

## NEW 2009 Fill-In Match Form

### 1. INTRODUCTION OF NEW FORM

This is the NEW Match Results Form to be used by HTL in 2009 for Women's A-B-C Leagues. This is a Fill-In Word template that can be saved as a WORD document with your weekly scores. This will allow teams to submit their match results via email as an option to faxing in results.

Please note, each team will still need to bring a match form to the actual match in order to exchange lineups and record scores. This form must be signed by BOTH team captains or team designees and kept as a record of the match. In the event of a discrepancy or protest, these signed results sheets will be used as the official record of the match.

HONOLULU TENNIS LEAGUE					
MATCH RESULTS FOR _____					
HOME TEAM NAME		Team Number	Team Number	VISITING TEAM NAME	
Player's Name	Player's Number	SET SCORES		Player's Number	Player's Name
1st SINGLES		1st SINGLES		1st SINGLES	
1st DOUBLES		1st DOUBLES		1st DOUBLES	
2nd SINGLES		2nd SINGLES		2nd SINGLES	
2nd DOUBLES		2nd DOUBLES		2nd DOUBLES	
3rd DOUBLES		3rd DOUBLES		3rd DOUBLES	
Home Team Signature		Home Wins / Visitor Wins		Visitor Team Signature	

INSTRUCTIONS: 1. Fill in match date, team names and numbers, and player names and numbers.  
2. Set scores must be entered for all sets played. For defaults, enter a score of "1" for the winner and "0" for the loser in the first set.  
3. Home score is recorded first for each set and Visitor to follow. For postponed matches, enter "PP" in the first set only.  
4. Results sheet must be signed by BOTH TEAM Captains or team designates and **faxed to 521-7322 or emailed to [noreplyhtl@aol.com](mailto:noreplyhtl@aol.com)** (by BOTH teams) **NO LATER THAN Monday following the match.**  
5. Any match results discrepancies must be reported to your League Representative by 12:00 noon on Friday following the match.

(11/2008-rev)

### 2. REPORTING MATCH SCORES – by BOTH Teams

In order to provide captains some flexibility in reporting match scores we are offering team captains or team designees some options for 2009. You may report scores in the following ways.

1. FAX in scores to 521-7322.
2. EMAIL scores to [noreplyhtl@aol.com](mailto:noreplyhtl@aol.com) using the Word template and filling in the scores based on your signed match results sheet. Please clearly state your TEAM NAME and LEAGUE (A-B-C) in your email otherwise you may not receive credit for your matches.
3. EMAIL scores by scanning the match results sheet and attaching the scanned document as an attachment in the email to [noreplyhtl@aol.com](mailto:noreplyhtl@aol.com). Again please clearly state your TEAM NAME and LEAGUE (A-B-C) in your email otherwise you may not receive credit for your matches.

Scores must be reported following the match in accordance with the Constitution and By Laws of the Honolulu Tennis League (HTL), which is by the Monday following the match. We are also instituting a new rule about reporting discrepancies to match results by 12:00 noon on Friday following the match.

### 3. USING THE FILL-IN FORM TO REPORT MATCH SCORES

This is a Word Template which will allow you to enter data in the gray boxes as shown below. If you start with the Match Date at the top, you may use the TAB button to jump from box to box as you enter the information. You may also use your mouse pointer to go directly to the desired box. Once your information is entered, save the document by going to FILE / SAVE AS / enter filename. Change the name of your file so it can be identified by the HTL Clerk receiving the data.

#### Examples of possible filenames:

"HTL-A Clock & Trophy-010409"...A-League, Clock & Trophy Team, Match Date (Preferred)

"HTL-A Clock & Trophy-Week 1"...A-League, Clock & Trophy Team, Week 1

Since there may be multiple teams with the same name but in different leagues, please include your league (A-B-C) in the filename. This is to avoid any confusion.

Sample Fill-In Match Sheet

HONOLULU TENNIS LEAGUE					
MATCH RESULTS FOR					
mo / day / year					
HOME TEAM NAME		Team Number	Team Number	VISITING TEAM NAME	
Player's Name		Player's Number	SET SCORES	Player's Number	Player's Name
1st SINGLES			1st SINGLES		1st SINGLES
1st DOUBLES			1st DOUBLES		1st DOUBLES
2nd SINGLES			2nd SINGLES		2nd SINGLES
2nd DOUBLES			2nd DOUBLES		2nd DOUBLES
3rd DOUBLES			3rd DOUBLES		3rd DOUBLES
Home Team Signature		Home Wins / Visitor Wins		Visitor Team Signature	
<b>INSTRUCTIONS:</b>					
1. Fill in match date, team names and numbers, and player names and numbers.					
2. Set scores must be entered for all sets played. For defaults, enter a score of "1" for the winner and "0" for the loser in the first set.					
3. Home score is recorded first for each set and Visitor to follow. For postponed matches, enter "PP" in the first set only.					
4. Results sheet must be signed by BOTH TEAM Captains or team designates and faxed to 521-7322 or emailed to noreplyhtl@aol.com (by BOTH teams) NO LATER THAN Monday following the match.					
5. Any match results discrepancies must be reported to your League Representative by 12:00 noon on Friday following the match.					

(11/2008-rev)

For your convenience, we included the basic steps at the bottom of the match results sheet to remind you of how you should complete the form, where to send the form and the deadline to report a discrepancy in the match results posted.

## Sample WORD form partially completed

HONOLULU TENNIS LEAGUE								
MATCH RESULTS FOR				1/4/2009				
				mo / day / year				
HOME TEAM NAME			Team Number		Team Number		VISITING TEAM NAME	
Clock & Trophy			5100		5120		Bogus Tennis Team	
Player's Name		Player's Number		SET SCORES			Player's Number	
Gail Yamamoto		16		6-0			10	
1st SINGLES				1st SINGLES			Jane College Player	

NOTE: The gray boxes will disappear when you print the form (see below.)

## Same sample form when printed.

HONOLULU TENNIS LEAGUE								
MATCH RESULTS FOR				1/4/2009				
				mo / day / year				
HOME TEAM NAME			Team Number		Team Number		VISITING TEAM NAME	
Clock & Trophy			5100		5120		Bogus Tennis Team	
Player's Name		Player's Number		SET SCORES			Player's Number	
Gail Yamamoto		16		6-0			10	
1st SINGLES				1st SINGLES			Jane College Player	
1st DOUBLES				1st DOUBLES			1st DOUBLES	

Since this form cannot be signed by both teams, please fill in the name of the person who signed the actual match form on the match day.