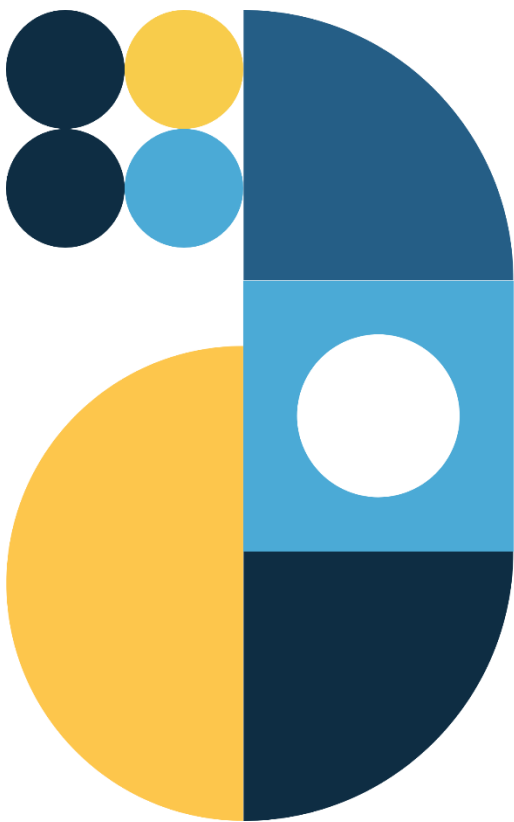




LADDER



ATHLETE GUIDE

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CHANGE CONTROL:

What Changed:	Date of Change:	Changed By:	Document Version:
Initial Creation	April 13, 2023	Boris Fucic	V1

NOTES AND DEFINITIONS:

For the purposes of this guide, we use Player 1, Player 2, Player 3, Player 4 and Player 5 as Athlete Names. They are used interchangeably to illustrate tool functionality. The screenshots may switch between players to illustrate specific points.

Challenger – Athlete (club member) who is initiating the challenge and is higher on the ladder at the moment of the challenge

Challengee – Athlete (club member) to whom the challenge is being made and is higher on the ladder at the moment of the challenge

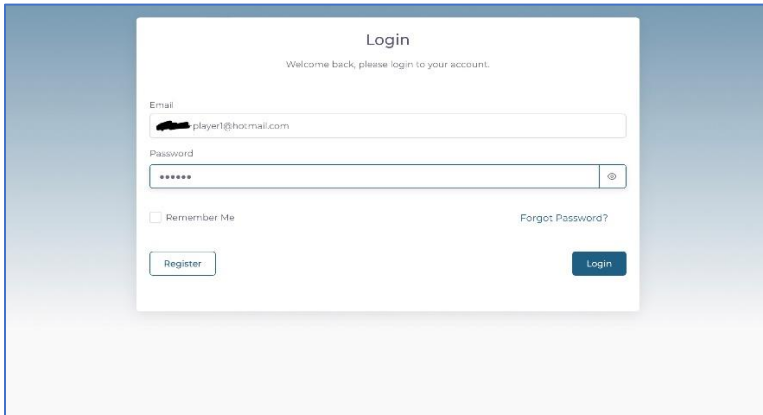
LADDER RULES

1. A playing week is from Monday to Sunday.
2. In a playing week, as a participant, I am able to challenge (be the challenger) one of the two players above me in the ladder.
3. In a playing week, as a participant, I must accept a challenge (be the challengee) by one of the two players below me in the ladder.
4. As a participant, I can elect to reject a challenge resulting in an immediate loss and removal from challenging for the remainder of that playing week.
5. As a participant, you cannot challenge or be challenged by the same player two weeks in a row.
6. As a participant, you are not required to play more than once a week to participate and retain your ranking in the ladder.
7. As a winning challenger, you will swap your place in the ladder with the place of the losing challengee.
8. As a winning challengee, you will retain your current spot in the ladder.
9. As a losing challenger, you will retain your current spot in the ladder.
10. Swapping places on the ladder shall only occur if the losing participant is above the winning participant. A participant will never move down as a result of winning a match.

