

## **SCORECARD INSTRUCTIONS**

The scorecard form must be completed prior to getting together with the opposing team's captain to exchange team information. If the opposing captain does not have her form completed, do NOT share your lineup until she has completed her lineup.

The Home Team is always written in the first (left) column, with the Visitor on the other (right) column. Players' names are written as indicated, with the position one team first, etc., etc. Be sure to give yourselves about ten (10) minutes before the match to begin to exchange lineup information.

If the opposing team does not have a full team, you will write in YOUR players' names for that position. Where the opposing team names should be, just write 'FORFEIT" across the line. You MUST have YOUR players' names listed or it will be counted as a forfeit, too. Of course the same applies when you have to forfeit a team. Simply write "FORFEIT" across that position, and make sure the opposing team players are listed. YOU CAN ONLY FORFEIT STARTING AT THE LAST POSITION IN ASCENDING ORDER. You must be very careful and aware of the 3-slot rule (see Bylaws for clarification).

The scores are always written with the WINNERS' SCORES FIRST (e.g., 6-1, 3-6, 6-0). In case of a tiebreak, the tiebreak score is written in parenthesis AFTER THE SET SCORE (e.g., 7-6[7-3]). The winning players are then circled. After all scores are written and the winning team circled, make sure YOU sign and CIRCLE your name. The OPPOSING Captain must also sign your form (but does not circle her name). This way the Division Secretary will know which Captain has mailed in her scorecard. Be sure to also sign the opposing team's form, but do not circle your name. Also check and make sure your scores match with the opposing Captain's scores.

You should keep a copy of the Scorecard for your records. It helps if there is a discrepancy or if players want to know how their overall win/loss record was.

Submitting Scorecards:

Text or email the SIGNED Scorecard to your Division Secretary. Her email address is in the League Directory. Be sure to include all pertinent information: scores in proper order; team positions with team players' names; captain's names; name of site; and date played.