Swindon & District Tennis League

Captains Instructions

1. ## How the system works

    a). The LTA League Planner system makes it easy for clubs to enter match results and for anyone to view results and tables. Only people who have been allocated a user-id and password can enter results.

    b). All clubs are given one user-id and password for logging on to the system. It is up to them whether they distribute the user-id to all team captains or whether they leave one person in charge of all results entry.

    c). **Please note that you must not change your user-id or password**.

    d). The home team is responsible for entering the match result, but the away team must check the result online and, if they agree with the details, confirm the match result.

    e). These instructions should be read in conjunction with the League Rules. In the event of any discrepancies, the League Rules shall prevail.

    f). Should you have any problems then please email the League Administrators.

2. ## LTA Player Database

    a). All players in the League must be LTA Advantage members and should be affiliated to the club they are playing for.

    b). Wherever possible please ensure players are registered prior to them playing.

    c). The following video guides players on how to affiliate to your club: https://vimeo.com/685232575.

    d). If a player believes they are registered and affiliated to the club, but they are not showing, please ask them to contact the LTA by clicking on the link below:
    https://helpcentre.lta.org.uk/help/s/contact-us?ga=2.31221437.368541624.1649667188-1698267792.1583237267

    e). The person responsible for your LTA Venue Registration can download a list of players that have been registered with LTA Advantage and have associated with your venue by returning to Venue Registration and selecting LTA Advantage Members. Please check this to ensure all known league players are registered.

3. ## Before the season starts

    a). Log on to the system and familiarise yourself with navigation around the site.

    b). Check all the details for your clubs, teams and fixtures.
    Club main contacts can only be changed by an Administrator. Please get in touch if these details are incorrect.

    c). If team contacts have not automatically been entered, please enter them now. It is essential for your opponents that these are correct and kept up to date.

    d). Check your own teams are entered into the correct divisions, have the correct fixtures, locations, team contacts and contact details.

    e). All Summer League matches are initially entered as being played on their default days of Monday for Men, Tuesday for Ladies and Thursday for Mixed. Winter League matches are all initially entered as Mondays. If any of your teams play on a different day, **You must re-schedule all your home fixtures** to show the correct day. Please do this in good time so your opposition don't organise their team for the first Monday then find at the last minute it has been changed to another day! Note that in any disputes the League committee will expect the home team to have re-scheduled any

fixtures. Instructions for how to change the scheduled date can be seen in the Postponements section.

f). **It's recommended for clubs to build their team squads ahead of the season**. This will help ensure that the correct players have been selected for your teams while also ensuring the intended players are LTA Advantage members and affiliated to the club. Please refer to the instructions in the Appendix below.

4. At the match

a). Captains should complete and sign the scoresheet. The latest version of this can be found on the Documents page of the website.

b). The home team should retain the original copy of the scoresheet.

c). The away team should take a copy.

d). In case of queries, it is vital the away team keeps the copy at least until the match has been entered and confirmed on the system.

5. Entering the result

a). The home team captain must submit the result online within 72 hours of the match.

b). The away team captain must check and confirm the result online within 7 days of the result being entered.

c). If the home team has not entered the result within 72 hours of the match, the away team can enter it. The home team should then check and confirm the match result online.

d). Please see the Appendix below for a step-by-step description on how to enter results.

6. Postponements

a). In the case of bad weather, Bank Holiday, or County Week postponements the home captain must enter a new date for the match and/or enter a comment detailing the reason for the postponement, **within 72 hours of the scheduled match**.

b). You can re-schedule a match by clicking on *Modify* and selecting *reschedule match*.

7. Unfinished matches

a). The home team must enter the partial result on the system. This includes scores of complete sets and the names of the players who played them. If no sets were completed, the captain should treat it as a postponement.

8. Conceded matches

a). The home team must enter a comment against the match stating that the match has been conceded and give the reasons.

b). Please do not try to enter a conceded result as the system will prompt you for players' names. Entering players' names against a conceded match makes them appear ineligible to play for another team in the same week.

