



## Score Sheet Instructions

### Parts to be completed by the Match Officials

#### 1. Before the Match starts:

Fill in all of the following information

**Division** – the category of the match being played (e.g. Women’s B, Men’s C, Men’s 45+, Girls Under 15, etc.)

**Round** – 1<sup>st</sup>, QF, Cons. 2<sup>nd</sup>, etc.

**Court** – the number of the court on which the match is being played

**Time** – the *scheduled* time for the match

**A** – the name of the first player (or team for team events), (or side for doubles)

**B** – the name of the second player (or team for team events), (or side for doubles)

**Start** – the *actual* beginning and end times of the warm-up

**Date** – the date the match is being played

**Referee** – the name of the Match Referee

**Marker** – the name of the Match Marker (or the side wall referee keeping score if using the 3 Referee System)

**At the top of each column** - on either side of the circled game numbers, write the names (or teams or sides) of the players or “A” and “B” to correspond with Player A and Player B in the boxes above.

#### 2. During the Match

- In the boxes beneath the warm-up times, record the beginning and end times of each game
- The 3 most common methods of scoring are illustrated in the sample form under games 1, 2, & 3. Traditional (HiHo) scoring is illustrated under Game 4. The doubles scoring method is illustrated under Game 5
- If the score reaches the point where a player must choose the “set”, (only in HiHo or PAR to 15 scoring) circle the option chosen at the bottom of the appropriate game column (3 and 5 are possible in hardball doubles)
- If any Conduct Penalties (including warnings) are issued by the referee, record the player (A or B), level of penalty (Warning, Stroke, Game, or Match), the infraction (Reason), the game number and the score at the time it happened in the table at the bottom left of the sheet. This will allow the referee to recall any prior penalties that may have been imposed
- At the conclusion of each game, record the final score of both players under their appropriate column, and then print the game winner’s name in the next line

#### 3. After the Match

- At the conclusion of the match, after confirming that there is no appeal coming from either player, record the end time of the final game at the top, then calculate the length of the match (the difference between the *start of the first game* and the *end of the last game*, not including the warm-up, but including all intervals, both those between games and any other (e.g. injury) breaks, and record it (in minutes) in the space provided at the bottom right of the sheet above the Squash Canada logo
- Write the name of the winning player (team or side) in the space provided in the bottom right corner, and record each game score in the boxes with slashes, with the match winner’s score always on top
- Finally, after checking the accuracy of all information, sign the sheet and return it to the tournament control desk or results section