

# **Instructions for Reporting Scores**

All scores must be reported to your Age Group Score Coordinator by 5:00 P.M. the Tuesday following your game (No Excuses). The winning or tying home team must report the scores. Do not report scores if you are the losing team.

The Age Group Score Coordinator contact information is posted under the CONTACT: tab on the CMSA website. If no score is reported, and we know that the game was played, then the game will be determined played, and a 0-0 tie as a complete game.

All persons reporting scores: please use the following format when emailing your Age Group Score Coordinator:

- In the subject line: Age level and Division as listed on the CMSA Website. For example - Girls U12 2012 7v7
- In the message box: your Program/Club Name as listed on the website (NOT THE TEAM'S NAME), the name of your head coach, in parentheses, score VS opponent Program/Club, the name of their head coach, in parentheses, and the score. For example: Pipeline (Smith) 3 VS LTSC (Doe) 2.
- If your score is posted incorrectly, then you must contact your League Commissioner, not the Age Group Score Coordinator, within a week of the date played. Keep in mind that wins, losses and goals given up are used in determining Tie Breakers for your Final placement in the League standings, so make sure your score is posted correctly. No score will be changed after the week that it was posted.
- The Tie Breaking Policy is posted on the CMSA website in the Policy Section.

Age Group Score Coordinators collect and post scores; nothing else. If you email your Age Group Score Coordinator for anything other than your score, you will not receive a reply, and your email will not be forwarded.