



SCORESHEETS SUMMER 2026/27

Document Type
Guidelines

Date
October 2026

SCORESHEET ERRORS & CORRECTIONS

- **Signed scoresheets are final.** If mistakes are made yet signed by both captains, no amendments will be allowed.
- Team Captains (and Junior Convenors) **MUST check** that all details entered are correct and legible.
- If the Home team accidentally enters details incorrectly in CLUB ZONE (TROLS), the Competition Convenor should **lodge a Score Protest** (with a copy of the relevant scoresheet) and the Record Secretary will investigate this matter.
- If there are lots of **errors on the scoresheet, start a new one** - there are plenty in the book!
- Waverley Tennis **does not respond to requests by players or parents** to amend score details.

Club Convenors
MUST retain
ALL SCORESHEETS
until season
completion.

AWAY TEAMS
are encouraged to
PHOTOGRAPH THE
SCORESHEET
for their records.

ENTERING DETAILS ON THE SCORESHEET

ALL details are to be filled in on the scoresheet before the match commences, including:

* Day _____ * Date _____ * Round No _____
* Grade _____ * Start Time _____

HOME TEAM

[Home Team's Club Name]

AWAY TEAM

[Away Team's Club Name]

VENUE SUPERVISOR

[Home Venue Supervisor's Name]

DUTY PARENT

[Away Team Duty Parent's Name]

PLAYERS' NAMES

First Name and Surname (not initials) - in **CAPITAL letters** - for **ALL** players.

Note: Follow the Order of Merit as recorded with Waverley Tennis. Applies to Junior Triples and Singles/Doubles Rubbers for Juniors, Seniors and Night competition.

FOR RUBBERS MATCHES

Doubles Rubber player allocation must be completed – e.g. 1 & 2, 1 & 3, 3 & 4.

EMERGENCY REGISTRATION

Also refer FACT SHEET - Emergencies for Weekend Competition

- For all emergency players, full information must be supplied on the scoresheet (full name, DOB, gender, playing history).
- If this information is not completed in full, the player will be considered **INELIGIBLE**, and
 - * their scores will not count; and
 - * sets will be recorded as 0-6 for each participating set; and
 - * each set/rubber will be awarded as a forfeit to the opposition player; and
 - * NO UTR score will be recorded for ineligible players & their opponent.

FINDING A PLAYER'S ORDER OF MERIT

Login to **CLUB ZONE**

SELECT [club name] Team Lists
and Fixtures

SELECT List members of [club
name] teams

SCROLL until you find the team
you wish to view.

- Take note of the Order of Merit as shown on this listing.
- Players are to play in this order for the season.
- The Competition Convenor can request to change the Order of Merit for a team **ONCE** and only up to Round 10.
- Playing out of order will result in loss of the Set & Ladder points.
- You may wish to print this list for future reference.

Please refer to
page 2 for more
information





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SPELLING OF PLAYERS' NAME

- If the spelling of a **player's name or date of birth is incorrect**, the **Home Club Convenor** needs to advise the relevant **Record Secretary**.
- For inclusion in UTR results, this name **must be the one that is being used by the player for UTR**.
- If it is a **different name** than usual, the results will not be uploaded to the correct profile.
- Waverley Tennis does not respond to requests by players or parents to amend player's details.

TRIPLES' PLAYING ORDER

JUNIOR WEEKEND COMP

Use column 3 for Home & Away (H & A) matches - rounds 1 - 14:

Use column 3, 4, or 5 for Semi Finals and Grand Finals' matches.

NIGHT COMP

Can use either column 3 or 4 for all matches.

COMMENTS

- Issues such as injuries, retirements, and forfeits during a match are recorded here.
- Details should include the player's name, at what stage of the match, and the reason for the forfeit/retirement.
- **ALL** information recorded in the **Comments** section **MUST** be entered online by the Home Club.

ABANDONED MATCH SCORES

A partial set score can be entered, if there is:

- a washout / heatout;
- bad light;
- insufficient time to finish prior to end time;
- or any other reason that the match had to be abandoned.
- This will form part of the calculation of points, as TROLS will recognise an incomplete set, and will record a draw if this incomplete set (or sets) means a result can't be determined.

Data **MUST** be entered wherever there is a red square showing, as the Save button will remain greyed out until this has been actioned.

TROLS

(Tennis Results On-line System)

- All scores are written in the TROLS column;
- Set Tiebreakers can be written on the top half of the space next to the set score (for player/team information only);
- Match Tiebreakers are recorded as the third set as 7/6 to the winner.

If a set is incomplete due to injury, illness or the set is a forfeit:

- write the score to be recorded on TROLS (Club Zone) that will update the team's ladder
- AND**
- write the set score as at the time of the injury, illness or forfeit, for UTR upload.

Example 1

if the score was Home 2 / Away 4 and the Away player retired due to injury - the **TROLS score** would be 6/4 and the **UTR score** would be 2/4.

A **comment MUST** also be written as to why there is a UTR score being shown, e.g. Away Player #2 retired due to injury.

Example 2

Home Player #1 arrived 45 minutes late and therefore forfeited their singles set. The TROLS score would be 6/0 and the UTR score would be 0/0.

A **comment MUST** also be written as to why there is a UTR score being shown, e.g. Home Player #1 arrived 45 minutes late.

All TROLS columns need to be totalled and written in the "Total" columns

- Number of games won;
- Number of sets won;
- Number of rubbers won;
- The numbers of the players who played the doubles rubbers.

MATCH POINTS

Refer FACT SHEET - Match Points for Ladders for TROL's calculation of points.