9. Fines

a). Fines will be levied for late results entry; for details of these please refer to
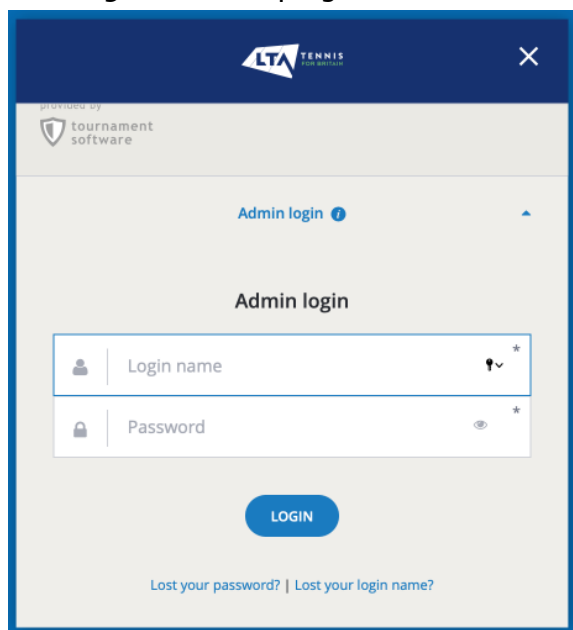
the League Rules.

10.   Documents

a).   Please make sure all your Captains have copies of the Scoresheet, Rules and, if they will be entering results, a copy of this document. These can all be found on the Documents page of SDTL website www.swindontennisleague.org.uk.
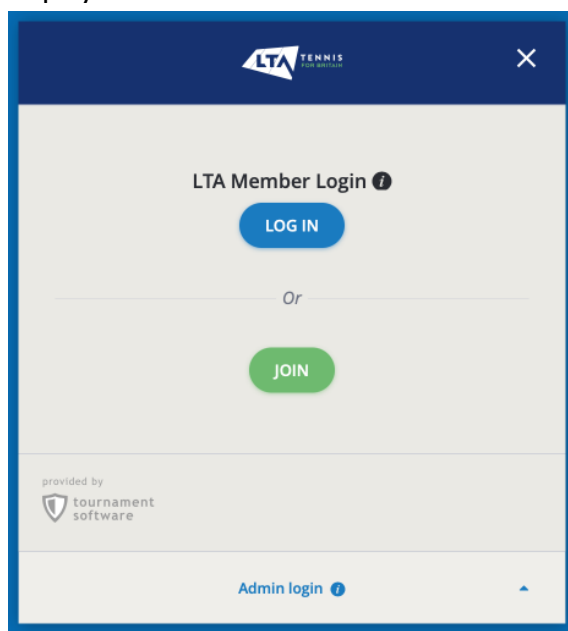
Appendix A - Logon to the system

Go to website provided by the Administrators for the current season.

Click *Log In* at the top right of the screen. The following screen is displayed.

If the Log In screen below is shown, this is for member log in only. Please click on the Admin Login text at the bottom of the screen and the menu above will be displayed.

Type your login name and password and click *Login.*

## Appendix B - Build the team squad

B.1   Add players to the team

Ahead of the season it's a good idea to build the squad of players for each team.

