

Scorecard Completion, Score Entry, Score Confirmation

Scorecard Completion

The purpose of the written scored card is to provide a complete written singles and doubles line-up for exchange by captains prior to starting match play.

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.**"
- ✓ Forfeits should be recorded in the line-up before play begins. A team forfeits a position/court when they do not have enough players at match start time. Forfeits must start at position 4 with listed players moving up to the next open position. The record should include player(s) name(s) for the team NOT forfeiting and "forfeit" instead of names for the forfeiting team.

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".
 - Completed - A completed Match on a given court consists of two completed sets. The score recorded should be the games won. The winner of a set tiebreak should be awarded one additional game. For example, each team wins 6 games in a set, and then the Visiting team wins the tiebreak, record 6-7 as the set score. No tiebreak will be used in the case of "split sets".
 - Forfeit – A forfeit should have already been recorded on the scorecard before the line-up was exchanged, with the forfeiting team indicating the forfeit instead of the player's name. The team NOT forfeiting should list players on the scorecard. The score should be recorded as 6-0, 6-0 in favor of the team NOT forfeiting.
 - Retired - A retirement occurs when a player is unable to continue playing a match or resume playing a suspended match because of injury, illness or personal circumstances. In case of injury or illness, after a 5-minute grace period, the player must retire from the match. Any games won by the retiring player will stand and any

Scorecard Completion, Score Entry, Score Confirmation

un-played games will be awarded to the remaining player. For example, player B retires in the first set at 3-3. The score should be recorded as 6-3, 6-0 for player A. If the retirement occurs in the second set, the first set stands as is and the second set scoring follows the previously stated rule. If the player retires from her singles match and is able to play doubles, she may play her doubles match. **If the player is unable to play doubles, the team must forfeit doubles from the number 4 position.** In addition to recording the games won, indicate on the scorecard the player who retired.

- Default - A default occurs when play has begun and a player refuses to play for reasons other than injury, illness, or personal circumstance. A player's refusal to continue play or resume playing a suspended match will be treated as unsportsmanlike conduct and the defaulting player will be penalized any games won receiving a score of zero for both sets. **Prior to recording a match as a default, please consult with your level coordinator to ensure the default criteria has been met.** In addition to recording the score of 6-0, 6-0, indicate on the scorecard the player(s) who defaulted.
- 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.

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

Scorecard Completion, Score Entry, Score Confirmation

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 – enter games won by each team.
 2. Forfeit – do not enter player’s names for the forfeiting team but the team not forfeiting must list valid team players. The team not forfeiting will receive 6 games per set.
 3. Retired – enter any games won by the retiring player and award the remaining player the remaining games.
 4. Default – **Confirm with Level Coordinator the default criteria have been met.** Enter the default players and non-default players. The default player’s score will be zero games in both sets; the non-defaulting player’s score will be six games in both sets.
 - 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.

Protests

Do not confirm online entries until the protest has been resolved.