

## HOW TO FILL OUT A SCORE SHEET

1. **Level:** 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.3, 5.5 **Division:** I or II. This could be filled out before you xerox at least 8 copies of the score sheet.
2. **Dates:** List the date scheduled and the date the match was played.
3. **Home team:** Club name and team # if more than one team at that level. **Visiting team:** Club name and # if necessary. (Please list the # every time so the coordinator doesn't have to look that up)
4. **Players names:** Please print players first and last names.
5. **Scores:** home score first; tiebreaker score 7-6 (8-6).
6. **Singles games:** add all the games won in each column in singles.
7. **Singles sets:** add all the sets won in each column in singles (home + visitors should = 8).
8. **Doubles games:** add all the games won in each column in doubles.
9. **Double sets:** add all the sets won in each column in doubles (home + visitor should = 8).
10. **Total games:** add all the games won from singles and doubles.
11. **Total sets won:** add all the sets won from singles and doubles (home + visitor should = 16). If this is a tie 8-8, then go to total games to determine the winner.
12. All substitutes and new members listed at bottom. Send a \$5 check in with the score sheet.
13. Both captains or their designate must sign the completed score sheet. Xerox a copy for you to keep. The original score sheet should be mailed to the coordinator as soon as possible. The coordinator's address is on your schedule.

## HOW TO FILL OUT A CONTROL SHEET

1. Fill out top portion of control sheet except for player's name and Xerox one for each member of your team (not subs).
2. Using the score sheets from each match, fill out a sheet for each player putting their score first. When figuring the averages, do not count sets that were forfeited to you as a win or sets that you forfeited. To determine the percentage divided the number of sets won by the total sets played or use the chart in your packet.
3. When your season is over, mail or give a copy of the control sheets to your club rep within 5 days of your last match. Please make a copy for your Tennis Director and the player.