

Surrey Captain's Info

Surrey Competition: (Please circle appropriate competition)

Club Entries: Wilson Surrey League or LTA Youth and National League
 Individuals: Surrey Knockouts
 Schools: Surrey School League or Rootham and Branston Shields

Team Name: Surrey League Division:

Club Organiser: League Coordinator:

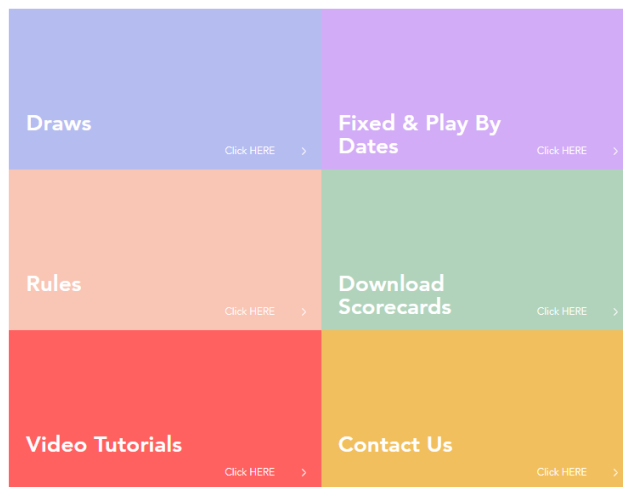
At the start of the season:

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 of a home match, we suggest that you make early contact with your opponent's captain 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:

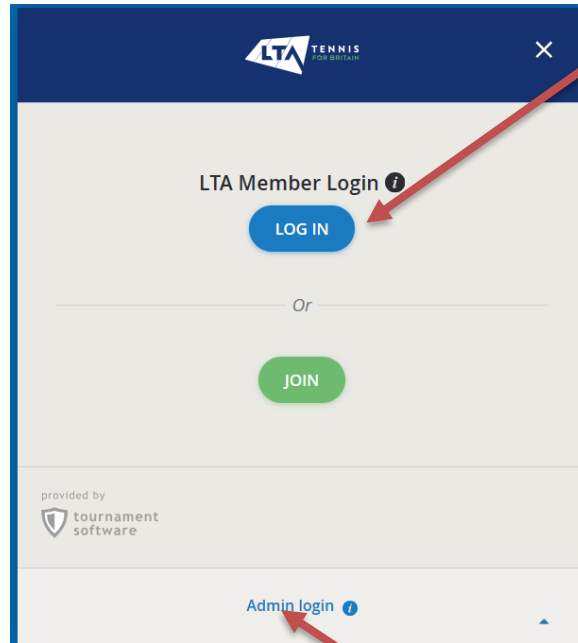
Welcome captain to a new season of the Surrey Competitions. In order to make your captaincy as easy as possible, Surrey Tennis has put together a host of useful information on the Surrey Tennis website for you. Go to www.surrey.tennis , then from the Competitions Menu, select your competition (Wilson 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 and LTA Youth and National Leagues) while others are still on the old system (Schools Leagues). 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.

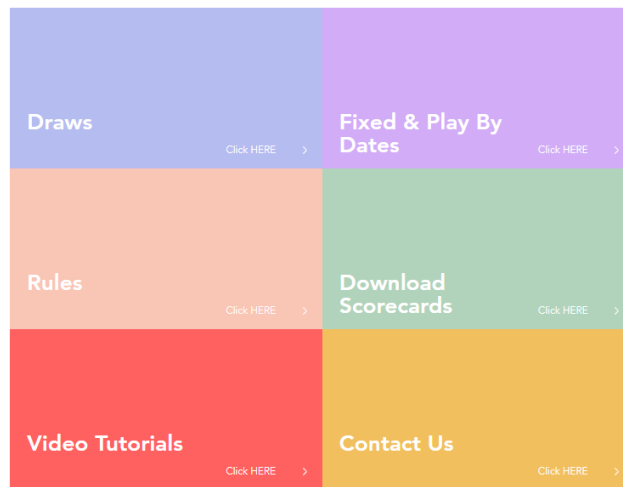


If you are on the old system, please use the school log in details and the 'Admin' option at the bottom of the Log in pop up window.

