

# Surrey Captain's / Player's Summer Guide

## Surrey Competition: (Please circle appropriate competition)

Club Entries: Wilson Surrey League or LTA Youth League and National Leagues

Individuals: Surrey Summer Knockouts

**Team Name:**

**League Division/Event:**

**Club Organiser:**

**League Coordinator:**

### At the start of the season:

Please look up all the details necessary to complete the information above. Your League Coordinator details will be found on the Surrey Tennis website (more information below) or emailed to you with the League Launch email from us.

As the captain/player of a home match, we suggest that you make early contact with your opponents to agree a match date. At the very least, once the season is launched we recommend that you contact the opposition at least 4 weeks in advance of your match and that a match date is agreed at least 2-3 weeks in advance.

### Useful Information:

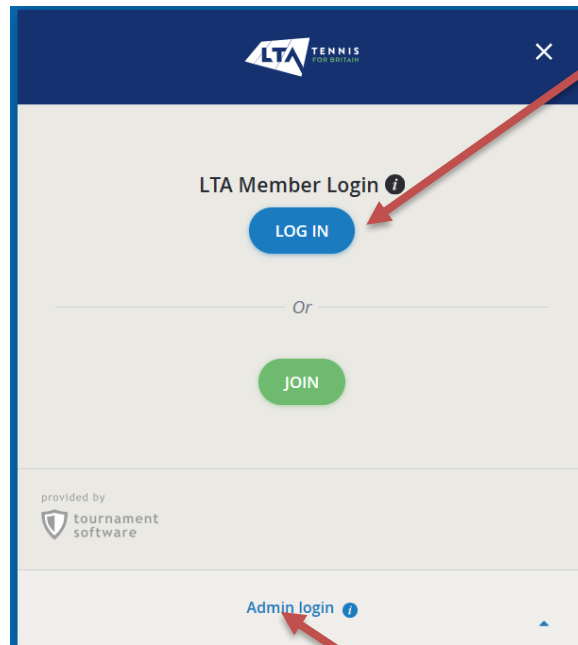
Welcome to a new season of the Surrey Competitions. In order to make your involvement as easy as possible, Surrey Tennis has put together a host of useful information on the Surrey Tennis website for you. Go to [www.surrey.tennis](http://www.surrey.tennis), then from the Competitions Menu, select your competition (Wilson Surrey League, Schools, National League. etc) and the appropriate season (Summer or Winter) and Current Season. You will be presented with a page similar to this:



On the Surrey Tennis Competition page for the Wilson Surrey Leagues, you will find Key Dates, Rules, Scorecards, Video Tutorials or links to the LTA Support pages and a link to email any queries to our Competitions team in the Surrey Tennis office.

The LTA are currently upgrading their systems, including their Competition Management System. Some of our competitions are on the new system (Wilson Surrey Leagues, LTA National League Junior Team Trophy, Mixed Team Knockouts) while others are still on the old system (Surrey Winter Knockouts). The Video Tutorial link will take you to the appropriate instructions for your competition. One of the most significant changes is how to log on.

If you are on the new system, please use your personal LTA membership log in details and the LTA option on log in pop up window.

