

2021

LEAGUE RULES

1 North East Cheshire Lawn Tennis League.

1.1 The League shall be called "The Slazenger North East Cheshire Lawn Tennis League" for the period of the sponsorship.

2 Annual General Meeting

2.1 The Annual General Meeting shall be held on the last Wednesday of November in each year.

2.2 The Annual General Meeting shall elect the President and the Executive Committee.

2.3 The League Secretary shall give 14 days notice to all Clubs.

2.4 Each Club shall send at least one authorised representative.

2.5 Each Club shall be entitled to one vote only.

2.6.1 Any Club, which is not represented at the Annual General Meeting will be fined £50.

2.6.2 Any fine is to be paid before the 31st December.

3 Extraordinary General Meeting

3.1 The League Secretary shall summon an Extraordinary General Meeting upon the written request of seven or more Clubs.

4 Management of League

4.1 The League shall be managed by an Executive Committee.

4.2 The Executive Committee shall consist of:

4.2.1 Chairman, Honorary Secretary, Honorary Treasurer, Honorary Mens Match Secretary, Honorary Ladies Match Secretary, and Honorary Tournament Secretary as ex-officio members.

4.2.2 Seven other members.

4.3 All members of the Executive Committee and the President shall be elected each year at the Annual General Meeting.

4.4 All members of the Executive Committee and the President shall retire at each Annual General Meeting but shall be eligible for re- election.

4.5 Nominations for election, other than by re-election from the floor of the Meeting, should be received in writing by the League Secretary on or before 15th October, suitably proposed and seconded by the participating clubs. Details of new nominees shall be forwarded to all clubs at least seven days before the date of the Annual General Meeting.

4.6 The quorum for an Executive Committee meeting shall be six.

4.7 Any member of the Executive failing to attend three consecutive meetings shall be considered to have vacated their seat and the Executive Committee shall be empowered to fill any such vacancy.

4.8 The Treasurer shall submit to the Annual General Meeting the accounts for approval of the League, duly audited by a person who is not a member of the committee.

4.9.1 Any Notice of Meeting will be sent to the Club Secretary or Match Secretary as appropriate, unless the Club have notified the League Secretary in writing of the name and address of another person who is authorised to receive notices on behalf of the Club.

4.9.2 A notice will be held to have been duly sent on the next working day after it is posted if sent by prepaid post.

4.9.3 Clubs must immediately advise the League Honorary Secretary in writing if the name and/or address of their Club Secretary or nominated person changes.

5 Powers of Executive Committee

5.1 The Executive Committee shall have the power to:

5.1.1 Conduct the business of the League.

5.1.2 Deal with offending Clubs or players.

5.1.3 Determine the constitution of the Divisions.

5.1.4 Make decisions with regards to all abandoned matches.

5.1.5 Appoint a sub-committee from the members of the Executive Committee to review all disputes.

5.1.6 Give a ruling on all disputes or appeals on any matter connected with the League.

- 5.1.7 Use the League funds as they think advisable.
- 5.1.8 Deal with any matter not covered by these Rules.
- 5.1.9 Co-opt not more than 2 persons at any time.
- 5.2 The Chairman of the Executive Committee may exercise a casting vote at any meeting where there is equality of voting.

6 League Rules

- 6.1 No alteration or addition shall be made to these Rules except at the Annual General Meeting.
- 6.2 Notice of any proposed change to the rules shall be sent in writing to the League secretary on or before the 15 October, details of which shall be forwarded to all Clubs at least seven days before the date of the Annual General Meeting.
- 6.3 Any change to the rules shall not be made unless supported by a two thirds majority of the Clubs present and voting at the Annual General Meeting.

7 Disputes

- 7.1 All disputes shall be discussed by the Disputes sub-committee, and if necessary, shall then be presented to the Executive Committee.
- 7.2 If a member of either Committee is connected with a Club involved in a dispute, then that member shall not take part in any discussion or vote on the matter.

8 Payment of Subscriptions/Fines

- 8.1 Any subscription or fine must be paid by the stated date.
- 8.2 If any subscription or fine remains unpaid the Club will be disqualified from the League and not allowed to re-enter until all outstanding amounts have been paid.
- 8.3 If disqualification of a Club occurs in a current season, the Executive Committee will decide whether the Club's results for that season shall stand or not.

9 League Membership

- 9.1 Any lawn tennis club is eligible for membership of the League, provided they are an LTA Registered Venue and are elected to the League by the majority vote of the Executive Committee.
- 9.2 Applications for membership of the League or for additional teams must be made in writing to the League Secretary no later than the date of the Annual General Meeting.
- 9.3.1 Notice of withdrawal of any Club or team from the League must be notified in writing to the League Secretary on or before the Annual General Meeting.
- 9.3.2 Any Club failing to give such notice shall be fined £20, payable by 1st May.
- 9.4 Any Club guilty of inducing, or attempting to induce, a bona-fide member of another League Club to leave the Club of which they are a member, shall be liable to a fine or expulsion from the League.

10 Composition of League

- 10.1 The League shall be divided into Men's and Ladies Divisions.
- 10.2 The number of teams in a division shall be at the discretion of the Executive Committee.
- 10.3 No more than two teams from one Club may play in the same division, and will be subject to the conditions in Appendix A.
- 10.4 The Executive Committee shall have the power to deal with situations that arise as it considers appropriate (including awarding or deduction of points or sets) in order to ensure fair play.

11 Annual Subscription

- 11.1 The annual subscription for each team shall be fixed at each Annual General Meeting and shall be payable on or before 1st May in each year.
- 11.2 Clubs whose subscriptions are not paid by 1st May shall be required to pay double fees.

