



CLUB ZONE / TROLS ENTERING RESULTS

Document Type
Guidelines

Date
October 2026

Club Zone is the online Club Contacts database which is a part of TROLS (Tennis Results On-Line System) and is designed to allow the Association and its member clubs to maintain their officials' contact details, view their team players' statistics and enter match results.

ONLINE ENTRY OF RESULTS

GO TO Waverley Tennis website www.waverleytennis.asn.au

SELECT Club Zone from top right navigation menu

ENTER your **userid** and **Password**

SELECT Login

SELECT Enter Match Results

SELECT the team for which you are submitting scores

(This page shows a list of players and past emergency players for this team on the left and empty "player no." boxes on the right.)

POSITION the cursor in the number 1 position.

ENTER the player's listing number in the number 1 position.

The player's name will then be transferred to the right-hand box.

REPEAT the process for all players including the away team.

Notes:

1. The list of players shown on the screen, is NOT the Order of Merit – it is alphabetical.
2. Should any player's name be misspelt, please advise the relevant Record Secretary via email.

Emergency Players

For details on rules and eligibility of Emergency Players – refer to **FACT SHEET – Emergencies for Weekend Competition Juniors & Seniors**.

All new emergency players **MUST** be added to your team in Club Zone, so you can enter scores against their names.

SELECT E1

ENTER the **Player's name**, **Date of Birth**, and **Gender M/F**.

ENTER E1 in the box in the position where the player participated.

REPEAT if more than one emergency.

Once you have registered an emergency, they will appear in the player list for future matches.

No Player

When playing with one player short (in Juniors Triples or Seniors Doubles Rubbers)

ENTER NP in the position of the missing player

SELECT Save when you have completed selecting players for the home team and away team

Notes: If you have made a mistake the screen will re-display with a RED error message.

Entering Match Results

The **Results Entry Screen** mirrors the scoresheet order. When the entry is completed with valid scores the **Save** button will be enabled.

Notes:

1. If the team played Rubbers, then the team players' numbers who played the Doubles Rubber **MUST** be entered – eg 1&2, 2&3, 1&3, 2&4 etc.
2. Invalid scores or incomplete sets will be highlighted.
3. The system automatically totals sets and games, please check the total score against the scoresheet before saving.
4. If any sets have been forfeited, please write details in the Comments box.

Any scores written on the scoresheet in the UTR column **MUST** be entered into the Comments box on the Results Entry Screen.

Comments Box

Use the **Comments** box to note any important issues for the Record Secretary or Waverley Tennis, including injuries, behavioural problems, disputes, and any comments entered by either team on the scoresheet.





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Online Entry Closing Times:

Weekend Junior matches: 7:00pm Monday
Weekend Senior matches: 5:30pm Tuesday
Monday Night matches: 5:30pm Wednesday
Tuesday Night matches: 5:30pm Thursday
Wednesday Mid Week Men's: 9:00pm Wednesday
Thursday Mid Week Ladies: 8:00pm Friday

Online closing times may be brought forward for entry of Finals' results.

Late Entry of Results:

All Late Results will incur a Fine. If you fail to enter the results online in time, you have 2 options to get them entered:

1. Take a photo of the scoresheet and email it to the relevant Record Secretary OR
2. Email players' names from both teams in the order they are listed on the scoresheets together with their set results.

The Record Secretary will input the outstanding score results, and updates to the ladders will occur the following week.

Failure to email the Record Secretary within 48 hours of a missing results' notification will result in a forfeit against the Home team.

Checking Correct Result Entry:

Once the Ladders are updated and loaded onto the Waverley Tennis website, teams should check that the results have been entered correctly.

SELECT Ladders

SELECT a Competition

SELECT Section - ladder for your section is displayed

CLICK [your Section] - results for each round are displayed

Player lists and Set results are obtained by selecting the HOME team under the DATE you wish to view.

Total Washouts, Heat out or Light Failure:

When both teams arrive at the venue, but it is agreed that play cannot commence, both teams must:

- fill in the scoresheet with players' names, write washout or forfeit, and sign the sheet, then
- the Home team enters the result, by:

SELECTING Complete W/O or **Who gave the forfeit** on the **Results Entry page**.

When the Home club advises the visitors that no play is possible prior to attending the courts, both teams enter:

- their own players' names via the **By Ph** on the Club **Match Results** page and then selects **Washout**.

Note: Washouts **do not** count towards finals for both teams. Forfeits **do** count towards finals for the non-forfeiting team.

Entering a Forfeit:

It is the **responsibility** of the **Home club** to enter the forfeit, even when it is by the Home team. Enter this via **By Ph**.

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:

- details of the players who would have played the final sets or rubbers;
- the scores of all completed and partially completed sets;
- leave any unplayed sets empty;
- **DO NOT** click the "Washout" button;
- write WASHOUT in the Comments section.

Results Dispute:

Refer **FACT SHEET – Complaints & Score Protests** for full details on this procedure.

Team scoresheets must be submitted to the Record Secretary for each dispute. Club Junior and Senior Convenors are required to keep the current season's scoresheets until the season concludes.

Winning Points:

The Record Secretary will check your match(es), then points for winning Sets and/or Match will be added when the ladders are updated.

Refer **FACT SHEETS – Match Points for Ladders – Home & Away Juniors & Seniors**

– Match Points for Ladders – Home & Away Night & Midweek Ladies and Men