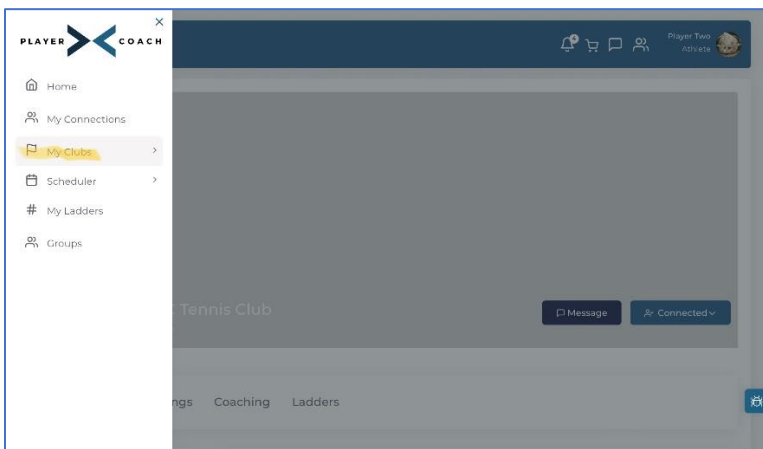
**** This is an infrequent occurrence but may occur if two matches and challenges are happening at the same time*

ENTERING A LADDER

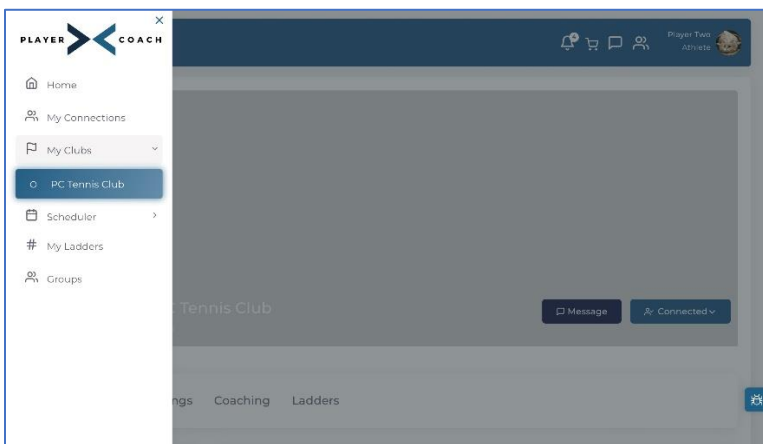
1. Begin by logging in to PlayerCoach



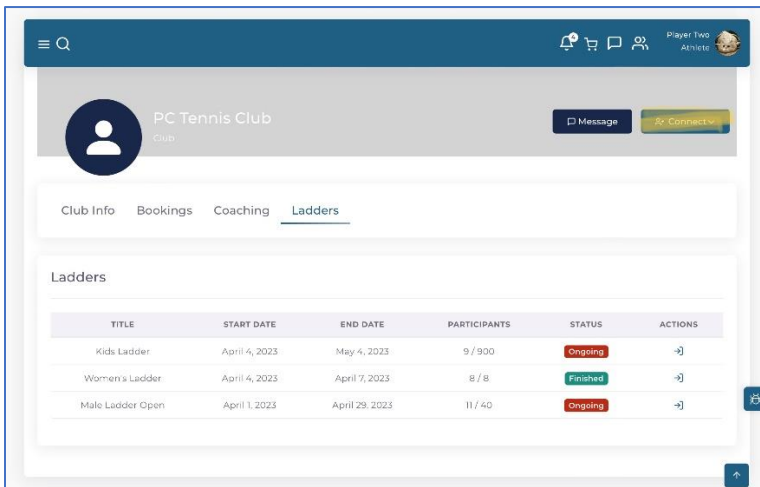
2. Select "My Clubs"