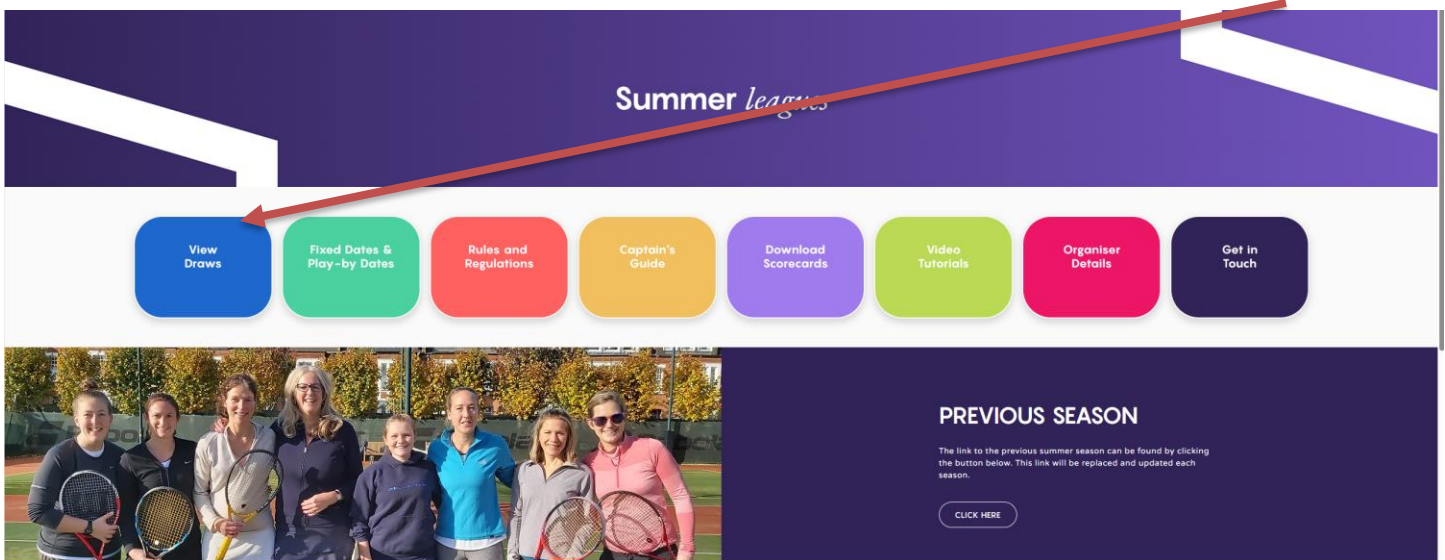


If you are on the old system, please use the club log in details and the 'Admin' option at the bottom of the Log in pop up window.

There are instructions (Surrey How to Videos, LTA How to Guides, LTA How to Videos) showing you how to change captain