

Scorecard Completion, Score Entry, Score Confirmation

Scorecard Completion

Purpose

The purpose of the written scored cards is to fulfill the requirements stated in the Rule Book for Women's Soft court League of Birmingham, under Match Play; Part 2. Line-ups, Section a.

“Complete written singles and doubles line-ups, and a copy of your teams' strength roster, must be exchanged by captains prior to starting play at 9:00 a.m.”

A completed line-up must include:

- ✓ The Date the Match was played
- ✓ The Match Number. Note: The Match Number can be found on the team's schedule.
- ✓ Identify the teams playing. “Home” is the host team and is listed on the Left and “Visitor” is the away team and is listed on the right
- ✓ Player's names. Please legibly write players' first and last names for each position. For Doubles separate the players in each team with a slash. (For example: Venus Williams / Serena Williams)
- ✓ Please note substitutes in the “Subs” section. Include the player's first and last name, the level they normally play and the number of times they have played for this team.
 - Please note the following important rules regarding substitutes: “A sub from a lower level may play 3 times for any team at a higher level. Any player who subs for one team more than three times becomes a member of that team, forfeiting all sets played for the lower level team. **Substitutes may not play the #1 position.** “

Score keeping:

- Record the games won by the home teams in the left columns labeled “Home” and the games won by the away teams in the right column labeled “Visitor”.
- You should tally the match before the last doubles team leaves to ensure a match winner.
 - The Rule Book states:
“Once sixteen sets are played, the team winning the most sets wins the match. If sets are tied, the total number of games won determines the winner. If games are tied, a tiebreak using the Coman tie break procedure (first team to 7 points by a margin of 2 points) will be played by the last doubles team on the courts.
- The team that wins the tiebreak will add one game to their games won so the match results in a tie in sets and win in games.

Signatures:

- Both teams' Captains or their designee should sign the completed scorecard. With the exception stated in The Rule Book.
“If a match is played under protest, the written score sheet must not be signed and the score sheet must not be confirmed on the Women's Soft court web site.”
- It is recommended each captain keep the completed match scorecards until the season has ended.

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Score Entry

The score entry on the womenssoftcourtleague.com website is the record of a match.

1. Log into womenssoftcourtleague.com enter your team id as your user name and your password.
2. Go to "Tennis Stats"
3. Enter the "Match Number"
4. Confirm you have entered the correct Match Number by verifying the Match Detail information
5. In the Match Results section choose Enter Results
6. ON the Match Results Page
 - a. Enter the Date Played
 - b. Complete the information for each Position
 - i. Use the dropdown boxes to enter players
 - ii. Enter the games won by Home and Visitor
 - iii. Enter the Status
 1. Completed - Two regular sets will be played in singles and in doubles.
 2. Retired – This category is currently not used. Please do not choose "Retired" as an entry.
 3. Default - Play has begun. If one player is unable to continue due to injury or illness, after a 5-minute grace period, the player must default the rest of the match.
 4. Forfeit – Forfeits occur before the match has started. Forfeits must start on position 4 with listed players moving up to the next open position. To enter a Forfeit you do not choose a player for the forfeiter's position.
 - c. When all information is complete, click the "Submit" button.

Score Confirmation

1. Log into womenssoftcourtleague.com enter your team id as your user name and your password.
2. Go to "Tennis Stats".
3. Enter the "Match Number".
4. Confirm you have entered the correct Match Number by verifying the Match Detail information.
5. In the Match Results section choose "Confirm Results".
6. Review the information, player's names, positions and scores and verify all is accurate.
7. Click the "Confirm" button.