



HOW TO PROCESS A CODE VIOLATION.

GUIDE



KEY MOMENTS (TIMESTAMPS)

1. Accessing Code Violation Tab – 00:26
2. Creating a New Code Violation – 00:37
3. Recording the Penalty and Match Situation – 00:51
4. Documenting the Incident – 01:19
5. Assigning the Official and Saving – 03:14
6. Reviewing Violations During the Tournament – 03:25

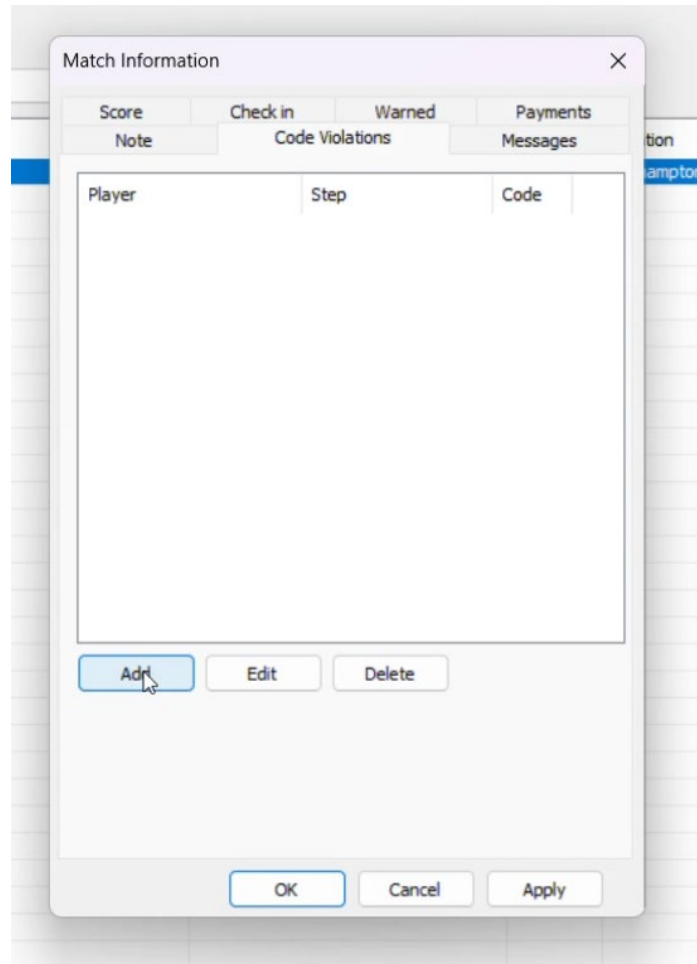
1.ACCESSING CODE VIOLATION TAB – 00:26

The screenshot shows a 'Match Information' dialog box with the 'Code Violations' tab selected. The dialog contains the following fields and options:

- Note:** A yellow tennis ball icon.
- Score:** Draw: MS, Round: Final, Nr: #1.
- Time:** Sat 03/05/2025 #1.
- Scoring Format:** <Default> 3 x Normal set (Tie-break at 6-6) (dropdown).
- Score:** A table with two rows: Joe Bloggs and Fred Smith. The table has columns for sets and a Tie-break column.
- Status:** A dropdown menu.
- Winner:** F4 ☒ Unknown, F5 ☐ Joe Bloggs, F6 ☐ Fred Smith.
- Court:** 1 - Roehampton Tennis Centre (dropdown).
- Duration:** 0 (spinner).
- Umpire:** <None> (dropdown).
- Buttons:** OK, Cancel, Apply.