details, add players to your team, finding the contact details for your opponents, rescheduling a match, and how to enter rubber results. We hope that these tutorials answer most questions you may have about recording your match results.

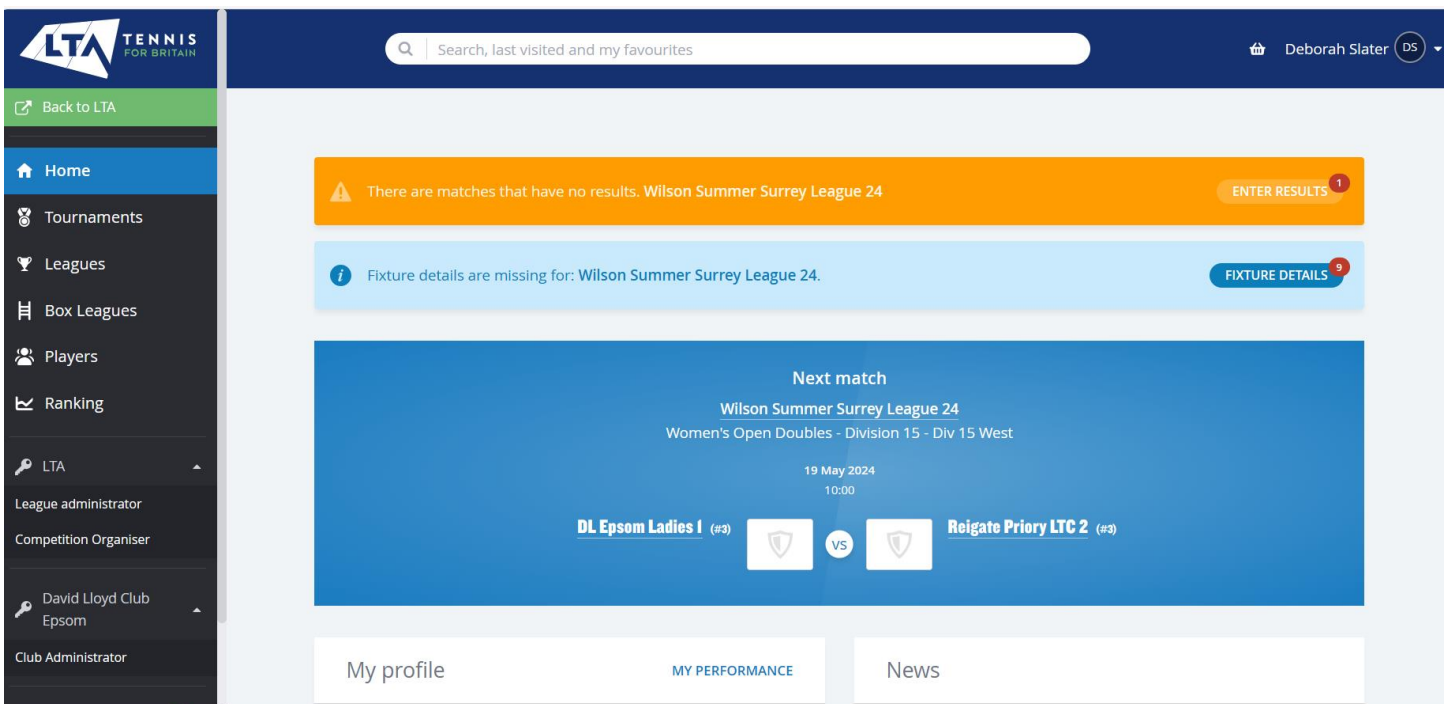
## Accessing your Draw:

There are several ways to access your draw, one way is to select Draws from the Surrey Tennis Competition page:



This will take you to the appropriate LTA competitions.lta.org.uk page.

## NEW SYSTEM:



Scroll down the page to find your club, competitions, division and team. Clicking on any item will take you to further pages with relevant information, but clicking on the name of the draw will take you directly to your draw

The screenshot shows the LTA Tennis website interface. On the left is a navigation menu with options like Home, Tournaments, Leagues, and Ranking. The main content area displays information for 'DAVID LLOYD CLUB EPSOM'. A red circle highlights the link 'Women's Open Doubles - Division 15 - Div 15 West' in the right-hand column. Below this link is a table of teams and their performance.

TEAM	PL	PT
1 Pensford 1	1	2
2 Reigate Ladies' 3s	1	2
3 DL Epsom Ladies 1	0	0
3 Reigate Priory LTC 2	0	0
5 Redhill Ladies	1	0
6 Ember Ladies 2	1	0

The screenshot shows the 'Wilson Summer Surrey League 24' page. The 'Women's Open Doubles' section is highlighted, showing the division 'Division 15 - Div 15 West' and a 'Standings' table. The 'Standings' table lists the top team, Pensford 1, with their performance metrics.

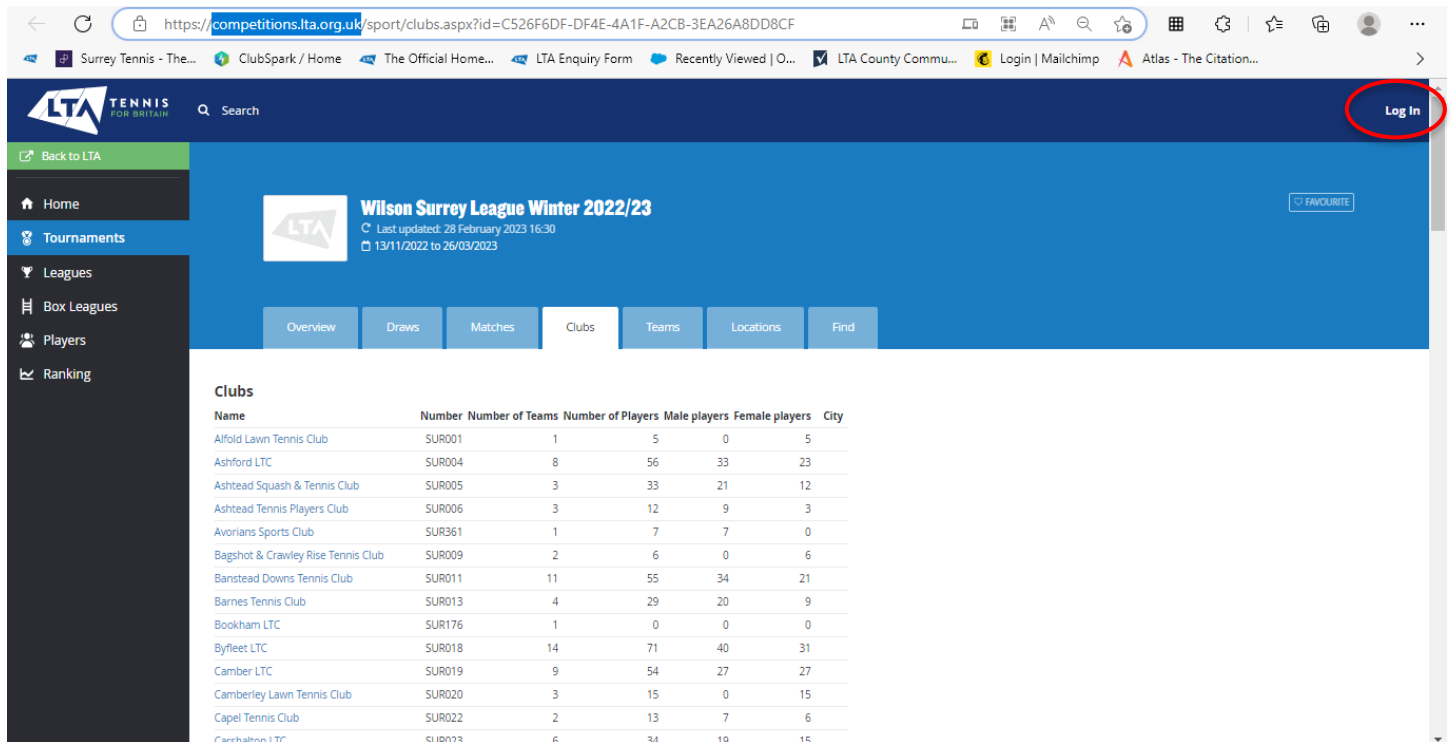
TEAM	PL	W	D	L	PTS	R	S	S	GM	GM	HISTORY
1 Pensford 1	1	1	0	0	2	4-0	8-1	88.9%	47-13	78.3%	W

### Once in your division,

You can select matches to see contact details, enter match results. You will need your County and District League Contact to complete certain activities, such as rescheduling a match, amending match results.

## OLD SYSTEM:

First check to see if you are correctly logged in on the top right corner of the page.

