



# SCOREKEEPING TIPS AND REMINDERS

USAVolleyball

1. **ALL CAPITAL LETTERS** throughout the score sheet.
2. **ALL** information prior to the first serve should be in **PEN**.
3. **LAST NAME, FIRST NAME**.
4. Tournament **Date** should be **SIX** characters, *mm-dd-yy* (example: 01-12-02).
5. All **TIMES** should be in **INTERNATIONAL TIME** (example: 0900).
6. After coin toss, place **THREE “X’s”**:
  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. Use **PENCIL** from the first serve until final point is recorded.
8. Make a **CHECKMARK** for each player’s **FIRST SERVE** (if legal serve). Exception:
  1. wrong server
  2. game point awarded to receiving team on loss of rally
  3. In a deciding game, at the change of courts,
    - a. When team on left serves for point 8, use a checkmark on far left and “x” on far right for that server; no exit score recorded in far left box, final exit score is recorded in far right box.
    - b. when team on right earns point 8, or team on left earns point 8 on a loss of rally, use an “x” instead of a checkmark and repeat the last exit score from the previous server.
9. **THREE** actions on **SUBSTITUTION**:
  1. Slash the player #, replace with sub player #
  2. Write the **Score at time of Substitution** (sub team score first)
  3. Slash the team sub
10. After **LAST POINT** is recorded (begin using pen):
  1. Record **END** time **INTERNATIONAL TIME**
  2. Circle **BOTH** final **EXIT SCORES** (**Service Rounds** section **ONLY**)
  3. Record team names and scores of game 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**

## QUICK REFERENCE FOR PEN/PENCIL USAGE

### PEN

(prior to first serve)

- heading
- officials section
- team names
- “x” for S and R
- lineups
- time game begins

### PENCIL

(everything during game play)

- “checkmark” for first serve
- points in point column
- exit scores
- substitutions and time outs
- sanctions

### PEN

(after last point recorded)

- time game ended
- final exit scores circles
- results section
- hourglasses in points column
- signature