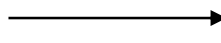# SCORER TIPS AND REMINDERS

1. **ALL CAPITAL LETTERS** throughout the scoresheet.
2. **ALL** information <u>prior</u> to the first serve and <u>after</u> 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 Ⓢ of the **Serving** team;
   - Through the Ⓡ 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

| **INK** (Before first serve) | **PENCIL** (Everything during set play) | **INK** (After last point recorded) |
|---|---|---|
| • Heading Information | • Checkmark ( ✔ ) first serve | • Set **End** Time |
| • **OFFICIALS PRINTED NAMES** | • Slashes in **Points** column | • Circle final Exit Scores |
| • **Team** names | • Exit Score (**Service Rounds**) | • **SET RESULTS** |
| • 3 'X's Ⓢ Ⓡ and ⊠ | • Substitutions and Timeouts | • **MATCH WINNER** (match end) |
| • Lineups (**Order**) | • Sanctions and Remarks | • T-BARs in **Points** column |
| • Set **Start** time | | • Signatures: Scorer, 1st Referee |