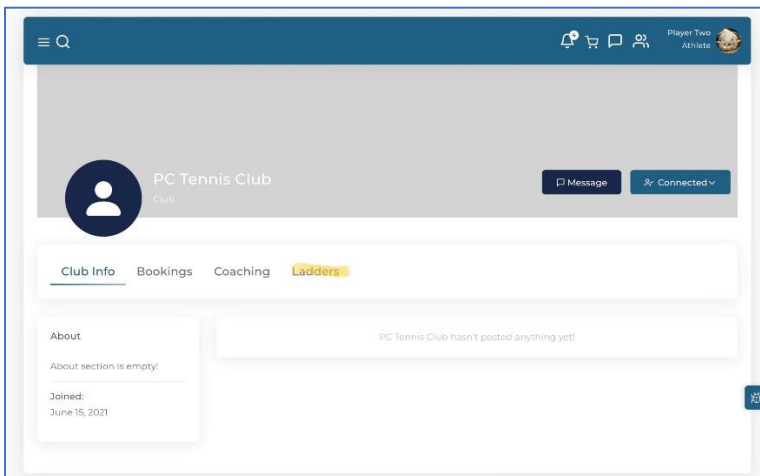
3. Choose your tennis club (i.e. PC Tennis Club)



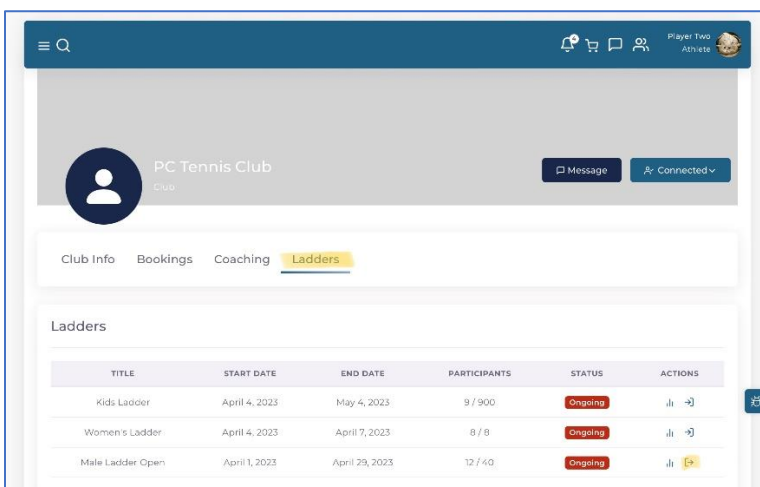
- Select "Connect" to have access to your club's ladders



- Choose "Ladders"



- Join the appropriate ladder by selecting the door icon:

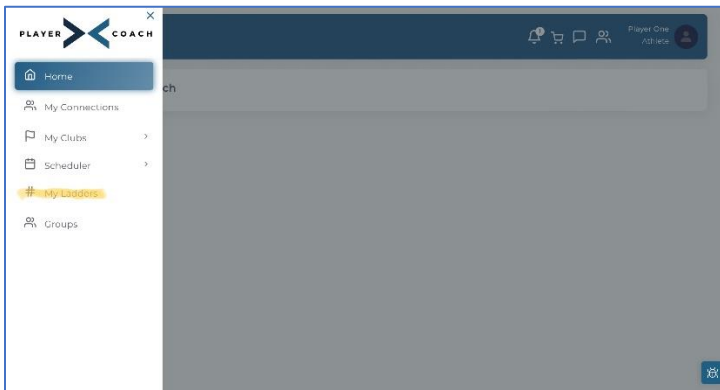


CHALLENGE / ACCEPT A CHALLENGE

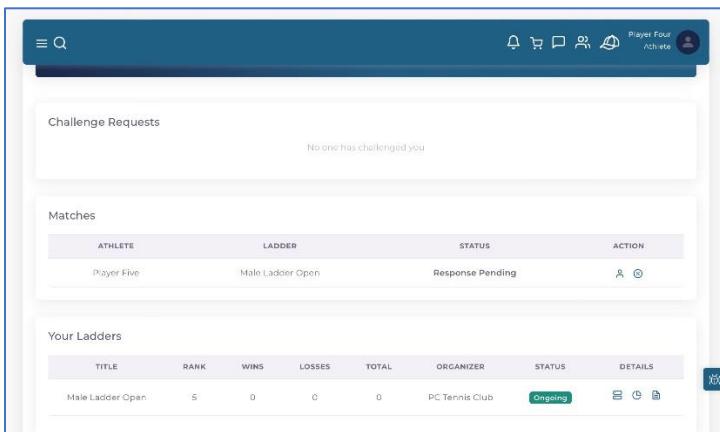
PLACING A CHALLENGE

To challenge an Athlete, log in to PlayerCoach (see above) and follow the steps outlined below.

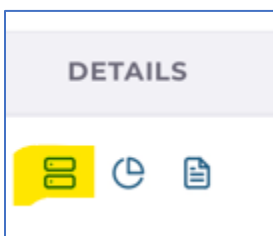
1. Select your "My Ladders":

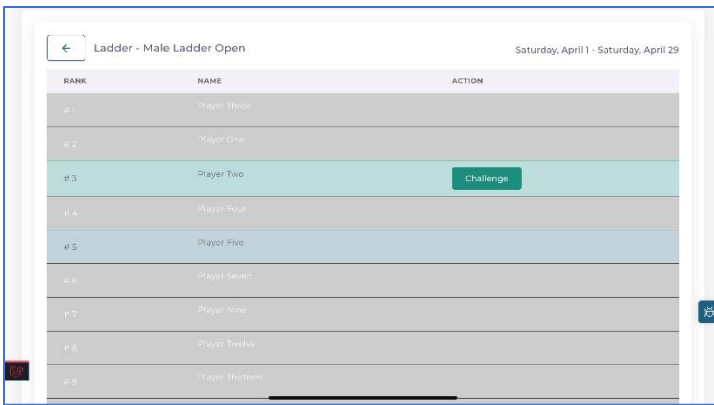


2. This will display a summary of existing Matches and Challenges:



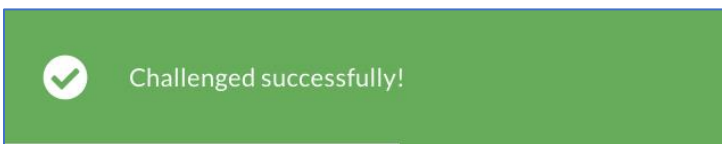
3. To challenge you must choose the ladder icon and select the Athlete you wish to challenge:



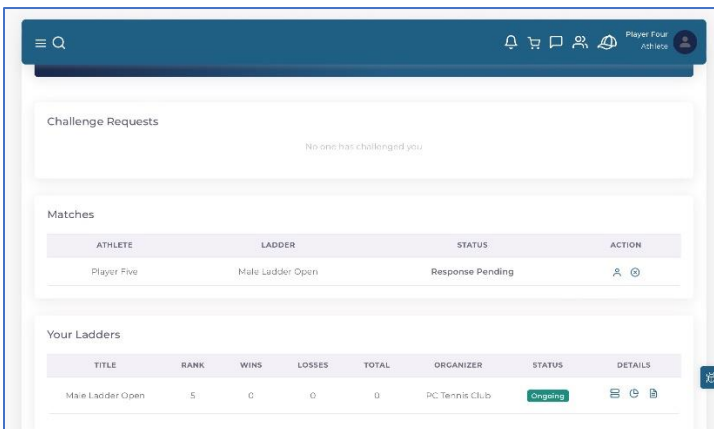


***Athletes that can participate are outlined in green, there may be situations where no athletes are open to participate in a given week.