Note: this process will only work for players that are LTA Advantage members and are affiliated to the club. If the player is an LTA Advantage member but not affiliated to the club, the player may be available via an All Club search when results are entered. Please ask the player to affiliate to the club as soon as possible though.
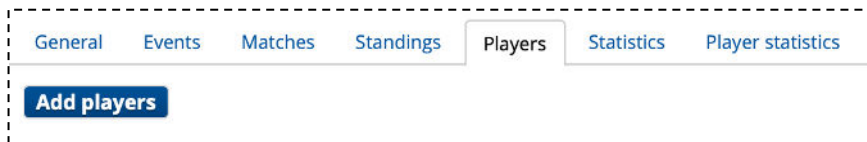
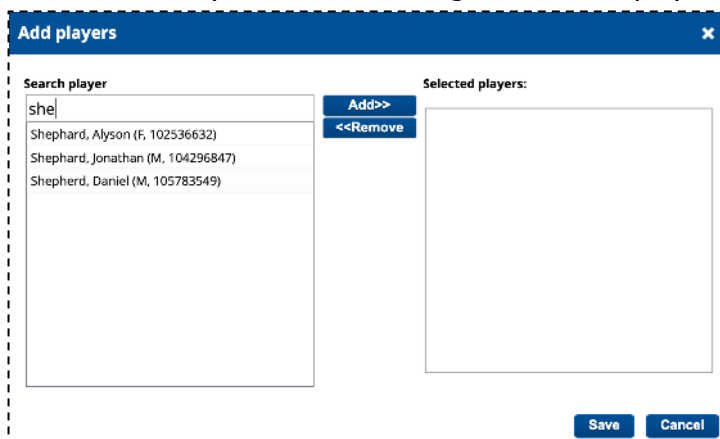In the league menu click *Clubs*.
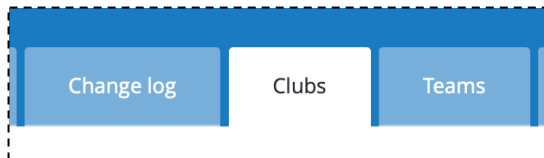
Select your club from the list displayed and select the *Teams* tab.
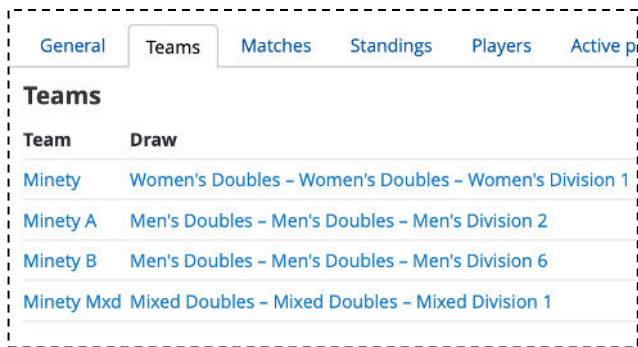
The following screen is displayed by clicking on the *Players* tab.

Click on *Add Players*. The following screen is displayed.

Enter the name of a player in the *Search player* box. A list of players will be displayed matching the criteria. Select the relevant player and then click *Add*. Once all players have been entered in this way click *Save*.

Appendix C - Enter match results

C.1 Locate the match

Once logged in click *My Matches*. This gives you a list of current matches. You can alter the match filter to limit or extend the matches displayed.

Find the appropriate match and click on *Modify* on the right of the row.

Click *Enter rubber results*.

The following screen is displayed.

Before entering set scores it's a good idea to check if players have already been added to the team squad. Click on the *Select player* down arrow for each team and review the list of the existing squad.

Unless the team squad has been preloaded at the start of the season, the player list will be empty for the first match results, and players will need to be added. Likewise for any new players participating for a team.

C.2 Add Team Players

Players can be added by hovering over the team's name and clicking on *Add player*.

The following screen is displayed.
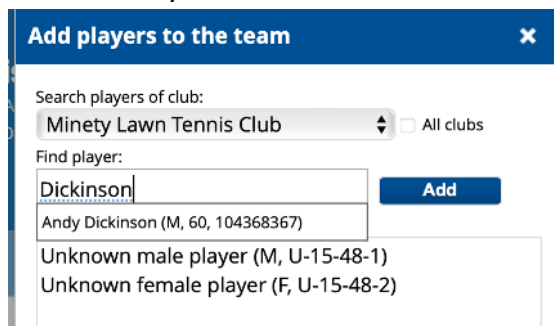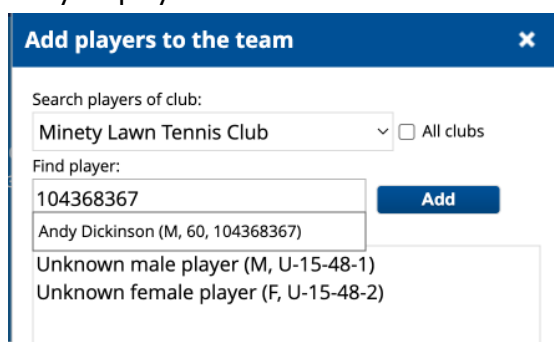
Type the name of the player you'd like to add to the team and as soon as there is sufficient to identify them, their details will be displayed. Check the LTA Advantage number matches that provided on the scoresheet. Click on the relevant name and then click *Add* to insert the player to the team.

