


# EVENT SCHEDULING




**GET  
COURT  
UP**

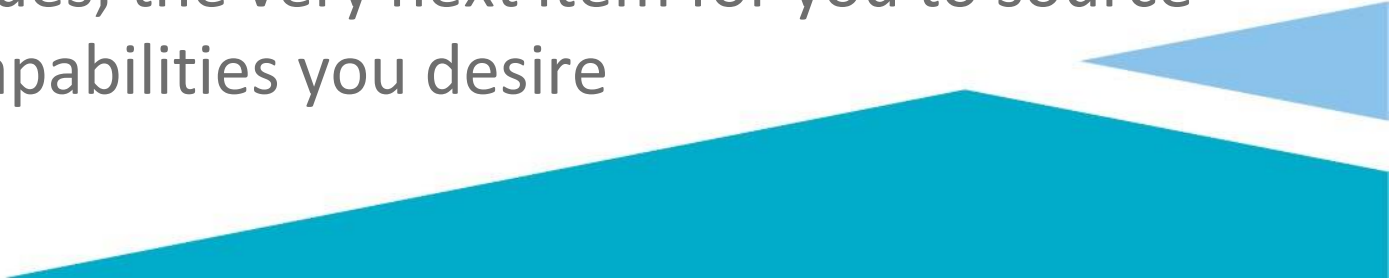
# WHY IS GOOD SCHEDULING IMPORTANT?

- Your customers highly value good scheduling
  - The event atmosphere is better when matches run close to time.
    - Less complaints at the event desk
    - Happier customers around the courts
    - It may minimise volatile on court situations
  - Tennis has no set start/finish time, so it is already at a disadvantage compared to other sports and entertainment activities.
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# PRE-EVENT PLANNING (BEFORE OPENING ENTRIES)

- Good scheduling only happens from good planning.
  - No plan will equal bad scheduling and subsequently a bad event.
  - What do you need to have in order to plan?
  - What do you specifically want to achieve from the event?
  - How many venues do we want to use?
  - How many venues can we sufficiently staff?
  - Number of courts available at each venue
  - What time do we want to start and finish matches?
  - What is the scoring and draw format of each event (singles, doubles, mixed doubles)?
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# VENUES

- **How many venues do you want to use?**
    - Very few events ask themselves this question.
    - Accepting more entries but using more venues does not necessarily equate to more profit.
  - **How many resources do we have available to help run the event on the day(s)?**
    - If it is just one or two people, why would we want to accept unlimited entries?
  - If you want to use multiple venues, the very next item for you to source is additional people with the capabilities you desire
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# VENUES (CONT)

- **The amenities & services at additional venues need to closely mirror what is being offered at the main venue.** For example,
    - On-court equipment (player seats, tables, umbrellas)
    - Canteen facilities
    - Event staff & officials
    - Anything less than that is offered at the “main” venue, and you will have dissatisfied customers.
  - **Are all the courts available at all venues during the times you need them?**
    - Private coaching considerations
    - Leaving courts for members to access
    - Mid-week and evening social competitions
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# SCORING FORMATS (MATCH LENGTHS)

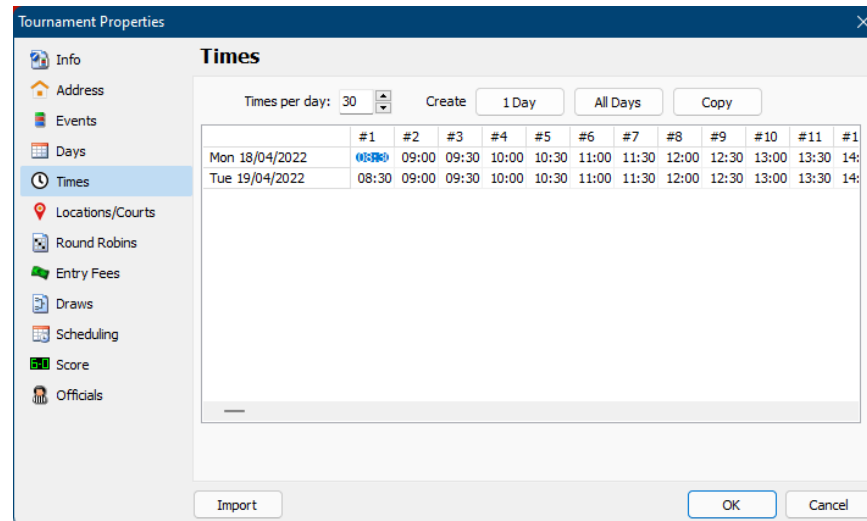
- **Best of Three tiebreak sets**
  - Average **90 minutes** per match
    - This could stretch to 100 minutes if played on clay where players need to bag & water courts and sweep lines after each set.
  - **Best of Two sets**
    - Average **75 minutes** per match
  - **Fast4 match format**
    - Average **45 minutes** per match
  - **Short-set match format**
    - Average **55 minutes** per match
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# NOW THAT ENTRIES HAVE CLOSED

