



GLOUCESTERSHIRE TENNIS



**LEAGUE HANDBOOK & RULES
2023 SEASON**



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INTRODUCTION

Welcome to the 2023 edition of the Gloucestershire Tennis League Handbook.

As unanimously voted for at the March AGM 2019 the committee will be producing an annual league handbook for the foreseeable future. The members were full of praise for this small, practical useful handbook as it is so easy to look up a rule at a match and solve any problem immediately. It also contains other valuable information such as how to contact the committee and advice to captains.

However, we have changed the format for 2023. We will no longer publish the league tables for the previous season or the members of the leagues for the future season. This information can all be found in the LTA League Planner where it will be accurate and up to date.

We are also only publishing the hand book in electronic form – one copy will be sent by email to each club captain of the clubs participating in the Gloucestershire leagues. Each club captain can then distribute the handbook to each of their team captains either by email or by making printed copies available within the club.

In this way the Gloucestershire LTA League Committee saves money and ensures that each club receives the new league handbook.

Information and resources required for participation in the Dunlop Gloucestershire Leagues, including downloadable team entry, team fees and nominations forms, and scoresheets can be found on the Gloucestershire Tennis website. The Dunlop Adult Leagues section is under the Competitions tab on the home page. (<https://gloucestershiretennis.co.uk/>). Any questions on the league should be addressed to the League Results Manager (glosresultsmanager@gmail.com) who will pass on queries as necessary.

The league is important to Gloucestershire tennis. It serves 34 clubs and several hundred players - adults, seniors and juniors, with competitive, enjoyable tennis. There is a summer and winter league plus the senior league for any member has reached the age of 60 by 30th September.

The objective of the league tennis is to provide a structure for regular tennis matches between member clubs and to operate within the rules and spirit of the GLTA and LTA. I hope you will all remember that when calling a ball out when maybe it touched the line.

I wish you all a very successful summer and winter season.

Best wishes

Joan Griffiths

Gloucestershire League Chairman

GLOUCESTERSHIRE TENNIS LEAGUE REGULATIONS MARCH 2023

- 1. CLUB AND PLAYER ELIGIBILITY**
- 2. ARRANGEMENT OF MATCHES**
- 3. MATCH PLAY**
- 4. MATCHES – PLAYING WITHOUT A CHAIR UMPIRE**
- 5. POSTPONED/UNFINISHED MATCHES**
- 6. MATCH RESULTS AND LEAGUE TABLES**
- 7. LEAGUE COMMITTEE - ADMINISTRATION & MANAGEMENT**

APPENDIX 1 - SUMMARY OF PENALTIES

APPENDIX 2 – ONLINE REPORTING INSTRUCTIONS

1 CLUB AND PLAYER ELIGIBILITY

- 1.1 Summer, Winter and Senior League competitions shall be open to all Gloucestershire clubs registered with the LTA using the LTA Venue Registration process.
- 1.2 To be eligible to compete in the Gloucestershire Leagues, all players must be British Tennis Members (BTM). It is the responsibility of captains and players to ensure they are linked to their place of play and that players appear on the BTM Player Database so that players can be loaded into the League Planner.
- 1.3 Membership is free for signed up members of your clubs affiliated to the LTA. Players can sign up on the LTA.ORG.UK website. Adults can sign free of charge under the “Advantage Fan” option. Juniors can sign up free of charge under the “Advantage Play” option.
- 1.4 Players must also be linked to their club through their British Tennis Membership. They can do this by logging into their BTM members’ area and updating their ‘My Tennis Venue’ via their personal details tab. Players may be linked to more than one venue.
- 1.5 Any team that has not updated the ‘unknown player’ status by the latest date for checking results (Rule 6.3) will have one point deducted from every match result containing an ‘unknown player’ (with the exception of software issues validated by the committee).
- 1.6 The Men’s, Ladies’ and Mixed Doubles Competitions shall each be divided into Groups of normally not more than seven teams, with either one or two Groups per Division. New teams joining or rejoining the League will be placed in the lowest Division.
- 1.7 Clubs may enter any number of teams in the men’s and ladies’ summer competitions and the winter mixed doubles competition. Clubs must submit an entry form to the Results Manager as follows: Summer League by 15th February and the Winter League by 15th August
- 1.8 Seniors League – although the only published rule for the Seniors’ League is that players must be aged 60 by 30 September, seniors should still abide by the League Regulations even though no penalties will be incurred. Matches are played between 1st October and 31st March.
- 1.9 The entrance fee for each team shall be determined at the Annual League Meeting. Clubs are to settle the fees by the date shown on the schedule for the season concerned (see the Gloucestershire Tennis website). There is a fee of £10.00 per team in 2023 for all Gloucestershire LTA organised leagues.

