



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 number one team first, etc., etc. Be sure to give yourselves about ten minutes before the match is 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 (see sample). 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. Simple write "FORFEIT" across that position, and make sure the opposing team names are listed. **YOU CAN ONLY FORFEIT STARTING AT THE LAST POSITION, AND UP.** 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 tie-breaker, the tie-break 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 League 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.

You have three options on submitting Scorecards.

1. Mail the SIGNED Scorecard to the address given on the bottom of the Scorecard. Address Labels have been supplied to all Captain's in their packet. **PLEASE USE THESE ADDRESS LABELS WHEN MAILING SCORECARDS AND/OR ROSTERS!**
2. Use the CSRA Women's Tennis League website (www.csrawtl.com) and record your scorecard online under "Post Scores". Fill the form out completely and hit the "submit" button. A confirmation page will appear which you will need to print for your records. This is your proof that the scorecard was submitted. If there is a technical problem and we do not receive your scorecard, this is your proof that it was submitted on time.
3. You can e-mail your Scorecard information to your Division Secretary. Her e-mail 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, and name of club/facility).