




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
13 25	13 25
14 26	14 26
15 27	15 27
16 28	16 28
17 29	17 29
18 30	18 30
19 31	19 31
20 32	20 32
21 33	21 33
22 34	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