

Surrey Schools Captain's Guide

This guide is appropriate for :

Surrey Schools League or Surrey Rootham & Branston or Surrey Schools Festival

At the start of the season:

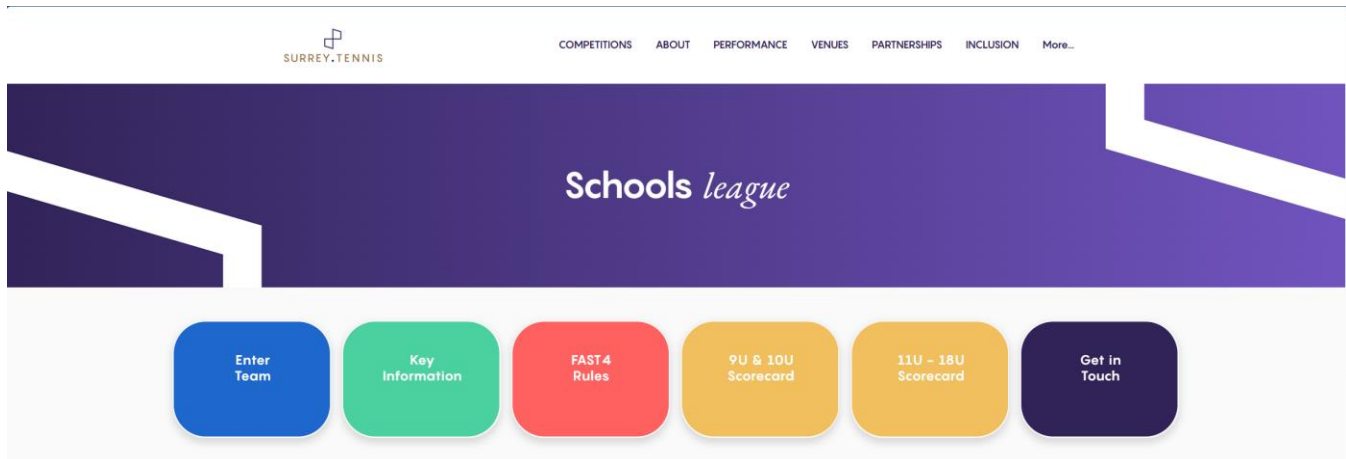
As the captain of a home match, we suggest that you make early contact with your opponents to agree a match date. At the very least, once the season is launched we recommend that you contact the opposition at least 4 weeks in advance of your match and that a match date is agreed at least 2-3 weeks in 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, then from the Competitions Menu, select your competition (Schools League, Rootham and Branston Shields or Schools Festival). You will be presented with a page similar to this:



On the Surrey Tennis Competition page for the Schools League,



you will find Key Information, Fast 4 Rules, Scorecards, a link to email any queries to our Schools Competitions team in the Surrey Tennis office and the Captain's Guide.

Accessing your Draw:

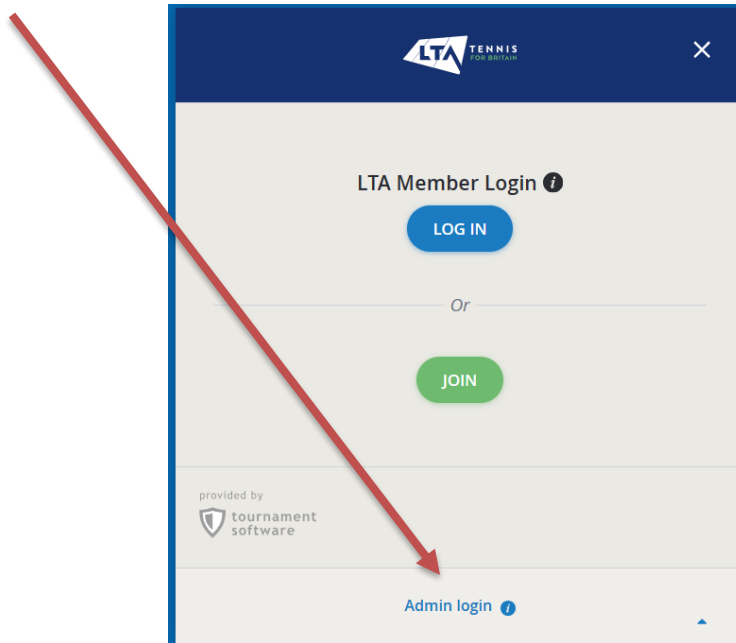
There are several ways to access your draw, one way is to select Draws from the Surrey Tennis Schools Competition page: Once the draws are ready, the first box will change from Enter Team to View Draws.




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

Logging on

Use your School Admin log in details and the Admin log in the pop up window.



