



PO Box, 5435, Station B
1625 Fort Street, Victoria,
British Columbia, Canada, V8R 6S4

HOW TO FILL OUT A GAME SHEET

Neatness helps, and makes the Statisticians' jobs easier.

Remember to press hard and protect your game sheets from liquids and food. There are three copies of NCR and you will be keeping the bottom (Pink) copy.

1. Fill in the top portion of the game sheet:
- Date, Division, Home Team, and Away Team
2. Print **full names** of team members (first and last) for singles, including any spares.
3. Print **first name and initial** for doubles teams. These teams are formed for the **whole match** (unless players are substituted out of that game).
4. Fill in your substitutions in the **spare column** next to the corresponding games (doubles or singles). These **must** be filled in **before** the singles set begins.
5. For each game award one (1) point to the winning team or player and zero (0) for the losing team or player.
6. When the match is over, fill in **singles and doubles** totals at the bottom of the sheet. Add them together and fill in the **total box** also. (e.g. 5 to 3 singles, 6 to 10 doubles. The total box should read 11 to 13.)
7. The team with the most total points receives a two (2) in the **match score box**. The team with the least, receives a zero (0). If the total points of both teams is even, then write one (1) in each **match score box**.
8. Sign both score sheets and shake the other captain's hand.
9. Game sheet copies must be brought to the next captains'/executive meeting. The white copy will go to the Head Statistician and the yellow copy to the Division Statistician.



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