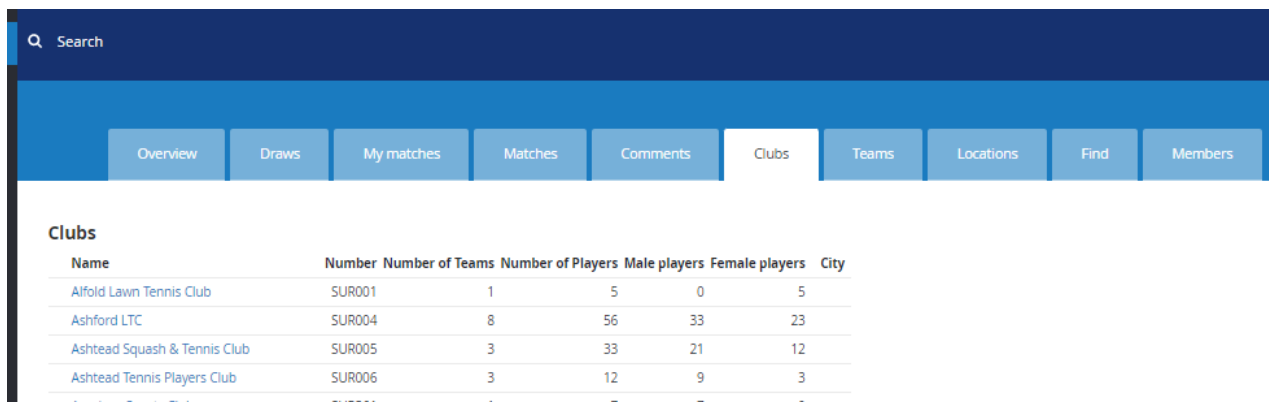


The screenshot shows the LTA website interface. The top right corner features a 'Log In' button, which is circled in red. The main content area displays the 'Wilson Surrey League Winter 2022/23' page, with a 'FAVOURITE' button. Below the header, there are navigation tabs for 'Overview', 'Draws', 'Matches', 'Clubs', 'Teams', 'Locations', and 'Find'. The 'Clubs' tab is selected, showing a table of clubs with columns for Name, Number, Number of Teams, Number of Players, Male players, Female players, and City.

Name	Number	Number of Teams	Number of Players	Male players	Female players	City
Alfold Lawn Tennis Club	SUR001	1	5	0	5	
Ashford LTC	SUR004	8	56	33	23	
Ashtead Squash & Tennis Club	SUR005	3	33	21	12	
Ashtead Tennis Players Club	SUR006	3	12	9	3	
Avorians Sports Club	SUR361	1	7	7	0	
Bagshot & Crawley Rise Tennis Club	SUR009	2	6	0	6	
Banstead Downs Tennis Club	SUR011	11	55	34	21	
Barnes Tennis Club	SUR013	4	29	20	9	
Bookham LTC	SUR176	1	0	0	0	
Byfleet LTC	SUR018	14	71	40	31	
Camber LTC	SUR019	9	54	27	27	
Camberley Lawn Tennis Club	SUR020	3	15	0	15	
Capel Tennis Club	SUR022	2	13	7	6	
Carshalton LTC	SUR023	6	34	19	15	

And enter your club details:

To see your team in its division, I find it easiest to go to the Clubs tab and scroll down to select my own club.



The screenshot shows the LTA website interface with the 'Clubs' tab selected. The 'Clubs' tab is highlighted, and the table of clubs is visible. The table has columns for Name, Number, Number of Teams, Number of Players, Male players, Female players, and City.

Name	Number	Number of Teams	Number of Players	Male players	Female players	City
Alfold Lawn Tennis Club	SUR001	1	5	0	5	
Ashford LTC	SUR004	8	56	33	23	
Ashtead Squash & Tennis Club	SUR005	3	33	21	12	
Ashtead Tennis Players Club	SUR006	3	12	9	3	
Avorians Sports Club	SUR361	1	7	7	0	

Scroll down till you find your club and select club. That will show all the teams at your club, select your team and that will take you to your draw.

But if you know your event and division, it may be quicker to select Draws

The screenshot shows the website header for the Wilson Surrey League Winter 2022/23. The LTA logo is on the left. The title is "Wilson Surrey League Winter 2022/23" with a last updated date of 28 February 2023 16:30 and a date range of 13/11/2022 to 26/03/2023. Below the header is a navigation menu with buttons for Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. The "Draws" button is highlighted. Below the navigation menu, the "Draws" section is displayed with a table showing the number of draws and entries for each division.

Event	Number of Draws	Entries
Men's Doubles		
Division 1	1	6
Division 2	1	6
Division 3	1	6
Division 4	1	6
Division 5	7	12

Scroll down and select your draw.

Once in your division,

The screenshot shows the website header for the Wilson Surrey League Winter 2022/23. The LTA logo is on the left. The title is "Wilson Surrey League Winter 2022/23" with a last updated date of 28 February 2023 16:30 and a date range of 13/11/2022 to 26/03/2023. Below the header is a navigation menu with buttons for Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. The "Draws" button is highlighted. Below the navigation menu, the "Women's Doubles - Division 15 - Div 15 West" section is displayed. There are tabs for General, Draw, Matches, Statistics, and Player statistics. A note is displayed: "PLEASE NOTE: For queries regarding this league, please contact John Clay: tennisurreyleagues1@gmail.com, 07734681170 women's doubles div 5 - 23 (West) Surrey Tennis (16/01/2023 16:21:25)". Below the note is a table showing the standings of Women's Doubles - Division 15 - Div 15 West.