- Double-check that venues and courts are booked
  - Check and contact the unpaid list in TP
  - Finalise the match plan based on acceptance lists
  - Plan an event staff meeting
  - Good communication between the TD and Referee will help to achieve a good schedule
  - Communicate with your relevant Officiating Development Coordinator to make sure you have the correct officiating coverage especially if you have to add extra venues.
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# SCHEDULING FUNCTION IN TP

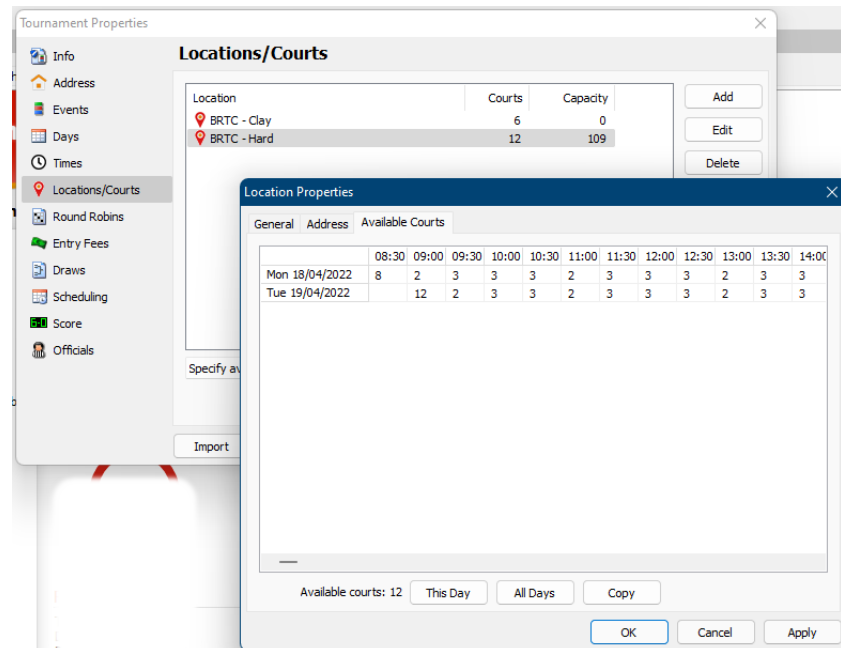
- Go to **Tournament > Properties > Times**
  - Increase amount of “Times per day” to between 25-30
  - Then click “All Days” button
  - Choose Start & Stop time
  - Keep it simple and choose 30 minutes as interval





# SCHEDULING FUNCTION IN TP(CONT.)

- Go to **Tournament > Properties > Locations/Courts**
  - Add location
  - Create the courts for each venue
  - Click to “Available Courts” tab and input how many courts are available every 30 minutes



# SPECIFYING DRAW LOCATIONS

- Go to **Draw > Draw Location**
  - The below screen will appear and allow you to select where each event will be played. This is a very important step to do if using multiple venues

The screenshot shows a 'Draw Location' dialog box with a table of events and their locations, and a list of available locations and courts.

