



**BERKSHIRE
TENNIS**

BERKSHIRE LEAGUE

CAPTAIN'S GUIDE

We hope this guide will act as a tool to help you successfully organise your team before and during the season. The guide was created following an increased number of queries relating to the organising of matches.

Our overall aim of the Berkshire Leagues is to provide competitive tennis to clubs. It is vital that Team Captains make every effort to arrange and confirm their matches as early as possible, in addition to ensuring their players availability for their matches at the start of each season.

All matches in the competition shall be conducted in accordance with the ITF Rules of Tennis; the Rules and Regulations of the LTA; the LTA Competition Regulations; the LTA Code of Conduct; and the Berkshire League Rules. Any complaint/dispute shall be made to the appropriate League Organiser by the team captain within 48 hours of the complaint/dispute arising.

Fair Play: We want to make sure that tennis is played in a fair, open, and inclusive nature at all levels, so everyone feels welcome on court. Click here to find out more [Fair Play](#)

Safeguarding & Risk Assessment: At a league or county match, the home team is responsible for the safeguarding plan and [Risk Assessment](#) to ensure your club is safe for your members and participants.

First Aid: Club should have a First Aid policy in place and a First Aider present during matches or, the home captain should know who to contact in an emergency.

GOOD PRACTICE: GUIDE TO ORGANISER MATCHES

- Matches **MUST** be played on or exceptionally, before designated weekends. It is extremely important that teams commit to the fixture's dates. All fixtures in the top 4 divisions are expected to be fulfilled on or before the match date save for adverse weather conditions. If matches rearranged, due to adverse weather, home captains must offer a choice of 3 new dates and the league organiser must be informed. (Rule 9) and should be played within 3 weeks **to avoid any disputes** towards to end of the season when matches are not played in time. Walkovers **CAN ONLY** be sanctioned or entered by the League Organiser.
- Team Captains **MUST read the Rules** which are available on [Berkshire Tennis League Resources](#)
- Home Team Captains must contact their opposing team captain at least 14 days before the date to confirm the match, start time and details of refreshments. Team captain contact information can only be found when viewing the league on-line. As only logged in users can view this information, it will not be seen publicly.
- Away Team Captain must respond confirming the match and confirming they will be staying for refreshments (if a team is not able to stay for refreshments, they must inform the home team captain). Adults' teams only.
- Both team captains are responsible for completing the scoresheet **correctly with players' names and BTM numbers**, and both captains must sign it as correct. Both team captains should retain the scoresheet until the league season is completed.
- The winning team captain will enter the match result on the results system. This will be then seen immediately online (or within 48 hours). **Do not confirm match results.**

- The **opposition** captain should check that the result has been entered correctly and **confirm**. If the away team captain has not confirmed the result or raised a query within 7 days of the result being submitted the League Organiser will assume the result is correct and confirm the result.
- Club cannot amend the result after submission, only the League Organiser can amend results.
- For matches where a team has conceded - **both team captains to notify** the league organiser.

N.B. The use of 'unknown player' is allowed on a temporary basis and those players will be asked to apply for LTA Advantage numbers. If they are from your team, please ask them to register and link to your club via [the LTA website](#). The League Organisers will be chasing up on unknown player selections.

LOGGING INTO RESULTS SYSTEM

- Click on link available on the [Berkshire Tennis website – Berkshire Tennis League Resources](#) which will take you to 'Login' site. Select '**Admin login**' (bottom of the page) and **NOT** the LTA Member login and then enter the club's unique log-in details.
- You will be taken to the front page of the LTA tournament software site and in the top right-hand corner you will see the name of the person who is registered with the LTA from your club. Do not be alarmed as you have not inadvertently logged in as them.
- **DO NOT UNDER ANY CIRCUMSTANCES CHANGE THE PASSWORD**– THIS IS YOUR UNIQUE CLUB LOGIN AND OTHER PEOPLE WILL NEED TO USE IT.

[Berkshire Tennis League Resources](#)

[How to Enter Results Online \(Document\)](#)

Berkshire Tennis League Resources

Berkshire Tennis organise leagues throughout the year and open to all affiliated venues. These leagues provide clubs with the opportunity of fun, enjoyable and competitive tennis for their members at the appropriate playing standard. Leagues range from being county wide to more localised and comprise of formats that enable both singles and doubles play.

Within this area you will be able to submit your league result, download the latest rules or find the league organisers details.

League Organisers - contact details:

- Berkshire Dunlop Summer League: berkshiresummerleague@email.com
- Berkshire Dunlop Winter League: berkshirerwinterleague@gmail.com
- Berkshire Youth & National League Summer/Winter: berkshirenationalleague@email.com
- Berkshire Seniors League: sgmvaus@hotmail.com



Video on: [How to Enter Rubber Results](#) & [How to Manage your Affiliated Venues](#)

TIPS FOR SOLVING COURT ISSUES & TIPS FOR SOLVING PLAYER AVAILABILITY ISSUES

- Stagger the start times of fixtures at your club to allow more matches to go ahead.
- Look to play at another suitable local venue or switch the home/away with your opposition.
- Rearrange match (es) for the lower team (s) if necessary.
- Consider selecting eligible players from your club who were not part of your original squad list.
- Consider playing the match with fewer than 4 players. A team can still win with 3 players, but you should contact your opposing captain before match day if you intend to do this.

CAPTAIN'S GUIDE

TEAM CAPTAIN CHECKLIST:

- Look at the fixture list from your League Organiser and liaise with club's Match Secretary and Coaches to confirm players and court bookings for home matches.
 - Liaise with parents / players – to confirm players' availability and selection.
 - Contact Team Captain before and on match day. Team captain contact information can only be found when viewing the league on-line. As only logged in users can view this information, it will not be seen publicly.
 - Confirm your fixtures at least 14 days before the fixture date.
 - Contact the League Organiser for any other query.
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MATCH DAY CHECKLIST:

- Scorecards - each team captain must complete a scorecard on match day with correct players' names and LTA Advantage numbers. You will find these and the Rules from the [Berkshire Tennis website](#) or from Team Captains' Resource [LTA National League](#) or [LTA Youth League & National League](#)
- Formats – makes sure you check and understand format (s) for each junior age group.
- WTN – You need to confirm the Advantage Membership numbers and current ITF World Tennis Numbers of your players as seedings needed to be done before the match starts. WTNs are updated weekly so ensure you have checked these for each player on the LTA website ahead of the match. If players play out of order, then the singles rubbers involving those players shall be forfeited (Rule 16.6)

POST-MATCH

- Enter results online via LTA Tournament Software – using the match scorecard the Winning Team Captain must enter all results within 48 hours.
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TIPS FOR SOLVING COURT ISSUES & TIPS FOR SOLVING PLAYER AVAILABILITY ISSUES

- Look to play the fixture on 2 or 3 courts instead of 4. (4 players team)
 - Stagger the start times of fixtures at your club to allow more matches to go ahead.
 - Look to play at another suitable local venue or switch the home/away with your opposition.
 - Consider selecting eligible players from your club who were not part of your original squad list.
 - Consider bringing in eligible players from younger age groups.
 - Consider playing the match with fewer than four players for Division 1 matches. A team can still win with three players, but you must contact your opposing captain before match day.
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USEFUL LINKS:

- [LTA National League](#)
- [LTA Youth League and National League](#)
- [Parents' Area on the LTA website](#)
- [Understanding Basic Rules and Scoring a Match – 8 & Under Red Tennis](#)
- [Understanding Basic Rules and Scoring a Match – 9 & Under Orange Tennis](#)
- [Understanding Basic Rules and Scoring a Match – 10 & Under Green Tennis](#)

PROBLEMS SOLVING ISSUES

1. Home captain contacted the opposing captain to arrange our fixed date match but have had no response.
 - Send another email or call them. If there is no response from a telephone call, send the captain a final reminder email with your league organiser cc'd in.
2. Opposition team cannot raise a team at a short notice.
 - You can either claim a walker over or, if the opposition captain agrees (which they are not obliged to do), then an alternative date can be arranged (division 5 and below only). New date must be updated on the website) and League Organiser be advised by email.
3. Fixed match arranged, but one of the players cannot make the match.
 - Consider moving players from lower team (s). Club must find a replacement player (in line with the playing up ruling) to complete your team. Alternatively, you are allowed to send just one pair. In this instance, you would be forced to concede the two rubbers that were not played by a score of 6-0,6-0. Opposing captain must be made aware if you will be travelling with one pair only.
4. The decision to postpone a match due to adverse weather conditions
 - This must be made and agreed on the day of the match, and after inspecting the courts by both team captains (if possible). Decision must not be made in advance based on forecast weather report. Club must, however, consider the risk of injury if the match goes ahead. Berkshire registered venues are insured through the LTA, which requires them to carry out a risk assessment.
5. What happens if a match is postponed on the day due to bad weather or illness/ injury – whose responsibility is it to notify League Organiser?
 - Home team should notify the organiser (cc'd the opposition) and schedule a new date.
6. Player Retirement
 - If a player retires during a rubber, the opponent will win all the remaining games and sets necessary to win the rubber.
7. Completion of Matches (due to inclement weather)
 - If play is suspended after a match has started, then the match shall resume at the point of suspension. If a match cannot be started due to rain or rain stops play before any rubbers have been completed, then the match may be rearranged at the original venue.

USEFUL LINKS:

- [How to Enter Rubber Results](#)
- [How to Manage Your Affiliated Venues](#)
- [Berkshire Tennis – Berkshire League Resources](#)
- [World Tennis Number \(WTN\) and Rankings](#)
- [10U -18U Scorecard – 4 Singles and 2 Doubles \(4 players\)](#)
- [10U-18U Scorecard – 2 Singles and 1 Doubles \(2 players\)](#)