	Points	Played	Rubbers	Sets	Sets %	Games	Games %
1 Gardens Ladies' 2nds	9	5	15 - 5	33 - 11	75.0%	222 - 131	62.9%
2 Merrow Ladies 1	4	4	8 - 8	19 - 19	50.0%	149 - 143	51.0%
3 Claygate Women's 2	3	3	7 - 5	14 - 13	51.9%	108 - 113	48.9%
4 Worcester Park Tennis Club	3	4	7 - 9	15 - 18	45.5%	131 - 143	47.8%
5 Surbiton Ladies 5	2	3	5 - 7	11 - 16	40.7%	89 - 119	42.8%
6 David Lloyd Epsom Ladies 1	1	3	2 - 10	6 - 21	22.2%	85 - 135	38.6%

Show draw...

**Latest matches of Women's Doubles - Division 15 - Div 15 West**

Time	Round Stage No	Home - Away	Score Location Status
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You can access all the information you need,

- Your League Coordinator – is at the top of the page
- The full name of your Event and Division
- Teams – click on any team name in the Standings to see information about that team.
- Matches

The screenshot shows the website interface for the Wilson Surrey League Winter 2022/23. At the top, there is a blue header with the LTA logo, the league name, and a 'MY ENTRY' button. Below the header is a navigation menu with tabs for Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. The 'Teams' tab is selected, and the page displays the details for 'Team: David Lloyd Epsom Ladies 1'. Underneath the team name, there are sub-tabs for General, Events, Matches, Standings, Players, Statistics, and Player statistics. The 'General' tab is active, showing an 'Edit team' button and the following information: Club number: SUR409; Club: David Lloyd Club Epsom; Contact: Debbie Slater; Address: David Lloyd Club Epsom, KT19 7DE EPSOM, Surrey, Great Britain, with a 'Route at Google Maps' link; Phone: 07783626623; Email: dslater61@gmail.com. Below this, there is a 'Team captain' section with an 'Add team captain' button, and a 'Players' section showing 'Number of Players: 6 (female)' and a link to 'All players...'.

### Note the second level of menu options under the team name

From here you are ready to Edit the team details, add players, add match results, reschedule a match.

### **If you have a query:**

- In the first instance, try asking your club's competition organiser, County and District League Contact or another captain at your club.
- Next, please check our website to see if the answer you need is already available.
- If you cannot find the answer on our website or the LTA website, please email your League Coordinator. Each division has their own League Coordinator which can be accessed on the Surrey Tennis website.
- If your League Coordinator cannot resolve your query, they will refer it on to the Surrey Tennis Competitions Team.

### **When raising a query please ensure you include the following information:**

- Name of Team and Club
- Name of Competitions (Wilson Surrey Leagues, Mixed Team Knockout, National League Junior Team Trophy).
- Name of Event and Division (i.e. in the example above : "Women's Doubles – Division 15 – Div 15 West")
- Your name
- If your query is about a specific match, please include the name of the opposing team and team captain.

If you do not include all the above information, your League Coordinator may request you supply all information before attempting to answer your query.

Please remember our League Coordinators are volunteers so will not be responding to queries daily. League Coordinators will aim to reply to your query within 5 working days. If your query is urgent and requires a reply within the next 1-3 days or you have not had a reply within 5 working days, please email [competitions@surrey.tennis](mailto:competitions@surrey.tennis).

### **WALKOVERS**

**Please note, captains and players must not enter Walkovers** – please refer any requests for a walkover to your League Coordinator. Two walkovers may result in a team being withdrawn for the Wilson Surrey Leagues and finishing bottom in the division.

### **Unknown Players**

You must ensure you enter the Unknown Players name as per their LTA Record along with their LTA Number. Captains should add their team player to their roster prior to the player's first match. Players must ensure that their club membership is entered in their LTA record.

### **In Summary:**

We hope that you have an enjoyable season of competitions. We are all available to help should you need us. Have fun and please play all your matches, it is fairer and better for everyone if you do.

Surrey Tennis Competitions team.