There are instructions (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.



Surrey Schools League 2024

Last updated: 05 February 2024 11:25
19/02/2024 to 20/06/2024

Overview | Draws | My matches | Matches | **Clubs** | Teams | Locations | Find

Clubs

Name	Number	Number of Teams	Number of Players	Male players	Female players	City
ACS Cobham	esur222	2	0	0	0	

Select the Clubs tab, scroll down and find your school, events and teams. Click on your school name

Surrey Schools League 2024
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Club: ACS Cobham (esur222) ★

General | **Teams** | Matches | Standings | Players | Active players | Statistics

Name: ACS Cobham
Number: esur222

Teams
Number of Teams: 2
[All teams](#)

Players
Number of Players: 0 (0 Men, 0 Women)
[All players...](#)

And select All Teams:

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Club: ACS Cobham (esur222) ★

General | **Teams** | Matches | Standings | Players | Active players | Statistics

Teams

Team	Draw	Location	Players	Male players	Female players
ACS Cobham 18U Boys	11U-18U – 18U Boys – 18U Boys Group A				
ACS Cobham 18U Girls	11U-18U – 18U Girls – 18U Girls Group A				
ACS Cobham 18U Girls	11U-18U – 18U Girls – 18U Girls MAIN				

And can now select your Draw



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Overview

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11U-18U - 18U Girls - 18U Girls Group A ★

General Draw Matches Statistics Player statistics

Standings of 11U-18U - 18U Girls - 18U Girls Group A

	Points Played		Rubbers	Sets	Sets %	Games	Games %
1 ACS Cobham 18U Girls	4	2	6 - 2	0 - 0	0.0%	0 - 0	0.0%
2 Guildford High School U18	4	3	9 - 3	0 - 0	0.0%	16 - 4	80.0%
3 Reed's U18A	2	3	4 - 9	0 - 0	0.0%	0 - 0	0.0%
4 U18A St Catherine's Bramley	0	2	2 - 7	0 - 0	0.0%	4 - 16	20.0%

Show draw...

Latest matches of 11U-18U - 18U Girls - 18U Girls Group A

Time	Round	Stage No	Home - Away	Score	Location	Status
Mon 19/02/2024	1	2	Reed's U18A - Guildford High School U18	[0-4]		
Mon 19/02/2024	1	1	U18A St Catherine's Bramley - ACS Cobham 18U Girls			
Mon 19/02/2024	2	3	Reed's U18A - U18A St Catherine's Bramley	[3-2]		

Once in your division,

You can select matches to see contact details, enter match results.

With the introduction of the World Tennis Number, players are increasingly requesting match results are entered with player names. Guides are available on the LTA Website: [League Support](#) Not all school players will have an LTA Advantage membership record, in this instance, please enter Unknown Player in the Rubber results. Players with an LTA Advantage membership record may need to update their own record to include their school.

The easiest way to add a player to your team is to enter their LTA Advantage Membership record in the “Add Player” box when entering a match result. Traditionally it is the winning team captain who enters the match result, so it is polite to start the process of entering a result by clicking on the green edit button:

03/11/2024

Sun 03/11/2024

DL Epsom Ladies Team 1 - Ember Ladies 2

Rubber results

CANCEL

SAVE

WD1

+ SCORE STATUS

DL Epsom Ladies Team 1

Home player 1

Home player 2

Ember Ladies 2

Away player 1

Away player 2

Score input boxes for Home player 1



Score input boxes for Away player 1

WD1



DL Epsom Ladies Team 1

Home player 1

Home player 1

Add new player

Deborah Slater (F, 121521265)

Unknown player

Add players to this team
✕

Q

1 player(s) in DL Epsom Ladies Team 1

NAME	YEAR OF BIRTH
Deborah Slater	1961 ✕

And entering their LTA Advantage Membership number in the box.

After finding and adding your team members, leave the screen without saving and the players will now be available for selection when the match is played.

If you have a query:

- If you cannot find the answer on our website or the LTA website, please email our School League Coordinator. Julie on Julie.duckworth@surrey.tennis

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

- Name of Team and School
- Name of Competitions (Surrey School League, Rootham and Branston Shields, School Festival).
- Name of Draw (i.e. in the example above : “18U Girls Group A”)
- Your name
- If your query is about a specific match, please include the name of the opposing team.

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 Julie is a volunteer so will not be responding to queries daily. She 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 walkover to Julie.

Unknown Players

The LTA system will send an email instructing you to enter your Unknown Players and to inform the county team, if you player(s) is not registered with the LTA, please just ignore the email.

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 Schools Competitions team.

Julie, Mandy and Debbie