Summer League team fees must be paid by 31st March.

Winter Floodlit team fees must be paid by 30th September.

Over 60s team fees must be paid by 15th September.

The Team Subscription forms can be downloaded from <https://gloucestershiretennis.co.uk/>. They are available in the Dunlop Adult Leagues section which is found under the Competitions tab on the home page. Payment should be made as instructed on the Team Subscriptions form. The fee has not increased for a number of years, partly due to the increased efficiency of conducting most business online and partly due to the generosity of past and present League sponsors.

- 1.10 Bona-fide, paid-up playing members shall be allowed to play for a club, provided that they have not played for another club in the Gloucestershire League that season. Any team fielding a player who is not a bona-fide paid up playing member of that club will forfeit any points won to the opposing team. Representative players may be transferred from one club to another only after approval from the League Committee. Any player who plays for a second club in the same season without the approval of the League Committee will forfeit any points won to the opposing team whilst playing for that second club.

1.11 Clubs having more than one team in the competition are to adhere to the following:

- (a) The best pairs must play for the higher or highest ranked team, i.e. the team playing in the higher or highest division.
- (b) Before the club's first match, four players must be nominated to the League Committee for each team except the lowest ranked team, e.g. a club with three teams must nominate four players for the highest ranked team and four other players for the second ranked team. Clubs failing to comply with this requirement will automatically be regarded as fielding their nominated players in the first match played by each team. (N.B. The Ladies' and Men's Leagues are separate competitions.)
- (c) Nominated players must play at least 3 matches in the team for which they are nominated unless there is a valid reason submitted to the League Committee. Failure to comply may result in a penalty. Your nominated players must be submitted before your club's first match of the season and play at least 3 matches in the team for which they are nominated.
- (d) A player in a lower team of a club may only play twice for any higher team. On the third appearance the player shall automatically become a player of the higher team for which the player has played and must not make further appearances in any lower team. Any team contravening this rule shall forfeit to the opposing team any points won by the offending player(s).
- (e) No nominated player may play for a lower ranked team. Any team contravening this rule shall forfeit to the opposing team any points won by the offending player(s).
- (f) If nominated players have played for a team and that team is subsequently withdrawn, then none of those nominated for that team, or so qualified under rule 2.6c will be eligible to play for a lower ranked team.
- (g) To maintain the integrity of the divisional structure of the league by ability levels, clubs shall select their teams appropriately from players that are eligible. The use of 'occasional' players to influence the results of a specific fixture shall be actively discouraged. The Committee either in advance or retrospectively shall have the power to decide player eligibility in such circumstances where the occasional player does not play in the top team and to take whatever action is deemed necessary.

2. ARRANGEMENT OF MATCHES

- 2.1 Summer League matches shall be played between 7th April and 31st August inclusive. Matches or rubbers played before or after these dates will be inadmissible for League results purposes.
- 2.2 Winter League matches shall be played between 22nd September and the last day of February. Matches or rubbers played after the last day of February will be inadmissible for League results purposes.
- 2.3 If a club has more than one team in the same Division, their matches against each other shall be completed by 15th June for the Summer League and 31st December for the Winter League.
- 2.4 Any necessary (and permissible) change of match date must, once agreed between teams, be recorded by the home captain on the online League Planner.
- 2.5 Only Home captains should reschedule their matches on the League Planner. The Home captain must send confirmation of the change by email or text and ask for acknowledgement from the Away captain so that there is no doubt that the change has been agreed.
- 2.6 Cancelling matches and conceding points is not allowed (Rule 3.9). All teams are expected to play all of their matches. If a team makes no effort to rearrange a postponed or incomplete match it denies their opposition the chance to earn points which might be vital to achieve promotion or to avoid relegation.
- 2.7 If postponing a match you must receive acknowledgement from the opposition (Rule 5.1). This sounds obvious, but text, phone and email messages may fail to reach the right person and occasionally teams have had a most frustrating time, plus expense, waiting in vain for the opposition. Please take note of Rules 5.4 and 5.5 re postponement notification.
- 2.8 If rearranging a match you are expected to use the same players and pairings other than in exceptional circumstances, which may have to be justified to the League Committee. (Rule 5.8).
- 2.9 To reschedule a match see the League Planner section of this booklet 'Results Entering ...'.
- 2.10 Do not ask for an extension of season beyond 31st August for the Summer League or 28/29th February for the Winter League. The League Committee will not grant this request.
- 2.11 Teams shall be responsible for providing up to date contact details including phone numbers and email addresses via the Results Manager, and for notifying relevant other teams of any changes to these, including temporary alternatives, in good time before match dates. The onus shall be on teams to demonstrate that they have done this

3. MATCH PLAY

- 3.1 For each match the Home team is to provide four new ITF-approved balls for each court. The League receives excellent support from its sponsor and this sponsorship keeps down league entrance fees for clubs. Therefore clubs are strongly encouraged to use tennis balls from the sponsor's range for League matches. Our sponsor is Dunlop for the 2023 season.
- 3.2 All matches should start at no later than 6.30pm. If a team or pair is not ready to start within 30 minutes of 6.30pm, or the time agreed between clubs, the team or the pair shall concede the first rubber/s to their opponents by a score of 0-6, 0-6. If the team or pair is not ready to start within 60 minutes of 6.30pm, or the time agreed between clubs, the second rubber will be conceded to their opponents by a score of 0-6 0-6.

- 3.3 Each team in a Group shall play one home and one away match against every other team in that Group. Each team is to consist of two pairs; each pair shall play one rubber against each pair of the opposing team, i.e. four rubbers in total. The visiting team will play both rubbers on the same court. A change of court for any reason must be agreed by the visiting captain.
- 3.4 If a team is unable to field four players for a match, it is permissible for two players to constitute that team. If circumstances force you to use only two players in a fixture you must make a courtesy phone call to the opposition beforehand. Away teams should do this early enough to prevent hosts from over-providing refreshments. The team shall concede two rubbers to their opponents by a score of 0-6, 0-6.
- 3.5 In the Summer League, all rubbers shall be decided by the best of three sets consisting of two tie-break sets and, if necessary, a Deciding Rubber Tie-Break.
- 3.6 In the Winter League, each team shall consist of two women and two men playing in two mixed pairs against each of the opposing pairs. Matches will consist of four rubbers each of two tie-break sets.
- 3.7 If floodlights are available they must be used to complete matches should normal daylight not be acceptable to either team. Where floodlights have to be switched off before a certain time, then the home team must inform the opposition before commencement of the match. In this case a time that is five minutes before lights out should be established so that the match can finish in time.
- 3.8 If, due to illness or injury, a player is unable to continue after a maximum of 10 minutes has elapsed, uncompleted games in the rubber being played shall be forfeited. Should the player not recover in time to play the second rubber, it shall be forfeited 0-6, 0-6.
- 3.9 Cancellation of matches and the conceding of points to the opposition is not allowed except where specifically set out elsewhere in the rules.
- 3.10 Where there is a dispute regarding the safety of the court, bad light or weather conditions, then the wishes of the visiting captain shall prevail. The visiting captain must be at the match venue to make this decision. Home team captains are responsible for pointing out any potential hazards to their visitors. Full details of any dispute not settled to the satisfaction of both teams must be submitted in writing by the teams concerned to the League Chairman who will adjudicate with the assistance of committee members who are not involved with the clubs in dispute.
- 3.11 In the Summer League the winner of each rubber shall score one point, and each completed match will produce a points score of 4-0, 3-1, 2-2, 1-3 or 0-4. Each Deciding Rubber Tie-Break will score 0-1 or 1-0 sets and 0-1 or 1-0 games.
- 3.12 In the Winter League each set won is worth 2 points, giving 16 points in total for the match
- 3.13 The set tie-break will operate when the score reaches 6 games all in any set. The following system shall be used:
- A team which first wins 7 points shall win the game and the set, provided they lead by a margin of 2 points. If the score reaches 6 points all the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tie-break game.
 - The player whose turn it is to serve shall serve the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in the set, until the winner of the game and the set have been decided.
 - Each service shall be delivered from the right and left courts alternately, beginning from the right court.
 - Teams shall change ends after every 6 points and at the conclusion of the tie-break game.
 - The team which served first in the tie-break game shall receive in the first game of the following set.
 - If a Deciding Rubber Tie-Break is played, the team that first wins 10 points shall win the tie-break, provided they lead by a margin of 2 points. If the score reaches 10 points all, the tie-break shall be extended until this margin has been achieved. Both teams may choose which player in their team serves first at the start of a Deciding Rubber Tie-Break set. Other than above, the pattern of a Set Tie-Break applies.

4. MATCHES – PLAYING WITHOUT A CHAIR UMPIRE

Players should be aware of the following basic principles and court etiquette when scoring their own matches:

- Each doubles team is responsible for all line calls on their own side of the net.
- All “out” and “fault” calls should be made promptly after the ball has bounced and loudly enough for the opponents to hear.
- If the team responsible for a line call is in doubt about it, they must give the benefit of the doubt to the opponents.
- If a player incorrectly calls a ball “out” and then corrects it to “in” the point should be replayed unless it was a point winning shot. If the same player makes further incorrect “out” calls in the same match he/she loses the point.
- The server should call the score before each first serve, loudly enough for the opponents to hear.
- If the score is forgotten then go back to where all players agree.
- Play should be continuous - 90 seconds for changing ends, two minutes between sets. A tie break should be continuous.
- Foot faulting, whilst irritating, cannot be called by the opposing players.

- If the ball hits a permanent fixture, e.g. indoor roof or lights, this counts as a fault (NB in doubles the net posts are not permanent fixtures).
- Serving should be continuous. If, however, there is a break between 1st and 2nd serve and it is not the fault of the server, then the whole point is replayed.
- Court position - whilst a receiver's partner is allowed to stand anywhere on court it is more of a detriment to the receiver who will not be able to see the ball. Also if this person gets hit with the serve then the server wins the point.

Code of conduct

- Players should conduct themselves in a sportsmanlike manner.
- Players should not use audible obscenities or make obscene gestures of any kind.
- Players should not hit a ball or throw a tennis racquet in anger.

4. POSTPONED OR UNFINISHED MATCHES

Postponement – All Leagues

- 4.1 Postponement for any reason must be notified to and acknowledged by a member of, or nominated contact person for, the opposing team. If contact is not acknowledged within reasonable time of doing this the Results Manager shall be notified. It shall be sufficient for a team to demonstrate that they have made every effort to make timely communication with the opposing team.
- 4.2 All postponements other than for weather or unfit courts are to be notified to the Results Manager by email.
- 4.3 Postponed matches must be re-arranged as soon as possible, the home team offering at least three dates in three separate weeks, unless too near 31st August for the Summer League and the end of February for the Winter League. If no date can be agreed then the League Committee will impose one.

Summer League

- 4.4 Any team that postpones a fixture (after 1st April including re-arranged matches) for any reason other than bad weather, unfit courts, or other circumstances outside the control of the team and not reasonably foreseeable or remediable, will have three points deducted. Teams notifying postponement (other than for the aforementioned circumstances) on the day of the fixture will have four points deducted. If the notification of postponement is 2 hours or less prior to the scheduled start of the match on the day of the fixture, the match will also be awarded to the opposing team.
- Teams not notifying postponement and failing to turn up for a match on the day of the fixture will have four points deducted and will also lose the match 0-4.

Winter League

- 4.5 Any team that postpones, after 15th September, a fixture (including re-arranged matches) for any reason other than bad weather, unfit courts, floodlight failure, or other circumstances outside the control of the team and not reasonably foreseeable or remediable, will have eight points deducted. Teams notifying postponement (other than for the aforementioned circumstances) on the day of the fixture will have 16 points deducted. If notification of postponement is less than 2 hours before the scheduled start of the match on the day of the fixture, the match will also be awarded to the opposing team.
- Teams not notifying postponement and failing to turn up for a match on the day of the fixture will have 16 points deducted and will also lose the match 0-16.

Unfinished Matches

- 4.6 In the Summer League, where matches are unfinished due to weather or bad light, but not injury, they must be re-arranged for completion as soon as possible. Lack of agreement on dates shall be addressed as for postponed matches at paragraph 5.3. Any team postponing or failing to turn up for a rearranged unfinished match will incur a penalty equal to the number of points outstanding.
- 4.7 In the Winter League, if a match is not completed due to weather conditions or failure of floodlights or timed out as in 4.7 the following shall apply: any sets started but not completed will be won by a pair which is two or more games ahead, otherwise the points will be shared one to each team; any sets not started will be shared one point to each team unless the away team requests to finish at the original venue on another date or the home team requests to finish at the away venue on another date. Teams should comply by offering suitable dates at the request of the opposition.
- 4.8 The same players and pairings are expected to resume the match other than in exceptional circumstances, e.g. injury or absence on pre-planned holiday. The previous score shall stand and the rubbers continued from the exact point at the time of postponement regardless of whether the same players are involved or substituted players are used.

5. MATCH RESULTS AND LEAGUE TABLES

- 5.1 The Home team shall complete a Match Sheet which must be signed by both captains and kept until the final League tables have been published at the end of the season. The Home team shall enter the results on the LTA League Planner within one week of the match being played. The Away team shall check the match score entered and, in the event of any disagreement, shall contact the Home team captain in the first instance. Any dispute that cannot be resolved shall be referred to the Results Manager. Clubs must follow the procedure at Appendix 2 for entering/checking results online.
- 5.2 Incomplete matches are to be entered on the website and the final score entered after the re-arranged match has been played.
- 5.3 The latest date for entering and checking results, including resolving disagreements, is 10 September for the Summer League and 10 March for the Winter League. Any result entered after 10 pm. on these dates will be invalid.
- 5.4 At the conclusion of each annual competition, the team scoring the highest number of points in each division will be the winner. If two or more teams in any one division score an equal number of points, the order of precedence shall be determined on the basis of the percentage of sets won, and should teams again have equal scores, the percentage of games won shall decide. Should any teams still have equal points the Committee may decide on a play-off.
- 5.5 The two bottom teams in each Group at the end of the Season will be relegated to the Division below, if any, and the two top teams in each Group will be promoted to the Division above, if any, for the following season. However, only one team will be promoted from each of the Division 1 Groups. Where there is only one Group in the bottom Division, only one team will normally be relegated from each Group in the next higher Division.
- 5.6 In the event of a club or team withdrawing, the vacancy created shall be filled the following season by teams in the lower Divisions each advancing one position.

6. LEAGUE COMMITTEE - ADMINISTRATION & MANAGEMENT

- 6.1 The objectives of the Gloucestershire Tennis League are as follows:
 - (a) to provide a structure for regular tennis matches between member clubs;
 - (b) to operate within the rules and spirit of the Gloucestershire Lawn Tennis Association and the LTA;
 - (c) to be, as far as possible, self-financing within the Association.
- 6.2 The Management of the Competition shall be entrusted to a Committee called the 'Gloucestershire Tennis League Committee'. The Committee shall consist of a maximum of ten members: Chairman, Honorary Secretary, Results Manager, the Gloucestershire LTA Honorary Treasurer and up to six elected representatives from competing Clubs. If there are insufficient elected representatives, the committee shall have the power to co-opt additional members.
- 6.3 The Committee will meet at least four times a year. The quorum at a meeting shall be four. In the event of equal voting the chairman shall have a second, casting vote. The Committee shall be empowered to settle all disputes, interpret the Regulations and make decisions in circumstances not covered by the Regulations. In all cases the Committee's decision shall be final.
- 6.4 There will be an annual meeting for the clubs. The meeting business shall include the election or re-election of Committee Members, rule change proposals, and approval of the League finances. Clubs attending will have one vote per club.
- 6.5 The League Rules shall only be altered, rescinded or added to at the Annual Meeting. Notice in writing of any proposed alteration or addition to these Rules must be received by the League Secretary twenty one days before the date of the Annual Meeting.
- 6.6 In order to contact the League Committee please use the following email address: glosresultsmanager@gmail.com
- 6.7 All trophies must be returned in a clean condition to the Gloucestershire LTA offices at the Indoor Tennis Centre , Ostalls , Gloucester by the following dates:
 - (a) Summer League - by 30th September in the year following their being awarded.
 - (b) Winter League - by 31st December in the year of the award.

All trophies remain the property of the Gloucestershire LTA. The insurance of these trophies when in clubs' care will be the responsibility of the Gloucestershire LTA. However, clubs are to ensure that all reasonable care is taken regarding the security of trophies in their possession, otherwise the insurance will be invalidated and they will be liable. Clubs failing to do this will be charged for the cost of engraving.

APPENDIX 1 -SUMMARY OF PENALTIES

SUMMER AND WINTER LEAGUES

Rule 2.1(b)	Teams showing unknown player status at the end of the season.
	One point will be deducted from any team where the match result still contains ‘unknown player’ status at the end of the season.
Rule 2.5	Non Registered Playing Member
	The team fielding a non registered playing member will forfeit any points won to the opposing team
Rule 2.6d	Playing in lower team after having played three times in a higher ranked team.
	Any points won by the offending player(s) will be awarded to the opposing team
Rule 2.6e	Nominated player playing for a lower ranked team.
	Any points won by the offending player(s) will be awarded to the opposing team

SUMMER LEAGUE

Rule 5.4	Postponement of matches after 1st April for reasons other than bad weather or unfit courts.
	The team postponing the match will have three points deducted.
Rule 5.4	Postponing matches on day of the fixture for reasons other than bad weather or unfit courts.
	The team postponing the match will have four points deducted. Teams notifying postponement less than 2 hours before the scheduled start of the match will also forfeit the match.
Rule 5.6	Postponing or failing to turn up for a rearranged unfinished match
	The offending team will incur a penalty equal to the number of points outstanding

WINTER LEAGUE

Rule 5.5	Postponement of matches after 15th September for reasons other than bad weather or unfit courts.
	The team postponing the match will have eight points deducted.
Rule 5.5	Postponing matches on day of fixture for reasons other than bad weather or unfit courts.
	The team postponing the match will have 16 points deducted. Teams notifying postponement less than 2 hours before the scheduled start of the match will also forfeit the match.
Rule 5.5	Failing to turn up for a match.
	The offending team will have 16 points deducted and will also lose the match 0-16.

APPENDIX 2

RESULTS ENTERING ON LEAGUE PLANNER

The League Planner can be found at:

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

If help is required then send an email to the League Results Manager at:

glosresultsmanager@gmail.com

The League Planner is a fundamental tool in managing the League. The software has been developed by the LTA who are committed to improving its functionality. Therefore from time to time there will be new releases of the league Planner with updated and improved features. The League Committee will try to keep this guidance consistent with the League Planner functionality

Each club is issued with one Admin log-in name and password. Do not try to change the password.

Clubs should nominate one or more individuals to be responsible for inputting/checking results as follows:

The **HOME TEAM** is to provide a results sheet, retain the signed original until the end of the season, and submit the scores online.

The **AWAY TEAM** is to confirm the online results, resolve any anomalies and report difficulties in doing so.

ACTIONS FOR HOME TEAM

A. **On the match day** complete and sign the result sheet. Retain the sheet as per the Rules. Blank sheets are available from the Gloucestershire Tennis website.

B. **Submit the result online** within one week as follows:

1. Log into the League Planner.
2. Select the relevant Summer / Winter / Over 60s Dunlop Glos League.
3. Select in turn: Clubs / your club from the drop-down list / Teams / the relevant team / Matches / and select the relevant match.
4. a) For COMPLETED matches, select 'Enter Rubber Result'.
b) For entering the interim score of an incomplete match, select 'Not Played Match Abandoned'.
5. Enter the results of the rubbers by selecting the correct players for each team from the drop-down boxes, picking the winner of the rubber and entering the score. The 'Check form' screen allows you to check your entry; any mistakes will show in red. If you have made an error, select 'Modify' to go back. Finally select 'save'.