4. You will receive confirmation of the challenge at the bottom right hand corner of the screen:



5. Your request will then be placed in pending status until your opponent accepts the challenge:

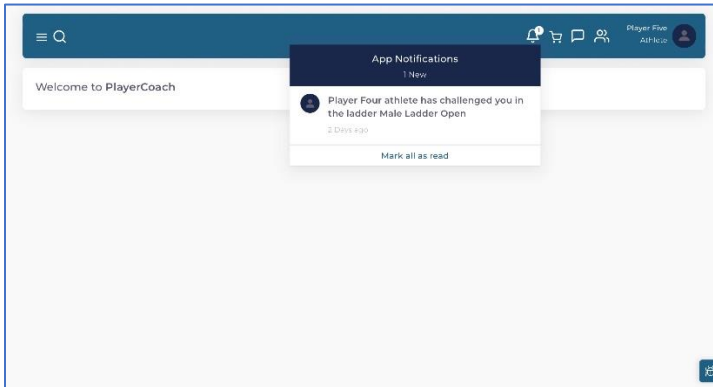


6. The system will then prompt the challenged athlete through the system and by email (if they have opted in):

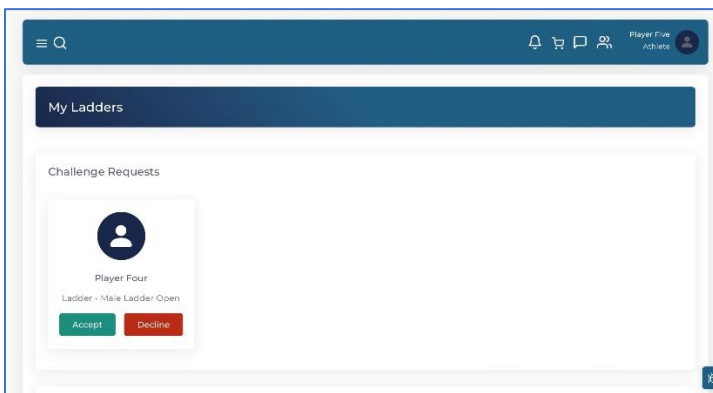


ACCEPTING A CHALLENGE

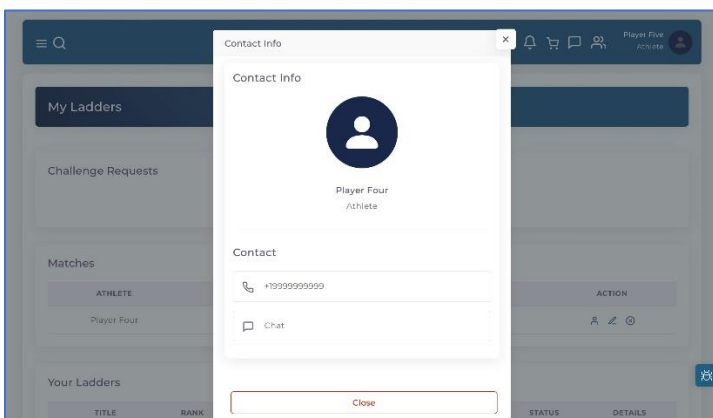
1. If you have been challenged, you will receive a notification within the system and by email (if you have elected to do so when setting up your PlayerCoach account).



2. If a player has challenged you, your "My Ladders" screen will have a challenge request:



3. Selecting accept will move your match from Challenge Requests to Matches and will become active.
4. Both the challenger and the challengee will be able to see details by clicking on their profile icon in order to get in contact:



5. Once your match is completed, you can update your scoreline by selecting the pencil icon:

Enter Scores
Match with Player Four in the ladder Male Ladder Open

Challenger
Player Four
Match Winner!

VS

Challenger
Player Five

Please enter scores below!

Name	1	2	3
Player Four	6	2	6
Player Five	2	8	4

***Note that the system will automatically indicate a match winner based on the scoreline.

6. Once submitted, you will receive a confirmation:

Challenge Requests
No one has challenged you

Matches

ATHLETE	LADDER	STATUS	ACTION
Player Four	Male Ladder Open	Waiting for score confirmation	

Your Ladders

TITLE	RANK	WINS	LOSSES	TOTAL	ORGANIZER	STATUS	DETAILS
Male Ladder Open	4	0	0	0	PC Tennis Club	Ongoing	

Scores successfully updated!