Player	Set 1	Set 2	Tie-break
Joe Bloggs			
Fred Smith			

2. CREATING A NEW CODE VIOLATION – 00:37



The screenshot shows a 'Match Information' dialog box with a close button (X) in the top right corner. The dialog has four tabs: 'Score', 'Check in', 'Warned', and 'Payments'. The 'Check in' tab is selected, and it contains a sub-tab labeled 'Code Violations'. Below the tabs is a table with three columns: 'Player', 'Step', and 'Code'. The table is currently empty. At the bottom of the dialog, there are three buttons: 'Add', 'Edit', and 'Delete'. The 'Add' button is highlighted with a mouse cursor. At the very bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Player	Step	Code
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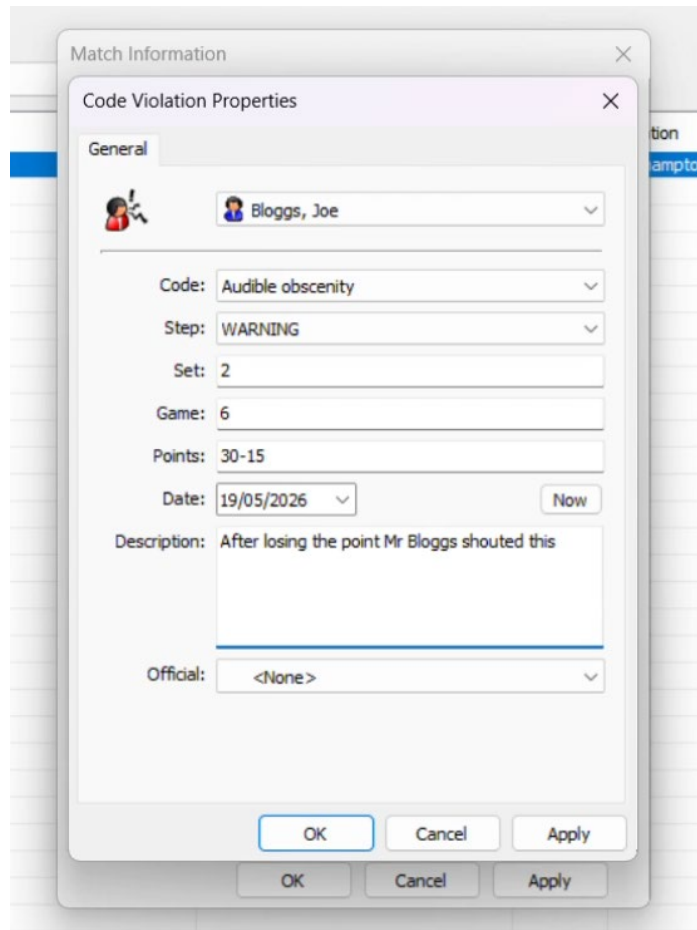
3. RECORDING THE PENALTY AND MATCH SITUATION – 00:51

The screenshot shows a 'Code Violation Properties' dialog box with a 'General' tab. The dialog is overlaid on a 'Match Information' window. The 'Code Violation Properties' dialog contains the following fields:

- General** tab (selected)
- Icon:** A dropdown menu with a small icon of a person running.
- Code:** A dropdown menu.
- Step:** A dropdown menu.
- Set:** A text input field.
- Game:** A text input field.
- Points:** A text input field.
- Date:** A date picker showing '19/05/2026' and a 'Now' button.
- Description:** A large text area with a cursor.
- Official:** A dropdown menu showing '<None>'.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'. The 'Match Information' window behind it also has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

4. DOCUMENTING THE INCIDENT – 01:19



The image shows a screenshot of a software application interface with a 'Match Information' window open. Overlaid on this is a 'Code Violation Properties' dialog box. The dialog box has a 'General' tab and contains the following fields:

- Player:** A dropdown menu showing 'Bloggs, Joe' with a small icon of a person to the left.
- Code:** A dropdown menu showing 'Audible obscenity'.
- Step:** A dropdown menu showing 'WARNING'.
- Set:** A text input field containing the number '2'.
- Game:** A text input field containing the number '6'.
- Points:** A text input field containing '30-15'.
- Date:** A date picker showing '19/05/2026' and a 'Now' button.
- Description:** A text area containing the text 'After losing the point Mr Bloggs shouted this'.
- Official:** A dropdown menu showing '<None>'.

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'. The 'Match Information' window behind it also has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

5. ASSIGNING THE OFFICIAL AND SAVING – 03:14

The screenshot shows a 'Code Violation Properties' dialog box with the following fields and values:

- General** tab selected.
- Code:** Audible obscenity
- Step:** WARNING
- Set:** 2
- Game:** 6
- Points:** 30-15
- Date:** 19/05/2026 (with a 'Now' button)
- Description:** After losing the point Mr Bloggs shouted this is fucking shit. It was clearly heard by everyone around the courts.
- Official:** Rask, Kelly (selected from a dropdown menu that also shows '<None>')

Buttons at the bottom: OK, Cancel, Apply.

5. REVIEWING VIOLATIONS DURING THE TOURNAMENT

– 03:25

Players

Find:

	Name	Phone	Member ID	Date of Birth	Country	Events	C...	Fee	Due	Date
	Bloggs, Joe		200000002							29/04/2026
	Smith, Fred		200000001							29/04/2026

Joe Bloggs Properties

Fee General Note Address Sport Events Messages Offences Availability



Last Name:

First Name:

Middle Name:

Gender:

Date of Birth:

Member ID:

Club:

Entry Date: Time:

Entry Method:

