A Captain's Guide (September 2023)

to: ADLTA team captains
cc: ADLTA match secretaries

ADLTA
Aldershot & District
Lawn Tennis Association

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   Entering a result

1. Go to the website https://competitions.lta.org.uk/leagues
2. Select 'Log In' in the top right, then look for the 'Admin Login'
3. Type in your Login name and Password and select 'Login'
4. You should be in 'Leagues'; the small cup shown on the left hand side of the screen
5. Select the league you want (eg ADLTA Winter League 2023-24) [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. Use '**Select Player**' to either select a player from the list shown or the '**Add player**' option.
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	Chris Iles	adlta@outlook.com
Mens Results	Darrell Merrick-Willson	merrickwillson@icloud.com
Ladies Results	Carole Lee	adltacarole@outlook.com
Mixed Results	Cath Pearson	cathpearson100@gmail.com
Chairman/Referee	Keith Morris	keith.morris4030@virginmedia.com

5   Key Point

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

6 LTA Results Website

Your match secretary will have entered 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/times logged on the LTA website are deemed to be the official dates and times 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 are 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 ask your match secretary, another captain, or contact ADLTA support at ADLTA@outlook.com. Please DO NOT try to change it via any online links.
Please DO NOT contact the LTA; it confuses everyone.

8 ADLTA Website

We have our own website, https://ADLTA.co.uk/ , where you can find, amongst other things:
- the ADLTA RULES
- blank match 'cards'
- A Captain's Guide (ie this one)

The ADLTA website does not require an Id/Password.

9   Pre Season

Before the season begins we set up the online results system. This consists of setting up the league and divisions, adding the clubs, teams, system parameters, telephone numbers and email addresses of the match secretaries. The previous season's information is transferred across to the new season.

Only the support team can amend match secretary details but your club, including you, can amend your captain's name and contact 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, then TEAM tab, on the LTA site. Update as necessary and SAVE.

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 do not amend 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.

Contact details for a captain can be found when you select the CLUB tab, the club, the TEAM tab and the team. Please ensure your details re correct and amend as necessary.

These details are only visible to logged in members.

We now use the LTA player database. This should contain all your players for you to select, assuming they have an Advantage membership number (previously BTM No) and it is linked to their club. If 'Select player' does not bring up the one you need (it will only show players who have played for that team that season) you can search the LTA database and select from there. If they still do not appear then you must enter their name (and Advantage Membership No if applicable) in the comments box. You need to tell any player whose name does not come up that they need to either get an Advantage Membership number or (if they do have one) to contact the LTA to sort out why it is not visible.

To find a player's Advantage Membership number you can use the player search function in the results system. To obtain a number or to check your own see https://adlta.co.uk/Advantage/

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. You can only enter a result if you are logged in. Please note that this will be taken as 8 days from the date logged in the system for the match.

Contact the opposing captain to sort out any queries and then enter a comment and/or email your support if any changes are required.

Do not confirm a result; the result secretaries use this to confirm that they have reviewed 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 a 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

Where an ineligible player is used to make up a four so that other players can enjoy a game, the scores for the sets they play must be recorded as 6-0 and the pairs names not recorded.   See right-------->.

April Barrass-Carratu Roberta Cimino	Tamsin Whait Heather Shekyls	6-1
Sophie Midworth Lily Wayling	Tamsin Whait Heather Shekyls	6-4
Deborah Barrington Lynne Lassiter		6-0 Not played, no player for Team 2
April Barrass-Carratu Roberta Cimino		6-0 Not played, no player for Team 2
Sophie Midworth Lily Wayling		6-0 Not played, no player for Team 2

12 ⚫ Questions and Answers

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

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

12.2   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 not be recorded. See above 11.

12.3 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.

12.4 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.

12.5 Does the away team have 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.

12.6 Can I change a match date?

No. Only your match secretary should do this.

12.7 What if I can't I see the 'Enter Rubber Result' option?

There are two common reasons for this. Have you logged in? You must be logged in to enter a result. Are you trying to enter a result prior to the match date? There is a restriction on how soon you enter a result prior to the match date.

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

Please enter their name and Advantage Member No in the comments.

12.9 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)

12.10 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).

12.11 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.

12.12 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. *You get one set for a match tie-break win and one game.*

12.13 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 enter a comment so you don't incur a penalty for non entry of result.

12.14 Can we postpone a match?

Only if bad weather prevents the match being played. Both teams need to turn up and the captains then decide (see Rules available on the ADLTA website). If a home captain decides a few hours before the start time that the match cannot be played due to bad weather then they can postpone the match as long as they get confirmation from the opposing captain that it is postponed.

12.15 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.

12.16 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). *The system may add the score for you*

12.17   Can we play ineligible players?

See above 11.

12.18   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 the point that play stopped. 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 *(this may or may appear for you)*. 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.

12.19   Finally

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