7. Your score will then need to be reviewed by your opponent:

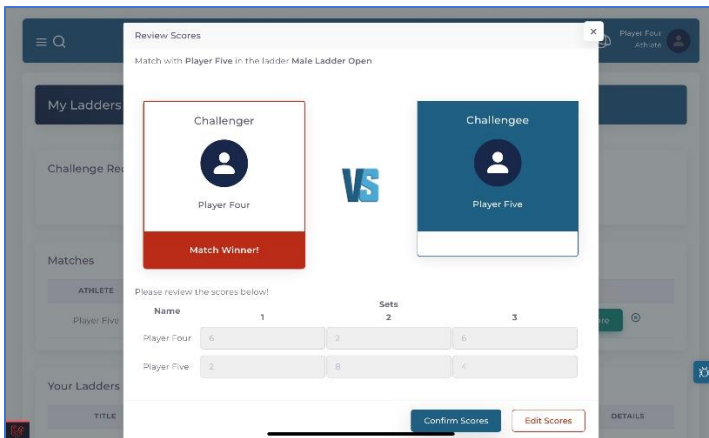
My Ladders

Challenge Requests
No one has challenged you

Matches

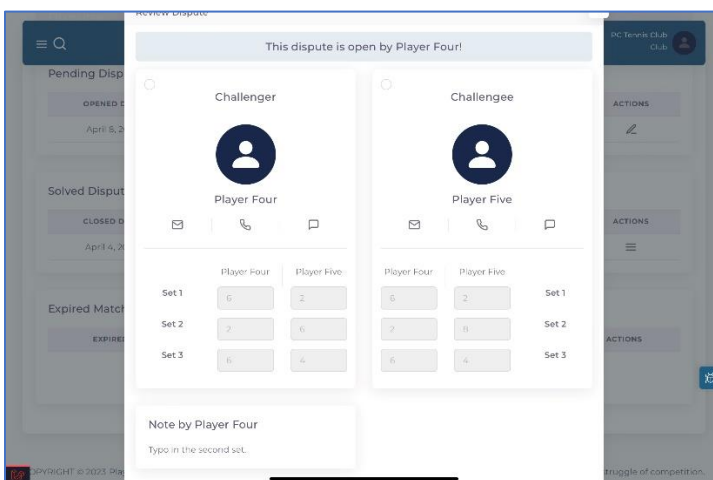
ATHLETE	LADDER	STATUS	ACTION
Player Five	Male Ladder Open	Waiting for score confirmation	Review Score

- They will then have the opportunity to confirm or edit the submitted score.

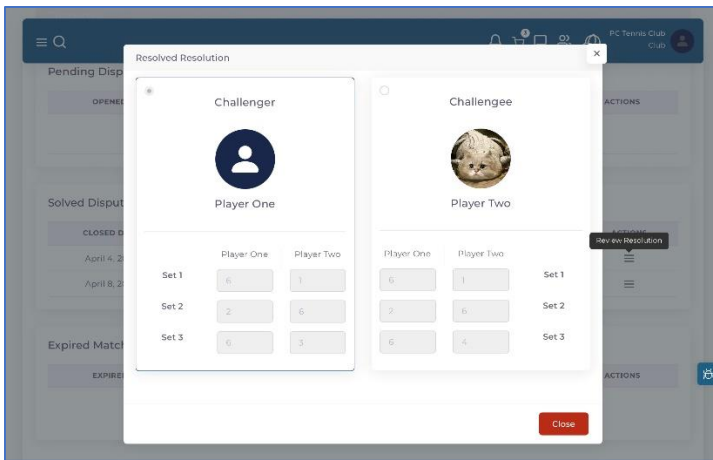


DISPUTING A SCORE

- If a dispute is launched with regards to the score, the edited scores will be sent to the club for final decision.



- Once the club administrator has made their decision, both players will be notified:



ABANDONING A MATCH

You may choose to abandon a match. Doing so will:

1. Remove you from the match.
2. Give your opponent an automatic victory.
3. Disable you from challenging until the next week (Monday).

