

A Captain's Guide (April 2021)

to: ADLTA team captains
cc: ADLTA match secretaries



1 Welcome

Welcome to the wonderful world of team captaincy. Some of you may be new to captaincy, some of you may be old hands. Whichever you are I hope this will prove useful.

2 Quick guide to entering a result

1. Go to the website <https://competitions.lta.org.uk/leagues>
2. Look for the 'Admin Login'
3. Type in your Login name and Password and select 'Login'
4. You should be in 'Leagues'
5. Select the league you want (eg ADLTA Winter League 2021-22) [search if necessary]
6. Select the CLUBS tab and select your club
7. Select the TEAMS tab and your team
8. Select MATCHES tab
9. Select '**Modify**' next to the relevant match
10. Select '**Enter Rubber Results**'
11. '**Enter Rubber Results**' will only appear if the match date has been reached
12. Enter players, winners and scores. (in mixed enter male partner first)
13. there is more info on entering players names further on in this guide
14. Once you are happy with the results select '**Save**'
15. You can then select '**Standings**' to see your new position in the league table.

Note 1: Anyone can go and have a look at the league tables to see where their team stands. You don't need to log in.

<https://competitions.lta.org.uk/leagues>

4 Your Support Team

You are not alone.

Your ADLTA support team is:

| | | |
|-----------------|----------------|--|
| General Support | | ADLTA@outlook.com |
| Mens Results | Chris Iles | ADLTAmens1@gmail.com |
| Ladies Results | Carole Lee | iamcas@outlook.com |
| Mixed Results | Sam Williamson | williamsonandrew1@sky.com |
| Referee | Keith Morris | keith.morris4030@virginmedia.com |
| League Set Up | Laura Williams | laurawilliams@sky.com |

5 Key Points

Enter your HOME results or add comment within 8 days of the match date.

6 LTA Results Website

Your match secretary will have listed your matches on the LTA Results website (see link below) and given you the Id and Password for your club. It is your responsibility to enter your **home** results promptly and fully; there are penalties for not doing so - see ADLTA Rules (available on the ADLTA website). The fixture dates logged on the LTA website are deemed to be the official dates so please ensure that any other list you have matches the online dates/times.

<https://competitions.lta.org.uk/leagues>

7 LTA Id & Password

Your match secretary should have given you your club's Id and password. If not, ask for them. These will give you access to the LTA Online Results Service where you will enter your results. This id and password is for your club and therefore used by everyone at your club who uses the system. Please **DO NOT** change the password as other people use it. If you forget it then contact ADLTA support at ADLTA@outlook.com. Do not try to change it via any online links, nor contact the LTA; it gets everyone confused.

8 ADLTA Website

We also have our own website, WWW.ADLTA.CO.UK, where you can find, amongst other things:

- the ADLTA RULES
- match sec contact details
- blank match 'cards'
- entry forms
- Captains' Guide (ie this one)

The ADLTA website does not require an Id/Password except when accessing certain pages. When you try to access a passworded page you will be asked for an id and password, in which case use

id = tennis

password = tennis

Note: Captains' details are only on the LTA Results website.

9 Pre Season

Before the season starts we set up the online results system. This consists of setting up the league and divisions, adding the clubs, teams, system parameters, the names, tel no and email addresses of the match secretaries and team captains, and lists of clubs' players. The previous season's information is transferred across to the new season. The support team have to amend match secretary details but your club, including you, can amend your details. Please check this information is current, otherwise you won't receive any information during the season. Your details can be found when you select the CLUB tab and then TEAM in the LTA site. Update as necessary and SAVE.

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Please note, we include a list of your club players who have previously played matches. We import them from one season to the next. Their names are stored in the system under their **club**, from where you can select them for your team squad when entering a result – more later.

Match secretaries agree fixture dates pre-season and then enter their agreed fixture dates into the system. Each club is responsible for entering its HOME dates, although it can enter the AWAY dates if it so wishes.

