

Women's CSRA Tennis League Roster Instructions

Fields	Description
Name, Address, Phone	<p>This information is required if you are sending in their dues.</p> <p>If the person's dues were previously paid by another team, only the Name is required. Also, <u>identify the team</u> that paid the dues in the Comments section.</p> <p>Note: Please clearly print this information. We had a difficult time last season deciphering some of the handwritten rosters.</p>
Sub?	<p>Check this field if the person is a sub from a lower level or is a shared substitute (e.g., where 2 C teams share subs).</p> <p>This field does not apply to subs that are "internal" to a team whose roles are to fill in when the regular players cannot play. These players do not play for any other team. <u>Please</u> do not indicate a person is a sub unless that they meet the definition specified above.</p>
Date Added	<p>This is the date that the player was added to the roster. Typically, this date corresponds to the match date they first played.</p>
Dues Paid?	<p>Check this field if dues have been paid for the player either by you or another team. If another team paid the dues, please <u>identify the team</u> in the Comments section. If dues were not paid, please enter the reason in the Comments section.</p>
Comments	<p>Enter any comments you may have.</p>

Everyone will receive a pre-printed roster for their team that includes the Names, Addresses, and Phone Numbers of the players that played last season. Blank roster forms will also be provided for you to add additional players.

You may use the pre-printed roster and simply enter the date the person is added to the team (Date Added field). If a person will not be playing this season, write "Delete" in the Comments section or cross-out the player's name. See the attached sample forms.

Please verify that the pre-printed names, addresses, and phone numbers are correct and identify any corrections that need to be made. In particular, please check the zip codes.

If you choose not to use the pre-printed roster, please verify the name, address, and phone number information and send it back in with any corrections, along with your official roster.

If you wish to receive a blank roster form in Microsoft Word format, please email me at lori@zebracomputing.com. I will email you the file.