

SCORER TIPS AND REMINDERS



1. **ALL CAPITAL LETTERS** throughout the score sheet.
2. **ALL** information prior to the first serve and after the last point should be in **PEN**
3. In the **OFFICIALS** section, **LAST NAME, FIRST NAME**.
4. Tournament **DATE** should be **SIX** characters, *mm/dd/yy* (example: 09/18/04)
5. All **TIMES** should be in **INTERNATIONAL TIME** (ex: 9am=0900, 2:15pm=1415)
6. After the coin toss, place an **"X"** in **THREE** places: (can be done for both sets)
 1. through the encircled **S** of the serving team
 2. through the encircled **R** of the receiving team
 3. in **SERVICE ROUNDS** box 1 for the Position I player of **Receiving** team
7. You may use **PENCIL** from the first serve until final point is recorded.
8. Make a small **CHECK MARK** over the number in the **Service Rounds** box for each player's **FIRST SERVE** (if a legal serve)
Exceptions:
 1. wrong server
 2. set point awarded to receiving team on loss of rally
 3. In a deciding set, at the change of courts,
 - a. When team on left serves point 8, use a **check mark** 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.
 - b. 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.

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9. THREE actions on SUBSTITUTION:

1. Slash the player #, replace with sub player #
2. Write the Score at Change (sub team score first)
3. Slash the team sub

10. After the LAST POINT is recorded (begin using pen):

1. Record **END** time in **INTERNATIONAL TIME**
2. Circle **BOTH** final **EXIT SCORES** (Service Rounds section ONLY)
3. Record team names and scores of set in **RESULTS** section
4. Hourglass unused points in the Points column (both teams) →
5. Check score sheet for errors and proper count of substitutions
6. **SIGN** score sheet **AFTER** all information has been **VERIFIED**
7. Obtain Captain/Coach signatures, then offer to 1st referee for **SIGNATURE**

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

QUICK REFERENCE FOR PEN/PENCIL USAGE

PEN <i>(prior to first serve)</i>	PENCIL <i>(everything during game play)</i>	PEN <i>(after last point recorded)</i>
• heading	• "check mark" for first serve	• set END time
• OFFICIALS section	• slashes in Points column	• circle final exit scores
• team names	• exit scores	• RESULTS section
• 3 "Xs" for S , R and X	• Substitutions and Time Outs	• hourglasses in Points column
• lineups	• Sanctions and Remarks	• signature
• set START time		

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