

NORTH SUBURBAN NIGHT TENNIS ASSOCIATION



ONLINE RESULTS SYSTEM

The following process applies for submitting match results online through the NSNTA website

1. A carbon copy results book is provided to all teams. The results book has carbon copy result sheets for seven home games, plus semi finals and grand finals. For home and away matches, the home team should use their match results book. For finals matches, either competing team can supply the match results book.
2. Captains should complete grade, round, date, team and player details in the match result book before the match commences, ensuring the cardboard divider is placed after the carbon copy sheet to ensure two copies of the result are produced. Set scores should be filled out as each set is completed.
3. Once the match is complete, the results should be totaled, the winning team filled out and the result should be signed by both captains. Each captain must take a copy of the signed result and both teams are required to retain their copy of the match result until the end of the season in case a result is later queried.
4. The winning team must enter the match result through the online form on the NSNTA website within 24 hours of the completion of the match. If the match is incomplete (e.g. washout) or a draw, the home team should enter the result. A guide for completing the online match result form is attached.
5. Once the result is submitted, the result will immediately be able to be viewed on the website. The Grade Coordinator will also receive the result by e-mail and be able to process the result in the NSNTA results database.
6. Once the Grade Coordinator has verified all the match results for the round, they will update the ladders on the website.
7. If there is a discrepancy with an online result, the Competition Coordinator may ask for a copy of the match result sheet from either team. If a copy of the sheet cannot be provided on request, **NO POINTS WILL BE AWARDED.**

The online results system does not automatically update ladders, as results must be verified by the Competition Coordinator before the result becomes official.

ONLINE RESULTS SYSTEM — ENTERING MATCH RESULTS

Step 1 – Go to the NSNTA online results site

Go to <http://www.nsnta.org/results.html>

The screenshot shows the NSNTA website home page. At the top left is the NSNTA logo (a tennis ball with stars) and the text 'NSNTA North Suburban Night Tennis Association'. To the right is a 'Home' link. Below the logo is the text 'Welcome to the North Suburban Night Tennis Association Inc. Official Web Site'. In the center, under the heading 'ONLINE RESULTS', there are two main sections: 'Enter match results' and 'View current season match results'. Each section has three links: 'Ladies', 'Mixed', and 'Men's'. Below the 'View current season match results' section is a link for 'Results from previous seasons'. On the left side, there is a vertical menu with links: 'Association Contacts', 'Clubs »', 'Fixtures »', 'Ladders »', 'Online Results »', 'Finals »', 'Forms »', 'Dates', 'Fees and Payments', 'Minutes & Agendas »', and 'Rulings »'.

Step 2 – Select competition

Under “Enter match results” select the relevant competition — Ladies, Mixed or Men’s.

The screenshot shows the 'Ladies Match Result Form' on the NSNTA website. At the top is the NSNTA logo and 'NSNTA North Suburban Night Tennis Association' with a 'Home' link. Below is the text 'Welcome to the North Suburban Night Tennis Association Inc. Official Web Site'. The main heading is 'Ladies Match Result Form'. The form is divided into two columns for 'Home Team' and 'Away Team'. Each column has dropdown menus for 'Grade', 'Round', 'Home Club', 'Away Club', and 'Player' (1-4). Below these are text areas for 'Home emergency/played up player details' and 'Away emergency/played up player details'. Further down are sections for 'Home substitute player (if applicable)' and 'Away substitute player (if applicable)', each with a text box for the name, a 'replaced' dropdown, and a 'due to' text box. At the bottom, under the heading 'Scores', there is a table with columns for 'Home Team' and 'Away Team', and a row for 'Set 1 (1 + 2)'.

Step 3 — Select Grade and Round

From the drop down menus, select the Grade and then the Round.