Draw	Location	Court
12 & U Boys Singles	BRTC - Clay	<All Courts>
12 & U Girls Singles	BRTC - Clay	<All Courts>
14 & U Girls Singles	BRTC - Hard	<All Courts>
14 & U Boys Doubles	BRTC - Hard	<All Courts>
16 & U Boys Singles	BRTC - Hard	<All Courts>
16 & U Boys Doubles	BRTC - Hard	<All Courts>
B14S Rating Band 2.50-4.23	BRTC - Hard	<All Courts>
B14S Rating Band 4.62-6.74	BRTC - Hard	<All Courts>
Match Play	BRTC - Clay	<All Courts>
Match Play	BRTC - Clay	<All Courts>
Match Play	BRTC - Clay	<All Courts>
Match Play	BRTC - Clay	<All Courts>

Location

- BRTC - Clay
- BRTC - Hard

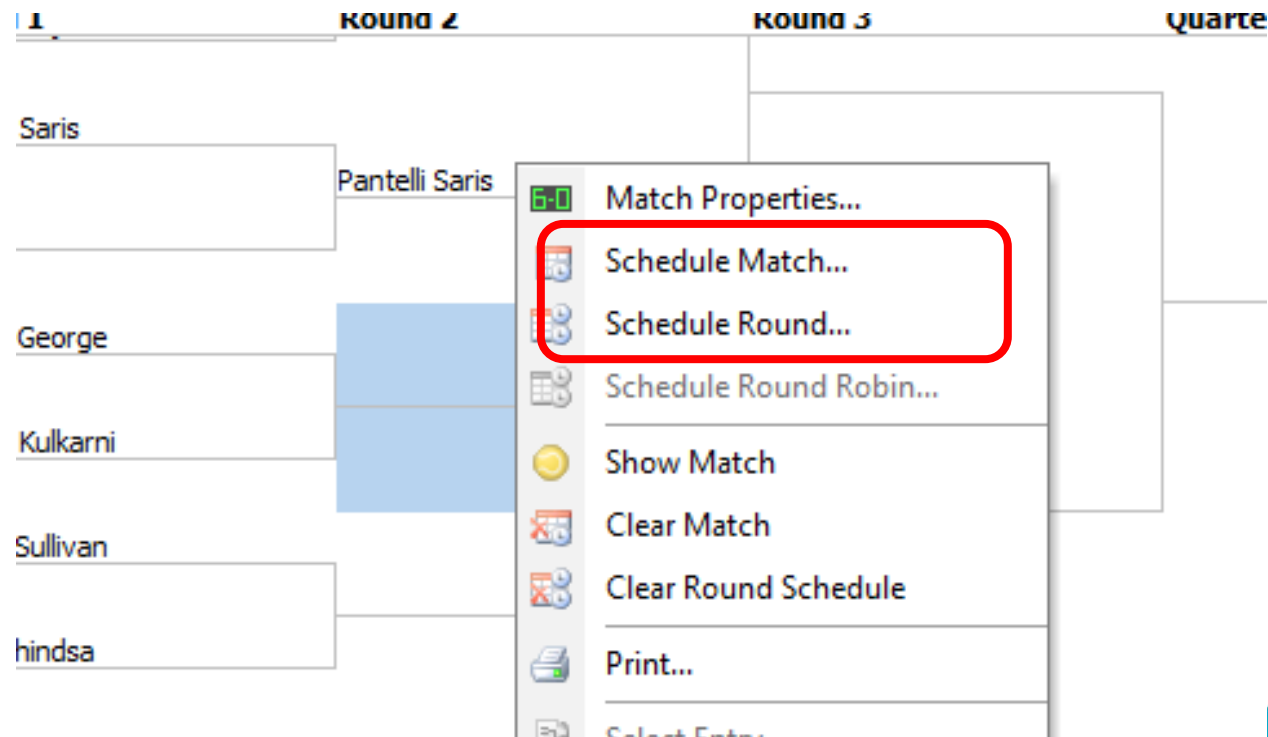
Court

- <All Courts>
- c9
- c10
- c11
- c12
- c13
- c14

OK Cancel

# PUTTING TIMES ON THE DRAW

- There are two ways to do this – right-click in the round and choose either the “Schedule Match...” or “Schedule Round...” function



