Waverley
Tennis

Online entry of results

Results of all Waverley tennis matches are entered online. To enter the scores you will need a "user id and password". Your club or Association Record Secretary (with club permission) can provide These.

You cannot access Club Zone to enter results without a "user id and password"

Result Entry Procedure

- Go to Waverley home page at www.waverleytennis.asn.au
- Select "Club Zone" from the menu at the top of the home page
- Click on " Club Zone Link "
- Click on " Club Zone "
- Enter your userid and password, then click on "**Log in** "

Go to **"Enter Match Results"**.

Entering the Players for the Match:

On the left of your team name, the section you are playing in will be underlined and highlighted in green. i.e. "**B2**" Click on this.

Your new page gives you a list of players and past emergency players listed for your team on the left and empty "player no." boxes on the right. Should any players name be misspelt please contact the relevant record secretary to have this fixed.

First put the cursor in the box for the number 1 player. From the player list then click on the number beside the player who played number 1. The players name will then be transferred to the right hand box.

Repeat the process for all players including the away team.

Emergency Players:

You need to register all new emergency players.

Below the players box there are fields for E1, E2, E3 etc.

You must enter the player name, Date of birth (for junior competition only), and Gender M/F. If you do not select the gender, the system will not register the player. Once you have registered an emergency he or she will appear in the player list for all future matches during the season. Having done this, enter E1 in the box in the position where the player participated.

Repeat if more than one emergency.

No Player:

If a team plays one short, enter NP in the position of the missing player or leave blank.

Saving this Screen and Moving to the Results:

Check that all players have been entered by scrolling down the page and checking the details for both your team and your opponent's team are correct.

Click on "Save". If you have made a mistake the screen will re-display with error messages in RED

Entering Match Results:

You now have a fresh screen to enter set results.

In most sections, simply enter the set results in order from the score sheet. The score sheet order matches the online entry order. Invalid scores or incomplete sets will be highlighted. Only when a valid score has been entered will the "Save" button become enabled. The system automatically totals sets and games, please check the total score against the score sheet before saving.

If you are playing Rubbers/Rubbers or Rubbers/Sets, you must enter the player numbers of the combination that played the doubles game. If you don't, the system will not activate the "Save" button and therefore you will not be allowed to save the results.

When all information is entered correctly, click on the "Save" button.

You will now be asked if you are sure the results are correct (*once the results are saved, they cannot be changed and the record secretary must then be notified if the result is incorrect*). If correct, enter yes and a fresh screen will come up showing what you have entered.

Should you have more than 1 set of results to enter, go to the top left corner and click on continue and repeat the procedure.

Total washouts, heat out, forfeit or light failure:

There are 2 scenarios here.

1. No play possible after players from both teams are at the venue:

When both teams arrive at the venue but it is agreed that play cannot commence, both teams fill in the scoresheet with player names, write washout or forfeit, sign the sheet and then the Home team enters the result, selects Complete W/O or "Who gave the forfeit" and "Save".

2. No play possible before the team arrives at the venue:

When the home club advises the visitors that no play will be possible prior to attending the courts, both teams enter their own player's names via the By Ph link on the club zone result entry page, and then clicks washout. Players will NOT be registered as having attended for finals accreditation purposes.

When entering a Forfeit, the system will ask which team has forfeited, indicate accordingly.

Please Note: If you are playing Rubbers/Rubbers or Rubbers/Sets where you would normally enter a combination of these players to play subsequent set you **MUST** enter the combination of players who would have played these sets. If you don't the system will not activate the save button and therefore you will not be allowed to save the results.

Partial washouts, heat out or light failure:

When the match has started but play is abandoned due to any of the above, the home team enters all scores of both completed and partially completed sets. Leave any unplayed sets empty. Do not click the washout button, click on the save button. Again you MUST enter details of players who would have played the final sets or rubbers as in Total Washouts.

Checking correct result entry:

It is up to the away team to check that the results have been entered correctly (this is why you have a copy of the score sheet). This can be done in two ways:

1. Prior to Scoring Closing Time:

As soon as the home team has entered your match results and prior to your closing time, go to your score entry screen view link. This shows all details entered for your match.

2. After closing time:

Once the ladder is updated, select your competition "Ladders" on the Waverley Home Page. Select the ladder for your section then "Results" on the top bar. Select your competition from the drop down list then your section. This provides you with round by round results for all matches played. Player lists and set results are obtained by selecting the number to the left of your match.

Results Dispute:

After entering your results for Home Matches, retain your scoresheets. Should there be a query regarding entered results, the scoresheets from both the home and away team will be called for by your record secretary, and the results shown on them and signed by both captains, will be used to resolve the dispute. It is the responsibility of the away team to contact the relevant record secretary, by email, informing them of the result in question and include a scanned copy of the score sheet within 3 days of the match.

Online entry closing times:

Please remember that there is a cut off time, after which the system will not allow the entering of results. You cannot enter the previous weeks results when the system re-opens. Late results will incur a fine or loss of points. Closing times are:

Weekend matches: 5:30pm Tuesday
Monday night matches: 5:30pm Wednesday
Tuesday night matches: 5:30pm Thursday
Wednesday night matches: 5:30pm Friday
Wednesday Mid Week Men's: 5:30pm Friday
Thursday Mid Week Ladies 8pm Friday
Thursday night matches: 5:30pm Sat

In Finals matches, online closing times may be brought forward.

Failure to enter the results on time:

If you fail to enter the results online you have 2 options!

1. Scan the score sheet and e-mail it to your record secretary.

2. E-mail players names from both teams in the order they are listed on the score sheets together with the set results again in the order in which they are listed on the score sheet.

In both cases your record secretary will process the results but they may not appear on the ladders until either the next week when the ladders are updated, or by the record secretaries' discretion, during the week when the ladders may be updated.

To avoid a fine or loss of points the results must be emailed to the record secretary within 3 hours of the respective closing time.

Comments Box:

Please use the comment box to highlight anything the Record Secretary or Waverley needs to be aware of such as injury, behavioural issues, disputes or anything either team has entered in the comment box on the score sheet.

Winning Points:

The points added for winning are not included on the results screen. Once the record secretary has checked your match, they are added when the ladder is updated.

Finals results:

In finals only, the system will allow either team to enter results online.

Finals draw:

In the case of a finals draw i.e. equal sets/equal games, a super tiebreak is played. The result of that tiebreak should be entered in the "Comments" facility on the score entry page. I.e. Match deciding tiebreak "team name" won 7-5. The record secretaries will adjust the results to suit.