The Login Id and Password for the LTA results system are unique to your club. Distribute responsibly to relevant club members if necessary and please **DO NOT** change the password. Any problems contact ALDTA support, not the LTA. Please also leave the user id linked to your club so we know which club entered what; changing it to a personal name within your club is confusing for the support team as it loses the link to your club.

All is then ready for the season ahead.

10 During the season

Contact detail for a match secretary can be found when you select the CLUB tab, and then the club, on the LTA site, else a list can be found on the ADLTA website.

Contact details for a captain can be found when you select the CLUB tab, the club, the TEAM tab and the team.

These details are only visible to logged in members.

Please enter/update your contact details whenever a change occurs.

It is the responsibility of the HOME team to enter the full '**rubber result**' (full names and set scores) into the online system as soon as possible after the match but within 8 days to prevent incurring penalties. This will then automatically update the league tables so you can see immediately where you stand. Please note that this will be taken as 8 days from the date logged in the system for the match.

There is no need for the away team to confirm the result. Contact the opposing captain to sort out any queries and then enter a comment and/or email your support if any changes are required.

Take note of the result at the time of the match, and sign each other's record in case of later queries. Match 'cards' can be downloaded from ADLTA.CO.UK to use if required. If there is a disagreement about the posted result then we need proof of the result agreed at the time. If neither team can produce proof then the match may be made void. A photograph of the completed, signed, card is fine. Do note that we need first and last names of all the players.

11 Playing ineligible players

No scores should be entered where ineligible players are used.

12 Players – Initial Load

Please read this carefully!

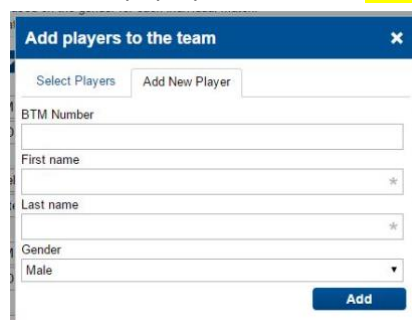
There are two lists on the system; a club list and a team list. At the start of the season we load all the players from your club who we know have played previously. These load into your **club** list.

If you log in, go to CLUBS and select your club, then select PLAYERS and you will see the list of players logged against your club.

If you log in, click on CLUBS, select your club, click on TEAM, select your team, then click on PLAYERS, you will see the list of players logged against that team at this point in time. At the start of the season this will be **empty** because no-one will have yet played for that team.

13 Players – Entering a Result

When you are entering a result you are first taken to your team list. This will show the players who have played for that team so far that season. If the player required is not there (for example at the start of the season) then you click 'add player'. This takes you to another pop up box entitled 'Add Players to the team'. Note the line underneath this. This box defaults to a 'Select Players' view. This shows you players already in the team list and allows you to search your club list for the player you are looking for by entering their name (it is usually best to use surname to search) in the box marked 'player'. You will see that it has pre-populated your club's name.



If the player exists in the club list it will show up - be patient. Select it, Add it and close the box. This player is now in your team list for the remainder of the season.

If you don't find the player and it is a new player to your club or to playing matches then you need to actually add it to your club list. So select the other tab 'Add New Player' and enter the info asked for. If they do not* have a BTM Number ('British Tennis Membership number') then create a fake one.

Players don't require a BTM number to compete in our leagues at the moment but if you have one please use it. Otherwise please create a pseudo one as follows:

Use Surname + Initial + 01, eg NADALR01, NADALR02. This should only be required if you are entering new players during the course of entering a result. Probably stick with first 6 or so characters of surname. Jim Donaldson would therefore be DONALDJ01

Please don't try and concoct a fake BTM number (using all numerics).

To find a player's British Tennis Membership number you can use the player search function at www.lta.org.uk/Search/PlayerSearch/.

14 Questions and Answers

14.1 Can I add a player AFTER a result has already been entered?

No, once you have entered the result you can't change it. If you need to do this, ask the relevant support person and put the details in the comments for a particular match.

