

## Roster Form Instructions

### The Process:

1. A roster form needs to be filled out for each team.
2. The roster needs to be entered into the supplied Excel spreadsheet form
3. **Rosters need to be in the required format (SEE BELOW!!)**. Having the same format is IMPORTANT because we need to copy them into the spreadsheets we use to do stats in (so please make it easy on your ATDs) and for the Ratings Chairperson to make a master ratings listing
4. Refer to Rating Instructions PRIOR to filling in your roster
5. **EMAIL YOUR PRELIMINARY ROSTER TO YOUR ATD & RATINGS CHAIRPERSON ON OR BEFORE AUGUST 15<sup>TH</sup>.**
6. **Any changes after this should be submitted to your ATD asap**
7. **FINAL ROSTERS MUST BE EMAILED TO YOUR ATD & RATINGS CHAIRPERSON ON OR BEFORE 8-31-11 (no exceptions please)**
8. Ratings Cards for new players can be emailed with your Preliminary Roster. Last date for all Rating Cards to be received is 8-31-11.
9. Once all Final rosters are received by your ATD for each Division. Your ATD will forward all the rosters to all the Captains and Board Members before 9-7-11.
10. The new season will start on September 12, 2011.
11. Any questions, please contact your ATD, Gay Sakamoto or Deidre Wilson.

### REQUIRED FORMAT:

The ATD needs the data enter into the Excel spreadsheet in the following way:

1. Heading information
  - a. On line 2, enter the division your team is playing in, either: Moonlighter's North, Moonlighter's South, or Evening Stars
  - b. On line 4, enter you Club Name (i.e. Anaheim TC, Los Caballeros, etc), a slash "/" and then your team name (i.e. Acers, Net Rushers, etc)
  - c. On line 6, enter the Club's Full Address and phone number
  - d. On lines 8-12, enter the contact information for your captain and co-captain.
2. Player data
  - a. Starting on line 14, enter each team member's name, rating, and contact info, as follows (underlined items are required):
    - i. Grouped by Rating level (start with LOWEST level at top)
    - ii. Last Name, First Name - using upper and lower case in boxes provided for each (as we will cut and paste all players names into a master list)
    - iii. After the first name, put a "designation" (if applicable) of
      1. \* if the player plays in a daytime league
      2. # in this is a newly added player
        - a. this is important because you need to provide a rating card with the roster, if you do not indicate a newly added player and we do not receive their rating card, they will not be eligible to play any matches
3. Date your roster
  - a. It is a good idea to indicate the date you last updated the roster, for example: adding "as of 8/12/11" to last line of your roster.
4. See example below.

Example of the REQUIRED FORMAT for your ROSTER:

The following is an example showing the players listed in the required format:

## SUNDOWNERS TENNIS LEAGUE 2011-2012

### Moonlighter South

*DIVISION (EVENING STARS, MOONLIGHTER NORTH/ SOUTH)*

### Foothill Ranch / Shot Makers

*CLUB/TEAM NAME*

*New Park, 12345 Foothill Rd., Foothill Ranch, 92630 (949)123-4567*

*CLUB ADDRESS/TELEPHONE NUMBER*

TEAM CAPTAIN: <b>Suzie Captainer</b>				CO-CAPTAIN: Sandy Slicer		
ADDRESS: 21051 Sky Place, Lake Forest, 92630				ADDRESS: 23 Rocking Ln, Laguna Hills, 92653		
HOME PHONE NUMBER (949) 987-6543				HOME PHONE NUMBER (949) 888-1234		
WORK PHONE NUMBER				WORK TELEPHONE NUMBER		
CELL PHONE NUMBER <b>(714) 555-1234</b>				CELL PHONE NUMBER (714) 111-2345		
RATING	PLAYER LAST NAME	FIRST NAME	HOME TEL#	WORK TEL#	CELL #	E-MAIL ADDRESS
3.0	Chang	Ann				
3.0	Grant	Heather				
3.0	Slicer	Sandy				
3.0	Ventura	Michelle				
3.5	Byron	Lori				
3.5	Flagg	Fanny#*				
3.5	Graham	Kathryn (Kate)				
4.0	Captainer	Suzie*				
4.0	DeMorin	Nancy#				
4.0	Duncan	Sally				
4.0	Toro	Mary				

**as of 8/15/11**

**\* DAYTIME LEAGUE # NEW PLAYER**