

# GUIDELINES FOR COMPLETING THE VBSA SCORESHEET

Refer attached examples

1. Make sure ALL the details in the top section are completed using your full team names, not just the Club name.
2. List players in playing order using surname (family name) then first name. To avoid mis-identifying players, captains should familiarise themselves with how each of their players are recorded on the VBSA website and use that when completing scoresheets. There is often confusion between family/surname & first name.  
Another aspect of this is when using a new player. It is a condition that a membership form is lodged or that one will be within 24 hours of playing. If unsure, contact the Score Registrar.  
**VERY IMPORTANT.** Any attempt to include substitute players using an alias or to play ineligible players will be severely dealt with by the VBSA Board.
3. Make sure that wins are marked with an asterisk, tick or star.
4. Total the games won section carefully. In Snooker it's number of frames won whilst in Billiards it's whether the one game contested is won. **DO NOT** apply points to frames/games won; that's the Score Registrar's job.
5. Show the overall match result. It's either 4 points for an overall win, 2 points for an overall draw or 0 points for an overall loss. This is not to be confused with game/frame points.
6. Ensure that **BOTH** captains sign the scoresheet.
7. Make sure to include details of any new players to your team. As in 3 above, if not already lodged, a membership form must be completed & lodged within 24 hours. **IMPORTANT.** If you have a new player who is a Junior (Under 18), please indicate this by ticking the column so pennant billing at end of season can be adjusted.

Generally

1. Please print your names and match details. Not everyone has legible handwriting.
2. Scoresheets should be submitted ASAP after the completion of the game, and on the same night, by **BOTH** captains. **DON'T** rely on your opponent to lodge the scoresheet.
3. Make sure the image submitted is clear. Fuzzy images make for fuzzy results being recorded.
4. It is not necessary to add game/frame points, except in a drawn Billiards final where the result will be determined on points.
5. Use the most recent version of the scoresheet, downloadable from the VBSA website, Scores page.