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:

A screenshot of the LTA Tennis for Britain website interface. The top navigation bar is dark blue with the LTA logo on the left, a search bar in the center, and the user name 'Deborah Slater' on the right. A left-hand sidebar contains navigation links: 'Home', 'Tournaments', 'Leagues', 'Box Leagues', 'Players', 'Ranking', 'LTA', 'League administrator', 'Competition Organiser', 'David Lloyd Club Epsom', and 'Club Administrator'. The main content area features a search bar, a warning message about missing results for 'Wilson Summer Surrey League 24' with an 'ENTER RESULTS' button, and an information message about missing fixture details with a 'FIXTURE DETAILS' button. Below these is a 'Next match' section for 'Wilson Summer Surrey League 24' showing a match between 'DL Epsom Ladies 1 (#3)' and 'Reigate Priory LTC 2 (#3)' on '19 May 2024' at '10:00'. At the bottom, there are three tabs: 'My profile', 'MY PERFORMANCE', and 'News'.

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 the club's profile for David Lloyd Club Epsom, including a history of results (W W L L L), a button for 'DAVID LLOYD CLUB EPSOM', and details for the 'Wilson Summer Surrey League 24'. A table of league standings is visible, with the 'Women's Open Doubles - Division 15 - Div 15 West' link highlighted in blue and circled in red. Below the table, there are sections for 'Activities of David Lloyd Club Epsom', 'Leagues', and 'Tournaments'. A promotional banner for the 'ALL-NEW ALL-ELECTRIC LEXUS RZ' is also present.

This screenshot shows the league page for the 'Wilson Summer Surrey League 24'. The page header includes the league name, dates (5 May - 6 October), and the user's name (Deborah Slater). A large card for 'Women's Open Doubles' is featured, showing the division 'Division 15 - Div 15 West' and statistics for '6 Teams' and '15 Matches'. Below this, a 'Standings' table is displayed with columns for TEAM, PL, W, D, L, PTS, R, S, S, GM, GM, and HISTORY. The table shows 'Pensford 1' in the first position with a record of 1-1-0-0 and 2 points.

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. At the top right, the 'Log In' button is circled in red. The main content area displays the 'Wilson Surrey League Winter 2022/23' page with a navigation menu and a table of clubs.

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 in the navigation menu. The table of clubs is visible below the navigation menu.

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 clock icon indicating it was last updated on 28 February 2023 at 16:30 and a calendar icon showing the season dates from 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, showing a table with columns for Event, Number of Draws, and Entries. The table lists Men's Doubles divisions 1 through 5.

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	2	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, identical to the previous screenshot. Below the navigation menu, the "Draws" section is displayed, showing a table with columns for Event, Number of Draws, and Entries. The table lists Men's Doubles divisions 1 through 5.

Women's Doubles – Division 15 – Div 15 West ★

General Draw Matches Statistics Player statistics

PLEASE NOTE: For queries regarding this league, please contact John Clay: [tennisurreyleagues1@gmail.com](mailto:tennissurreyleagues1@gmail.com), 07734681170 women's doubles div 5 – 23 (West)
Surrey Tennis (16/01/2023 16:21:25)

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 options: Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. The 'Teams' menu item is selected. The main content area displays the team name 'Team: David Lloyd Epsom Ladies 1' with a star icon. Below this is a sub-menu with options: General, Events, Matches, Standings, Players, Statistics, and Player statistics. The 'General' tab is active, showing an 'Edit team' button and the following details: 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 the details 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 organiser. Each division has their own league organiser which can be accessed on the Surrey Tennis website.
- If your organiser cannot resolve your query, they will refer it on to the Surrey Tennis Office Competitions Team.

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

- Name of Team and Club
- Name of Competitions (Wilson Surrey Leagues, LTA Youth League, LTA National League, School Leagues, etc)
- 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.

WALKOVERS

Please note, captains must not enter Walkovers – please refer any requests for a walk over to your league coordinator. A walkover will only entitle the recipient to half the points of a win, so it makes sense to play your match rather than accept a walk-over. (The new system is not yet allowing us to enter half points, so in most instances the decision will be to leave the match as unplayed.)

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 their 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.