# SCHEDULE EACH MATCH INDIVIDUALLY

- If you select the “Schedule Match” function, then the below screenshot will appear

The screenshot displays the 'Planning Boy's Level-Based Singles - R64' window. It features a 'Planning' tab and a 'Swap' button. The interface includes a legend with color-coded boxes for 'No courts' (black), 'Player not available' (red), 'Singles before doubles' (yellow), 'Current scheduled time' (blue), 'No available courts' (green), 'Rest time' (orange), 'Match before or after' (grey), and 'Available for this match' (white). Below the legend are filters for 'Location-filter' (set to '<All>') and 'Court-filter' (set to '<All Courts>'). The main area is a grid showing a timeline from 12:30 PM to 7:30 PM. A bar chart at the top indicates court availability, showing 16 courts from 12:30 PM to 1:00 PM, 4 courts from 1:00 PM to 1:30 PM, and 8 courts from 1:30 PM to 7:30 PM. Below the grid, a calendar view shows dates for Saturday, 14/05/2022, and Sunday, 15/05/2022. The bottom section contains settings for 'Court' (set to '<None>'), 'Max matches per day' (5), 'Max matches per event' (5), 'Max singles per day' (5), 'Rest time' (90), and checkboxes for 'Singles before doubles' and 'Force planning'. A 'Details' panel on the right shows '16 of 16 courts available', 'Hunter George available' (1 6), and 'Aarush Kulkarni available' (1 6). The window concludes with 'OK' and 'Cancel' buttons.

# SCHEDULE BY ENTIRE ROUND

- If you select the “Schedule Round” function, then the below screenshot will appear.

The screenshot shows a software window titled "Planning Boy's Level-Based Singles - R64". It features a legend at the top with three items: "No courts" (black square), "No available courts" (green square), and "Current scheduled time" (purple square). Below the legend are filters for "Location-filter" (set to "<All>") and "Court-filter" (set to "<All Courts>").

The main area contains a grid showing the tournament schedule. The columns represent time slots from 12:30 PM to 7:30 PM. The rows represent dates: Saturday 14/05/2022 and Sunday 15/05/2022. The grid shows the number of matches scheduled in each slot. For example, on Saturday 14/05/2022, there are 66 matches at 12:30 PM, 0 at 1:00 PM, 0 at 1:30 PM, and 6 matches in each subsequent slot up to 7:30 PM. On Sunday 15/05/2022, there are 90 matches at 12:30 PM, 16 at 1:00 PM, and 6 matches in each subsequent slot up to 7:30 PM.

Below the grid, there is a "Filter" button and a text label "Scheduled: 24 matches." followed by a list of matches. The list has columns for "Team 1", "Team 2", "Time", and "Court". The matches listed are:

Team 1	Team 2	Time	Court
Angelantonio Errico	Prnav Ahuja	Sat 14/05/2022 12:30 PM	
Pantelli Saris	Bye		
Hunter George	Aarush Kulkarni	Sat 14/05/2022 12:30 PM	
Eamon Sullivan	Gavy Dhindsa	Sat 14/05/2022 12:30 PM	
Ryan Tong	Eric Zhang	Sat 14/05/2022 12:30 PM	
Sebastian Ng	Akshit Mathur	Sat 14/05/2022 12:30 PM	
Bye	Aditya Dogra		
Samuel Zuo	William Geoffrey Gore	Sat 14/05/2022 12:30 PM	
Aditya Thakur	William Vann	Sat 14/05/2022 12:30 PM	

At the bottom of the window, there are several settings:

- ☒ Skip matches with bye
- ☒ Forward byes
- ☐ Reverse Matches
- ☐ Auto Assign Courts
- Max matches per day: 5
- Max matches per event: 5
- Max singles per day: 5
- Rest time: 90
- Per day: (dropdown)
- Max matches per time slot: 0
- Start court: <None>


Buttons for "OK" and "Cancel" are at the bottom right.

