

SCOREKEEPING 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 Blue/Black Ink.
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=09:00, 2:15pm=14:15)
6. After the coin toss, draw an 'X' in THREE places: (may be done for all non-deciding sets)
 1. Through the Ⓢ of the serving team;
 2. Through the Ⓡ of the receiving team;
 3. In SERVICE ROUNDS box 1 for the Position 1 player of Receiving team.
7. Record Start time when first referee whistles for the first serve.
8. You may use PENCIL from the first serve until final point is recorded.
9. Draw a small checkmark (✓) over the number in the SERVICE ROUNDS box for each player's FIRST SERVE (if a legal serve).

Exceptions:

- a. Wrong server
- b. Set point awarded to receiving team on opponent's serve (opponent's loss of rally)
- c. In a deciding set (on the far right), at the change of courts,
 - Team on the right scores point 8,
On the far right: Copy last exit score recorded on far left without a checkmark.
 - Team on the left serves point 8,
On the far left: Draw a checkmark, No exit score recorded.
On the far right: Copy last exit score recorded on far left without a checkmark.
No checkmark in current server's box, record final exit score here.

10. THREE actions on SUBSTITUTION:

1. Write the entering player # in the left box
2. Write the Score at Substitution in the right box (subbing team score first)
3. Slash the team sub in the Substitutions row

1
8
9 2 : 4

Substitutions ~~1~~ 2

11. After the LAST POINT is recorded (begin using blue/black ink):

- a. Record End time in INTERNATIONAL TIME
- b. Circle BOTH final EXIT SCORES (Service Rounds box ONLY)
- c. Record team names and scores of set in RESULTS box
- d. Hourglass unused points in the Points column (both teams) →
- e. Record MATCH WINNER TEAM name and sets Won and Lost
- e. Check scoresheet for errors and proper count of substitutions
- f. SIGN scoresheet AFTER all information has been VERIFIED

Points	Points
1 13 25	1 18 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

12. Obtain Captain/Coach signatures, then offer to 1st referee for SIGNATURE

QUICK REFERENCE FOR PEN/PENCIL USAGE

PEN (Blue/Black Ink) <i>(prior to first serve)</i>	PENCIL <i>(all actions during play)</i>	PEN (Blue/Black Ink) <i>(after last point recorded)</i>
• Headings	• Checkmark (✓) for first serve	• Set End Time
• OFFICIALS PRINTED NAMES	• Slashes in Points column	• Circle Final Exit Scores
• Team names	• Exit Scores Service Rounds	• RESULTS box
• 3 'X's X X X	• Substitutions and Time Outs	• MATCH WINNER box
• 3 Order (Lineups)	• SANCTIONS and REMARKS	• Hourglasses in Points column
• Set Start Time		• SIGNATURES box