Ladies Match Result Form

Grade <input type="text" value="A Grade"/>	Round <input type="text" value="Round 1 - 4 February 2020"/>
Home Team <input type="text" value="Select Home Club"/>	Away Team <input type="text" value="Select Away Club"/>
Player 1 <input type="text" value="Select Player"/>	Player 1 <input type="text" value="Select Player"/>
Player 2 <input type="text" value="Select Player"/>	Player 2 <input type="text" value="Select Player"/>
Player 3 <input type="text" value="Select Player"/>	Player 3 <input type="text" value="Select Player"/>
Player 4 <input type="text" value="Select Player"/>	Player 4 <input type="text" value="Select Player"/>
Home emergency/played up player details <input type="text"/>	Away emergency/played up player details <input type="text"/>
Home substitute player (if applicable) <input type="text"/> (name of substitute) replaced <input type="text" value="Select player"/> due to <input type="text"/>	Away substitute player (if applicable) <input type="text"/> (name of substitute) replaced <input type="text" value="Select player"/> due to <input type="text"/>

Step 4 — Select the teams

The page will automatically reload and only display the clubs that are playing at home in the selected round in the selected Grade in the “Select Home Club” dropdown. Select the Home Club and it will display the opposition club for that round in the “Select Away Club” drop down list. Select the Away Club from the list.

Ladies Match Result Form

Grade <input type="text" value="A Grade"/>	Round <input type="text" value="Round 1 - 4 February 2020"/>
Home Team <input type="text" value="Buckley Park"/>	Away Team <input type="text" value="Select Away Club"/>
Player 1 <input type="text" value="Select Player"/>	Player 1 <input type="text" value="Select Away Club"/>
Player 2 <input type="text" value="Select Player"/>	Player 2 <input type="text" value="West Brunswick"/>
Player 3 <input type="text" value="Select Player"/>	Player 3 <input type="text" value="Select Player"/>
Player 4 <input type="text" value="Select Player"/>	Player 4 <input type="text" value="Select Player"/>
Home emergency/played up player details <input type="text"/>	Away emergency/played up player details <input type="text"/>
Home substitute player (if applicable) <input type="text"/> (name of substitute) replaced <input type="text" value="Select player"/> due to <input type="text"/>	Away substitute player (if applicable) <input type="text"/> (name of substitute) replaced <input type="text" value="Select player"/> due to <input type="text"/>

The page will then automatically reload with the players registered in the Home Team and the Away Team. It is important to select both Club names before entering the player details.

Step 5 – Enter player details

Select the eight players from the drop down lists.

Ladies Match Result Form

Grade	A Grade	Round	Round 1 - 4 February 2020
Home Team	Buckley Park	Away Team	Select Away Club
Player 1	Bourke, Meagan	Player 1	Select Player
Player 2	Bourke, Olivia	Player 2	Select Player
Player 3	Select Player	Player 3	Select Player
Player 4	Select Player	Player 4	Select Player

Home emergency/played up player details

Away emergency/played up player details

Home substitute player (if applicable)

replaced (name of substitute)

due to

Away substitute player (if applicable)

replaced (name of substitute)

due to

Scores

	Home Team	Away Team
1 (1 + 2)	<input type="text"/>	<input type="text"/>
2 (3 + 4)	<input type="text"/>	<input type="text"/>
3 (1 + 3)	<input type="text"/>	<input type="text"/>
4 (2 + 4)	<input type="text"/>	<input type="text"/>
5 (1 + 4)	<input type="text"/>	<input type="text"/>

If a player is not registered in the team, they will not appear in the list.

For emergency players, select “Emergency 1” or “Emergency 2” from the drop down list. In the free text box, detail the emergency information, for example:

Ladies Match Result Form

Grade	A Grade	Round	Round 1 - 4 February 2020
Home Team	Buckley Park	Away Team	West Brunswick
Player 1	Bourke, Meagan	Player 1	Wilson, Sally
Player 2	Bourke, Olivia	Player 2	Wilson, Davina
Player 3	Mathew, Ania	Player 3	Emergency 1
Player 4	Palmer, Lisa	Player 4	Emergency 2

Home emergency/played up player details

Away emergency/played up player details

Emergency 1 - Jane Smith - A Grade Mixed,
Emergency 2 - Joanne Noonan - Section 2
NSLTA

Home substitute player (if applicable)

replaced (name of substitute)

due to

Away substitute player (if applicable)

replaced (name of substitute)

due to

Played up players — For played up players, select “Played up player” from the drop down list, and type their name and grade in the free text box. Played up players are players registered in a lower grade in the same competition. For example, a player registered in Mixed C Grade 3, can play as a played up player in Mixed C Grade 2 or above. A player registered in a different competition (for example a registered Ladies player who plays in a Mixed team) is an emergency, not a played up player.