Due to differences in first name spelling or the use of abbreviations, using the surname may be more fruitful.

If the player can't be found enter their LTA Advantage number and again click on the entry displayed and then click *Add* to insert the player to the team.

C.3   Unknown players

If the player can't be found, it is likely they aren't LTA Advantage members and /or haven't affiliated with the club. If the players LTA Advantage number has been provided on the scoresheet, an All Club search can be performed and then if found added to the team in the same way as above.

> *Note: performing an All Club search with just a name could yield significant results and/or may lead to an incorrect player being selected.*

In the event a player still cannot be found, the system will permit *Unknown player* to temporarily be added to the results. When this feature is used the system will prompt for a comment to be completed. This comment should be used to detail the players name and LTA Advantage number. Such entries will need to be corrected within 10 days. If the player was from the opposing side, then the away captain should be informed as soon as possible so they can rectify.

C.4   Add players to the results sheet

Once all the players for the home and away sides have been added to the team, it's now time to enter the players' names in the fixtures and the rubber results.

Players are added to the rubber by clicking on the *Select Player* arrow to show a drop-down box of all the players who have been added to the team.
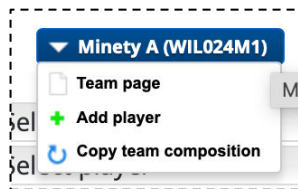
Click on the player to be added. Repeat this for all players for home and away teams. When entering a mixed pair, the lady must always be the first name.
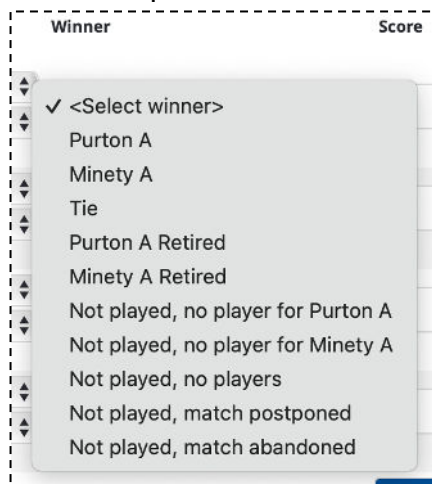

The *copy team composition* function allows you to copy an identical team from a previous match.

Once all the players for the rubber have been entered, select the outcome in the Winner dropdown box.

Usually "winning team" or "tie" will be chosen but the following maybe applicable in certain circumstances:

- "Not played, no player for....." where one team has turned up with only one pair,
- "Not played match abandoned....." where you have agreed to split the un-played sets
- "Not played, match postponed**.....**" where bad light or weather has prevented a finish and you intend to replay later in the season.

In the *Score* boxes add the set scores in the form 6-4 4-6.

Please do not enter partial set scores for abandoned sets.

> *Note: if you enter the players' names and set scores, the system will automatically work out the outcome in the Winner fields.*

Click on Check form to validate your entry.

The Clear Fields function allows you to clear your entries and start again.

Make sure you have entered the result correctly and if all is ok click on *Save* and the job is done.

DON'T GO ON TO CONFIRM THE RESULT– THAT IS THE JOB OF THE OPPOSING TEAM.

You can add a comment against the match that will be seen by the League Administrators. Use this to communicate the reasons for a match being re-scheduled, or the reason for a walkover or any additional information that would be helpful.

Now click on the draw name to see your position in the table.

C.5   Confirming the result

The away team captain must confirm the results within 7 days of the result being submitted.

If the results haven't been entered correctly then a comment should be added detailing the proposed amendments e.g., players name incorrect, incorrect set score etc. and the home team informed so any agreed changes can be made.

More serious disputes, such as the match being claimed because of a breach of the rules must be handled in accordance with the rules.

Please **do not** Confirm the results if any of the details are incorrect. Changes cannot be made after Confirmation, even by an Administrator.

If the results are correct click *Confirm*.