



SCORESHEET PROCEDURES

- Fill in all playing positions of the players listed on the scoresheet.
- List your substitutions as shown on the scoresheet sample.
- If you are borrowing or transferring a player you must write their name on the front of the scoresheet and then use the notation “transferred from or borrowed from and then list the team name” for example: borrowed from Firbank Blue.
- If you are transferring a player from another club you must apply for a clearance. Clearance Form can be obtained from the Court Supervisors office and must be signed by both clubs and the Court Supervisor prior to that player taking the court or a penalty will apply.
- If you are transferring a player from a team within your own club who has played 3 games with their first team you must apply for a clearance. The Clearance Form can be obtained from the Court Supervisors office and must be signed by 2 club officials and the Court Supervisor prior to that player taking the court or a penalty will apply.

Note: If the Clearance Form is not signed by all parties and the Court Supervisor prior to that player taking the court to play then a loss of 4 point penalty will apply.

- If you are registering a new player you must complete the front and reverse of the scoresheet with all the requested details otherwise a penalty will apply.
- No player can play 2 games in the same round unless it is to make up the 5th player and the Court Supervisor **must** give permission prior to taking the court. If a 6th player takes the court because they were late then the player that was on the court to make up the 5 must leave the court immediately. The late player must fill the vacated position.
- All players must purchase VNA Insurance prior to taking the court. It is the responsibility of the individual to make sure they have purchased this insurance whether it is a day pass or a yearly card.

Please direct any queries regarding this sheet to Cathy Gallop or Kate Lambert.

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