Defaults — If a team gave a default, list all players who did not attend the match as ‘No player’. If the whole team did not attend, list all four players as ‘No player’.

Ladies Match Result Form

Grade	A Grade	Round	Round 1 - 4 February 2020
Home Team	Buckley Park	Away Team	West Brunswick
Player 1	Bourke, Meagan	Player 1	No player
Player 2	Bourke, Olivia	Player 2	No player
Player 3	Mathew, Ania	Player 3	No player
Player 4	Palmer, Lisa	Player 4	No player
Home emergency/played up player details		Away emergency/played up player details	
<div style="border: 1px solid black; height: 40px;"></div>		<div style="border: 1px solid black; height: 40px;"></div>	
Home substitute player (if applicable)		Away substitute player (if applicable)	
<input type="text"/> (name of substitute)		<input type="text"/> (name of substitute)	
replaced <input type="text"/> Select player		replaced <input type="text"/> Select player	
due to <input type="text"/>		due to <input type="text"/>	

Substitute players — If a player became injured or for another reason needed to be replaced during the match, and another player took their place for remaining sets, list this in the substitute player section. For example:

Home substitute player (if applicable)	Away substitute player (if applicable)
<input type="text"/> (name of substitute)	Brittany Murray <input type="text"/> (name of substitute)
replaced <input type="text"/> Select player	replaced <input type="text"/> Player 1 in Sets 3 and 5
due to <input type="text"/>	due to <input type="text"/> injury

Step 6 – Enter scores

Scores should be typed in to the relevant boxes. Ensure the home and away team scores are entered in the correct order. Put the total score in the total box.

Scores

	Home Team	Away Team
1 + 2	<input type="text" value="6"/>	<input type="text" value="2"/>
3 + 4	<input type="text" value="6"/>	<input type="text" value="4"/>
1 + 3	<input type="text" value="3"/>	<input type="text" value="6"/>
2 + 4	<input type="text" value="3"/>	<input type="text" value="6"/>
1 + 4	<input type="text" value="6"/>	<input type="text" value="5"/>
2 + 3	<input type="text" value="6"/>	<input type="text" value="3"/>
Total	<input type="text" value="30"/>	<input type="text" value="26"/>

If sets were incomplete, enter the game score of the incomplete sets (e.g. 3 – 2)

If sets were not played due to a washout, curfew or default, leave the set scores blank and note the reason under the Comments section.

Step 7 – Select the winning team

From the drop down list, select the winning team. If the match was a draw, select Draw. If the match was a washout, select Washout. If the match was a default, select the team that won the match.

Winning Team

Comments (e.g. washouts, walkovers, lighting failure). Do not include a commentary about the match or complaints. **Penalties, including possible suspension, apply to players who include inappropriate comments with a match result.**

I confirm that the match result details listed above are true and correct

Result submitted by (name): from Phone number:

Note: Contact details will only be sent to Competition Coordinator and will not be published online.

Please only press submit button once. It may take a few seconds for the result to be accepted.

Step 8 – Enter any comments

If the match was a walkover, the match was signed under protest or there is other information that affected the result of the match that should be known by the Competition Coordinator, type the details here.

Winning Team

Comments (e.g. washouts, walkovers, lighting failure). Do not include a commentary about the match or complaints. **Penalties, including possible suspension, apply to players who include inappropriate comments with a match result.**

Step 9 – Enter your contact details

If there are any queries about the match result, the Competition Coordinator may need to contact you to clarify the details submitted. Type your name, select your Club, and type your phone number. These details are only sent to the Competition Coordinator and will not be published or used for any other purpose.

