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.
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.

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QUICK REFERENCE FOR PEN/PENCIL USAGE

<table>
<thead>
<tr>
<th>INK (Before first serve)</th>
<th>PENCIL (Everything during set play)</th>
<th>INK (After last point recorded)</th>
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<td>• Heading Information</td>
<td>• Checkmark (✓) first serve</td>
<td>• Set End Time</td>
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<tr>
<td>• OFFICIALS PRINTED NAMES</td>
<td>• Slashes in Points column</td>
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<tr>
<td>• Team names</td>
<td>• Exit Score (Service Rounds)</td>
<td>• SET RESULTS</td>
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<tr>
<td>• 3 ‘X’s S R and ◐</td>
<td>• Substitutions and Timeouts</td>
<td>• MATCH WINNER (match end)</td>
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<tr>
<td>• Lineups (Order)</td>
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<td>• Set Start time</td>
<td></td>
<td>• Signatures: Scorer, 1st Referee</td>
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