



Orangecrest Girls Softball Association Official Scorekeeping Reminders

- Use pencil only to fill out score sheets. Make sure the top portion of the score sheet is completely filled in and legible.
- Make sure managers from both teams provide you with complete line-up cards that list the players first and last names. Please return your copies of the line-up card with the score sheets. Scorekeepers should keep the white copies, opposing managers receive the yellow copies and managers keep their own pink copy.
- Write the official game date and start time (given to you by the umpire) in the space provided at the top of each score sheet.
- On the right side of the score sheet labeled **Innings in Field** indicate the innings that each player played in the field by shading in the innings that were played and writing “**S**” under the innings where the player was a substitute.
- At the bottom left of the score sheet labeled **Pitchers** list the pitchers from the opposing team and how many outs they pitched. **REMEMBER** to list the pitchers from the opposing team so that you don’t have flip the score sheet back and forth during the inning.
- When a player scores a run, shade in the diamond for that player to make it easier for the chief scorekeeper to see who scored.
- At the end of a team’s at bat during an inning draw a line through the remainder of the innings so that you do not accidentally begin scoring the next inning in the same column.
- Prior to the start of the game *print* the Umpires Name (First & Last) in the space provided on the **Visitors side** of the score sheet. Use the comment area to record if the umpire arrived late or on time and any other necessary information. **Please utilize this part of the form to hold our umpires accountable.**
- At the completion of the game have the home plate umpire, both managers and yourself sign the score sheet in the space provided on the **Home side** of the form so the game can become official.
- Umpire rating and protest forms are available for the manger's use, if necessary. Managers should use umpire-rating forms for positive and negative ratings.
- Please indicate on the score sheet when the manager changes pitchers. This can be done in the **NOTES** section on the right side of the score sheet and at the batter where the change occurred.
- **Official Scorekeepers are to RECORD INFORMATION.**