



# 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);

|         |
|---------|
| 1       |
| 15      |
| 14 2:3  |
| 15 5:15 |

In the **Substitutions** row

- c. Slash the first un-slashed team substitution number.

| Points              | Points              |
|---------------------|---------------------|
| <del>1</del> 13 25  | <del>1</del> 13 25  |
| <del>2</del> 14 26  | <del>2</del> 14 26  |
| <del>3</del> 15 27  | <del>3</del> 15 27  |
| <del>4</del> 16 28  | <del>4</del> 16 28  |
| <del>5</del> 17 29  | <del>5</del> 17 29  |
| <del>6</del> 18 30  | <del>6</del> 18 30  |
| <del>7</del> 19 31  | <del>7</del> 19 31  |
| <del>8</del> 20 32  | <del>8</del> 20 32  |
| <del>9</del> 21 33  | <del>9</del> 21 33  |
| <del>10</del> 22 34 | <del>10</del> 22 34 |
| <del>11</del> 23 35 | <del>11</del> 23 35 |
| <del>12</del> 24 36 | <del>12</del> 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)
- Hourglasses in **Points** column
- Signatures: Scorer, 1st Referee