score (**Service Rounds**)
- Substitutions and Timeouts
- Sanctions and Remarks

INK

(After last point recorded)

- Set **End** Time
- Circle final Exit Scores
- **SET RESULTS**
- **MATCH WINNER** (match end)
- T-BARS in **Points** column
- Signatures: Scorer, 1st Referee