# OVERVIEW OF SCHEDULE


- Once complete, check the entire match schedule for the day via the “Matches” link on the left-hand side menu bar

Matches - Scheduled										
<div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> </div> <div> <input type="text" value="Search"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <div>Location: All</div> <div>Court: All</div> </div>										
	Time	Draw	Round	Nr	Team 1	Team 2	Court	Location	Umpire	
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group A	RR1	#1	An'E Stojcevski	Mieka Gordon-Threatt	02	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group A	RR1	#2	Maja Simic	Tijana Kravic	01	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group B	RR1	#1	Kyla Guirguis	Ana Maric	03	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group C	RR1	#1	Marlo Waters	Tihana Razumic	04	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group D	RR1	#2	Millie Barr	Wanda Bacskai	05	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group E	RR1	#2	Grace Janjua	Kotone Burgess	06	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group F	RR1	#2	Amyralyna Ryan	Ava Duncan	07	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group G	RR1	#2	Anastasia Udriste	Esther White	08	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group H	RR1	#2	Grace Liu	Jenn Siah	09	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Girl's - Group I	RR1	#2	Ava Walkenhorst	Chloe Popovic	10	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Boy's - Group S	RR1	#2	Asha Coghlan	Jaden Zhou	11	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Boy's - Group R	RR1	#2	Heath Agustsson	Julio Machuca	12	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Boy's - Group Q	RR1	#2	Param Dumbre	Kayden Jin	13	Dendy Park		
🏆	Sun 6/02/2022 1:00 PM	Boy's - Group P	RR1	#2	Karim Ali	Samuel Zuo	14	Dendy Park		
🏆	Sun 6/02/2022 1:30 PM	Girl's - Group B	RR1	#2	Cleo Stuart	Cienna Ulas	03	Dendy Park		
🏆	Sun 6/02/2022 1:30 PM	Girl's - Group A	RR2	#4	An'E Stojcevski	Tijana Kravic	01	Dendy Park		
🏆	Sun 6/02/2022 1:30 PM	Girl's - Group A	RR2	#3	Sienna Nitschke	Maja Simic	02	Dendy Park		
🏆	Sun 6/02/2022 1:30 PM	Girl's - Group C	RR1	#2	Anvi Dogra	Chloe Krings	04	Dendy Park		

# APPROVING & COMMUNICATING THE SCHEDULE

- If compiling the schedule without the Referee, communicate with them before publicly releasing the schedule
  - Publish the event, with updated website message
    - **Internet > Publish**
  - Email all entrants with important information
    - Export player email addresses from TP to excel spreadsheet
  - Alphabetical Player Times Report
    - **Report > Matches > Alphabetical List**
  - Print and promote at all venues
  - Update other communication channels – club website, social media (Facebook and Twitter)
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# MODIFYING THE SCHEDULE AT THE EVENT


- Required based on weather delays (rain or heat)
  - If major changes are required, review the overall match plan before worrying about making changes in TP.
  - Find a quiet place away from the event desk
  - Plan to have a person responsible for coordinating the schedule and not have them undertake too many other tasks.
  - Communicate on all channels (website, social media, email/SMS) a time when the revised schedule will be released and ensure it is delivered by then.
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# SCHEDULING TIPS

- Plan and schedule largest draws first
- Players generally prefer singles before doubles, but customer feedback is they are open to creativity here
- Consider the number of events you will allow a player to enter on your ability to create a friendly schedule – e.g., allowing players to enter 3 or 4 events will make scheduling an event difficult.
- Scheduling should ensure that all players are treated equally and receive adequate rest between matches
- Individual match times for each event should be posted at least one round ahead of play.
- Try to avoid, where possible, players having first and last matches on any day.

# EVALUATING THE SCHEDULE

- Keep a document and list the start and finish times of each day of the event for each venue.
  - Keep a note as to how far behind or ahead of schedule you were on each day
  - Track customer feedback about the schedule throughout the event. And after the event via a feedback survey.
  - Evaluate scoring & draw formats for the events and the impact on the number of matches that can be played
  - Start planning for the next event sooner rather than later.
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