14.2 Where are the league tables?

Select your CLUB and you will see the 'STANDINGS' tab. Select this and you will see the leagues in which your club competes.

14.3 When does the result have to be entered by?

Within 8 days of the match being played, or a penalty will be applied. An away team can enter the result if it so wishes but the responsibility for a result being entered still lies with the home team.

If the match is not played on the date listed then a comment needs to be put in against the match (eg RAINED OFF) or the relevant results secretary emailed – again within 8 days to avoid penalty.

14.4 Does the away team need to confirm a result?

No. If you feel the result needs amending then in the first instance contact the opposition match secs / captains to agree and if a change is required contact us.

14.5 Can I change a match date?

Yes, though this is down to your match secretary. Log into the system, proceed as if to enter a result but select 'Reschedule Match'. We keep a log of who did what.

14.6 Why can't I see the 'Enter Rubber Result' option?

This probably means that the match date is in the future. The system will only allow you to enter a result once the match date has been reached. Or, it could be that you have forgotten to log in.

14.7 What if a player I want to select isn't on the drop down list?

see 10 above

14.8 Which way round do I enter a score?

Home team scores must be entered first (e.g. an away win is recorded 2-6, 3-6)

14.9 What does the error message about gender mean (MIXED)?

In the Mixed league the male player's name should be entered above the ladies. (sorry – it has to be one way or the other – I tossed a coin, honest).

14.10 How do I record an end of set tie break?

Record just the games total (e.g. 7-6). The tie-break score is not required.

14.11 How do I record a deciding 'MATCH TIE-BREAK'?

Enter the tie-break as 1-0 or 0-1. The tie-break score is not required.

14.12 What if a walkover is given?

If a team concedes the match then the match is awarded to the other team (and the conceding team is penalised). The result is entered using the **'Enter Match Result'** option as opposed to the 'Enter Rubber Result' option.

Please follow the process below.

1. Follow the usual path to enter a result, but
2. Click **'Enter Match Result'** rather than 'Enter Rubber Results'
3. Enter the winner using 'Match not played, Team X didn't turn up' from drop down menu.
4. Click 'save'
5. Put something in the comments box.
6. Inform your Match Sec (for info)
7. Any penalties will be applied by Support.

The HOME team is still responsible for entering this result.

If it is unclear, or in dispute, then do not enter result until the situation has been resolved by your match secretary. However, in all cases you need to inform us, or enter a comment, so you don't incur a penalty for non entry of result.

14.13 What if the match is abandoned early (ie started but not finished)?

Assuming it needs to be replayed (see Rules), enter a comment (to avoid penalties) but don't record anything results-wise on the website. Inform your match secretary who will re-schedule the match and update the match fixture date.

14.14 What if a team is short of a pair?

Enter the rubber result as usual, but for the sets/rubbers where one pair is missing:

- The missing players remain as 'select player'
- Set the 'winner' to 'not played, no player for xxxxx team'
- Enter result as 6-0 6-0 (or 6-0 if summer).

14.15 Can we play ineligible players?

Yes you can, in order to give your opposition a full team to play then you can play ineligible players to fill up your team. However, please note that their scores for any rubber played with an ineligible player should be recorded as above in 14.14.

14.16 What if a set/rubber is unplayed/unfinished?

If a set/rubber cannot be played, for example, both teams are a pair short and the set/rubber between those two cannot be played, then select **'not played – no players'**. This set/rubber is void

If a set cannot be played due to, for example, bad weather, or is started but not completed, then enter the exact score, eg 7-5, 2-3. To enable the system to accept this you may need to disable the scoring validation in order to save the result. This is a little tick box to the right. Then leave a comment on the system. We will amend the points, which may well show incorrectly after you have entered the result. If you have any problems then leave the rubber as unplayed and enter the rubber details in comments and we will amend. Please always enter a comment anyway where unusual results have arisen so we can understand what has happened.

14.17 Finally

Please keep a copy of the rules with you at matches. Any other questions or problems, please contact your result/support secretary and/or use the comments boxes alongside a match:

