To print on 8.5" x 11" paper (4 cards/page)
Print Pages 1 & 2

To print on 4.25" x 5.50" Postcard (1 card/page)
Print Pages 3 & 4
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(S) of the serving team;
   2. Through the(R) of the receiving team;
   3. In **SERVICE ROUNDS box 1** for the Position I player of Receiving team.
7. Record **CAPTAIN** information in **CAPTAIN** area; Do not use c in **ORDER** section;
   Captain from roster in square (X when not using rosters); Captain from line-up in-circle.
8. Record **Start** time when first referee whistles for the first serve.
9. You may use **PENCIL** from the first serve until final point is recorded.
10. 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.
11. THREE actions on SUBSTITUTION:
1. Write the entering player # in the left box;
2. Write the Score at Substitution in the right box (Substituting team score first);
3. Slash the team sub in the Substitutions row.
12. 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. Cancel unused points in the Points column using T-BARs (both teams);
   e. Record MATCH WINNER TEAM name and sets Won and Lost;
   f. Check scoresheet for errors and proper count of substitutions;
   g. SIGN scoresheet AFTER all information has been VERIFIED.

### QUICK REFERENCE FOR PEN/PENCIL USAGE

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<thead>
<tr>
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**QUICK REFERENCE FOR PEN/PENCIL USAGE**

**PEN (Blue/Black Ink)**
- (prior to first serve)
  - Headings
  - OFFICIALS PRINTED NAMES
  - Team names
  - 3 'X's (X) (X) (X)
  - 3 Order (Lineups)
  - Set Start Time

**PENCIL**
- (all actions during play)
  - Checkmark (✓) for first serve
  - Slashes in **Points** column
  - Exit Scores (Service Rounds)
  - Substitutions and Time Outs
  - **SANCTIONS** and **REMARKS**

**PEN (Blue/Black Ink)**
- (after last point recorded)
  - Set **End** Time
  - Circle Final Exit Scores
  - **RESULTS** box
  - MATCH WINNER box
  - T-BARs (Points column)
  - SIGNATURES box