Comments (e.g. washouts, walkovers, lighting failure). Do not include a commentary about the match or complaints. **Penalties, including possible suspension, apply to players who include inappropriate comments with a match result.**

I confirm that the match result details listed above are true and correct

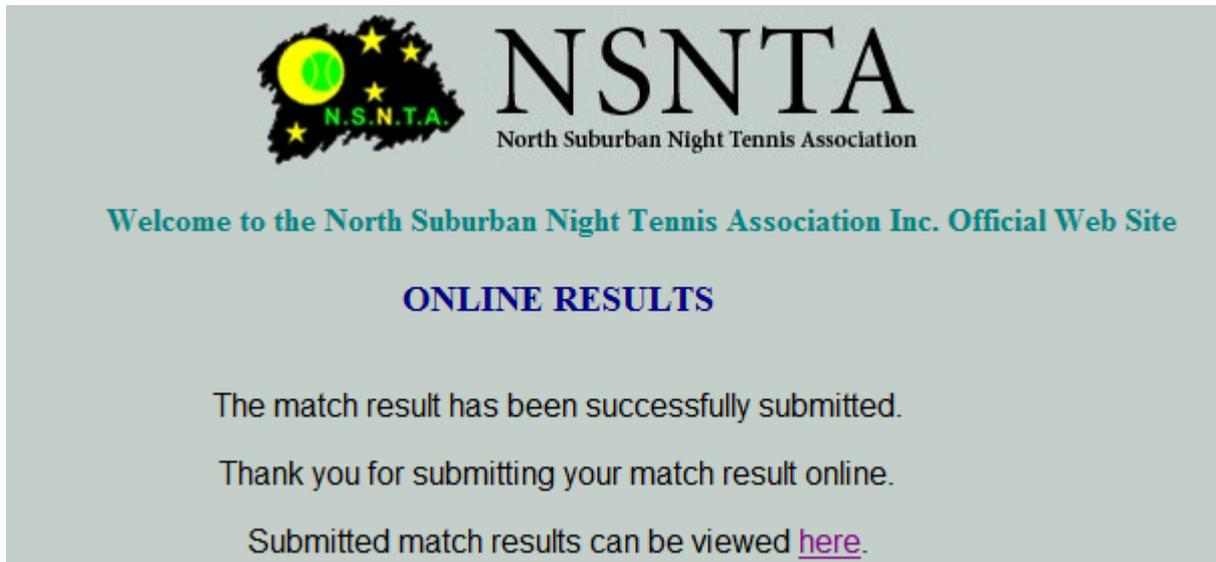
Result submitted by (name): from Phone number:

Note: Contact details will only be sent to Competition Coordinator and will not be published online.

Please only press submit button once. It may take a few seconds for the result to be accepted.

Step 10 – Submit the result

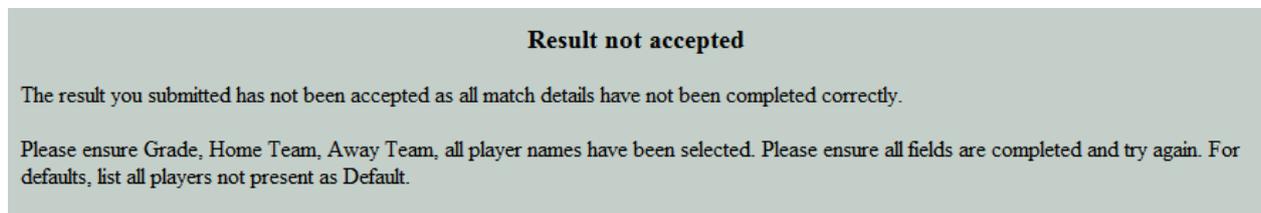
Select the Submit Result button and the result will be submitted. Before pressing the button, double check all information has been entered correctly. On the result is submitted the following screen will appear.



You can view the result submitted by following the link and selecting the relevant Competition and Grade.

Incorrectly entered results

The system requires the Grade, Round, two teams, eight players and winning team to be completed before a result is accepted. If details are missing the following screen will appear.



If you get this message, click the Back button on your browser, complete any missing information and submit the result again. You may also get an error message if the same player is chosen twice, emergency details are left blank or the scores do not add to the total.

Disputed results

The losing team should check the online result to ensure it has been entered correctly by the winning team. If the losing team believes the result has been submitted incorrectly, the team captain or Club Delegate should contact the Chairman of the Match and Permit Committee, Robert McDonald on 0403 508 443 or chairman@nsnta.org.

The Association will then normally request the team to provide their signed copy of the match result so the result can be corrected.

Problems

If you have difficulty entering a result, or have entered a result incorrectly, contact the Competition Coordinator or the Chairman of the Match and Permit Committee, Robert McDonald on 0403 508 443 or chairman@nsnta.org.