Tips: Home team scores are entered first (e.g. 2-6, 4-6 is an away win).
If there is a set tie-break, just record the games scores (e.g. 7-6, 6-4).
Deciding rubber tie-breaks are scored: 0-1 or 1-0 sets, 0-1 or 1-0 games.
The 'clear fields' option allows you to remove all rubber entries and start again.

ACTIONS FOR AWAY TEAM

A. **On the match day** sign the result sheet and make a copy of the scores.

B. **Check that the result has been entered correctly**, within 2 weeks of the match date, as follows:

1. Log into the League Planner.
2. Select the relevant Glos League.
3. Select in turn: Clubs / your club from the drop down list / the match to be checked (select either team name).
4. a) For INCOMPLETE matches just check the details.
b) For COMPLETED matches, check the details, and if correct select 'Confirm results'.
5. If you disagree with the score you should attempt to resolve this with the home team. If this is not possible, email details to the Results Manager without delay, copying your message to the home team. In the 'subject' box state the League division, match date and the two teams concerned.

Logging In

There is only one admin log-in per club which is issued by LTA Competition Support. The admin function enables the club administrator to set permissions for team captains/players to add player names, enter match results, etc. Team captains/players with these permissions should log into the League Planner under their LTA Member Login.

Pre-loading Teams

Once the League Planner has gone 'live' for the season, from the home page select the relevant League, then 'Clubs' and find and select your club and then 'Teams'. Select the relevant team and then the 'Players' tab. Select 'Add Players' and enter letters in the filter box as instructed. Player names will appear from which you can select and save.

Rescheduling Matches

Home team captains should reschedule any rearranged matches on the Planner, once confirmation has been agreed with the opposition captain. Find the relevant match then select the tab 'Reschedule match'. Enter new date and time and Save

Results Reporting

Use only 'Enter Rubber Results', **NOT** 'Enter Match Result'.

Unfinished matches: When entering the interim score of an unfinished match, enter completed sets only and use 'not played match abandoned'. (This will allow the completed sets to be added to the league standings). Use the comments box to enter status of unfinished rubbers. Enter the final result online when the match is completed.

Players' names: If a player is not yet present in the selection list for the team, try and add the player to the team by clicking on the 'add player' function which allows access to the Place to Play's database. If the player is registered with British Tennis and linked to team's venue the name will appear when typed into the filter box.

If it is not possible to add the player, use the 'unknown player' option when entering the rubber result which allows completion of the match score online. If it is necessary to use 'unknown player' then details of the unknown player name, and BTM number if known, should be recorded using the 'Add Comment' button.

NB: As per rule 2.1(b) teams that have not updated the 'unknown player' status by the latest date for checking results will have one point deducted from every match result containing an 'unknown player'.

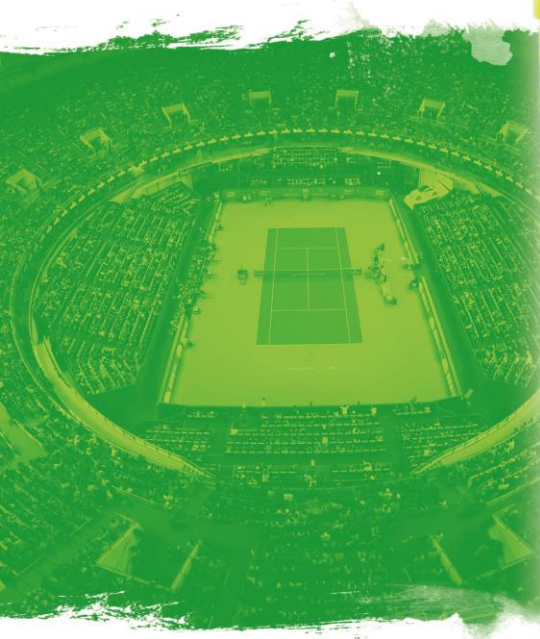
Confirmation of results

Away team captains must check results including player names and activate the 'Confirm' button, unless the match was unfinished (using 'Confirm' at this point prevents the Home team entering the final scores).

End of Season Check

The last date to check all results and resolve queries is 10th September (summer season) and 10th March (winter season).

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