

SCOREKEEPING 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 **PEN**
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=0900, 2:15pm=1415)
6. After the coin toss, place an **"X"** in **THREE** places: (can be done for both sets)
 1. through the encircled **Ⓢ** of the serving team
 2. through the encircled **Ⓡ** of the receiving team
 3. in **SERVICE ROUNDS** box 1 for the Position I player of **Receiving** team
7. You may use **PENCIL** from the first serve until final point is recorded.
8. Make a small **CHECKMARK** over the number in the **Service Rounds** box for each player's **FIRST SERVE** (if a legal serve)

Exceptions:

1. wrong server
2. set point awarded to receiving team on loss of rally
3. In a deciding set, at the change of courts,
 - a. When team on left serves point 8, use a **checkmark** on far left and **"X"** on far right for that server; no exit score is recorded in far left box, final exit score is recorded in far right box.
 - b. when the team on the right earns point 8, or the team on the 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.

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9. THREE actions on **SUBSTITUTION**:

1. Slash the player #, replace with sub player #
2. Write the Score at Change (sub team score first)
3. Slash the team sub

10. After the LAST POINT is recorded (begin using pen):

1. Record **END** time in **INTERNATIONAL TIME**
2. Circle **BOTH** final **EXIT SCORES** (Service Rounds section ONLY)
3. Record team names and scores of set in **RESULTS** section
4. Hourglass unused points in the Points column (both teams)
5. Check scoresheet for errors and proper count of substitutions
6. **SIGN** scoresheet **AFTER** all information has been **VERIFIED**

A diagram of a tennis scoresheet. The left column (Team 1) has player numbers 1 through 22, with 1-10 crossed out and 11-22 circled. The right column (Team 2) has player numbers 1 through 33, with 1-10 crossed out and 11-33 circled. The bottom row shows scores: 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33. An arrow points from step 4 of the instructions to the points column.

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QUICK REFERENCE FOR PEN/PENCIL USAGE

PEN <i>(prior to first serve)</i>	PENCIL <i>(everything during game play)</i>	PEN <i>(after last point recorded)</i>
<ul style="list-style-type: none"> • heading • OFFICIALS section • team names • 3 "Xs" for and • lineups • set START time 	<ul style="list-style-type: none"> • "checkmark" for first serve • slashes in Points column • exit scores • Substitutions and Time Outs • Sanctions 	<ul style="list-style-type: none"> • set END time • circle final exit scores • RESULTS section • hourglasses in Points column • signature

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