12 Fixture Meeting

- 12.1 A League Fixture Meeting shall take place on the last Monday in January unless varied by the Executive Committee.

12.2 Each Club shall send its Match Secretary or other authorised representative(s) to arrange the fixtures for the following season.

12.3.1 Any Club which is not represented at the League Fixture Meeting will be fined a sum equal to the subscription payable by that Club for the forthcoming season.

12.3.2 Any fine is to be paid by the following 30 April of that year.

13 Fixture Dates

13.1 Fixture dates will be arranged at the Fixture Meeting.

13.2 Fixtures must be arranged for completion by 31 July of that year.

13.3 Re-arranged matches shall be played as soon as possible and no later than 14 August.

13.4 Weekday evening matches must start at 7pm, or if both captains mutually agree, 6.30pm.

There will be no knock-up later than 15 minutes after the agreed start time of the match and the break to be no longer than 5 minutes between matches once players become available from the completion of the previous round.

13.5 Weekend matches shall start at the time agreed at the Fixture Meeting.

13.6 No team shall be obliged to play matches on a Saturday or a Sunday or on a Bank Holiday.

13.7 If teams are not able to agree on a date, the home team must offer a total of three alternatives which must not be in the same seven day period, and one of which must be accepted by the away team.

13.8 Clubs which do not have floodlights or are unable to use floodlights for all three courts until 10pm must not agree to host home matches before the 2nd Monday in May or after 31st July.

14 Match Card

14.1.1 All match results must be submitted as per the instructions as specified in Appendix C.

14.1.2 All match results must be submitted within 72 hours of the match being completed.

14.1.3 Late submission of a match result may incur a fine of £10 per late submission.

14.1.4 Any fine must be paid prior to the Annual General Meeting.

15 Promotion/Relegation

15.1.1 Two points shall be given for each match won, and one point for a draw.

15.1.2 The match result will be decided on the number of sets completed.

15.2 If two or more teams finish the season with equal points, then their position shall be decided by dividing the number of sets won by the number of sets lost. Should these prove equal, then the decision shall be on games on a similar basis.

15.3.1 Normally the top two teams in each division will be promoted in the first and subsequent divisions.

15.3.2 Normally the bottom two teams in each division will be relegated to the next division.

15.4 The Champions of each division shall be awarded a plaque, which shall become the property of the club concerned. In addition, the Champions of the Men's & Ladies Premier Division, Division 1, Division 2 and Division 3 shall be awarded a trophy, which shall remain the property of the League.

16 Courts

16.1 All matches shall be played on hard/all weather courts.

16.2 Matches may be played on grass or indoors if both captains agree.

17 Tennis Balls

17.1 Only newly opened Slazenger Wimbledon balls (not pressure-less) must be used in matches and tournaments. See Appendix G.

17.2 Clubs failing to use such a ball will be deducted 2 points and the match awarded to the opposition.

18 Tennis Equipment and General Behaviour

18.1.1 All players must wear recognised tennis clothes and footwear.

18.1.2 Any player infringing the rule shall not take part in the match or tournament.

18.2.1 Any mobile phone or other electronic communication devices, such as watches, tablets etc, taken into the court area should be turned off or switched to the silent mode.

18.2.2 The court area includes the match courts and the area within the fenced area of the courts.
18.2.3 Any player infringing this rule shall immediately turn their mobile phone or other electronic device off, or switch it to the silent mode when asked to do so by any member of either team. A refusal or failure to do so shall disqualify that player from taking further part in the match or tournament, any outstanding games or sets shall be awarded to the opposition.

19 Composition of Teams

19.1.1 Each League team shall consist of six players comprising three pairs.

19.1.2 In the event of a team consisting of less than six players, then the match can proceed but the incomplete team may be deducted one point.

19.2 All players must be bona fide Club members. (See Appendix F, for a fuller description.)

19.3 No League team player shall be allowed to play for more than one League Club in a League match in the same season except with the prior permission of the relevant NECLTL Match Secretary.

19.4 A list of Club team players shall be sent to the NECLTL Match Secretary within fourteen days of a request made on the instruction of the Executive Committee.

19.5 No player shall play in more than 12 League matches in one season. In the case of a division playing 11 matches in a season then a regular player may play 13 matches in one season.

19.6.1 In the event of a breach of this rule, the Executive Committee shall deduct points or otherwise penalise an offending Club as considered appropriate.

19.6.2 If someone plays in a match under an assumed name, then that team will be automatically relegated for the first offence, and any further offences will result in the Club being excluded from the League.

19.7 All players must be LTA registered and have a British Tennis Member number which must be submitted to the relevant NECLTL Match Secretary when asked to do so.

20 Playing Up/Playing Down

20.1 Players who are recognised as first team players at the time of a second team match shall not be selected for that second team match. Similarly with second team players and third team matches and third team players and fourth team matches etc.

20.2 Players who have played a total of 5 matches for the same or different higher teams in the same season will then be ineligible to play for the lower team.

20.3 Any dispensation to "play down" will need the prior authorisation of the relevant NECLTL Match Secretary.

20.4 A player may still be regarded as a recognised member of a team even though he/she may not have played 5 matches, as the previous season's appearances will be taken into account when applying the rule.

20.5 The ability of a player will not be taken into account when applying the rule.

20.6 "Returning from injury" will not be accepted as a valid reason to play down.

20.7 In the event of a breach of this rule, the Executive Committee shall deduct points or otherwise penalise an offending club as considered appropriate.

20.8 If in any doubt or in need of advice please contact the relevant NECLTL Match Secretary:

Men; mms@necltl.org

Ladies; lms@necltl.org

21 Composition of all matches '12 Set Format'

21.1 The order of play in all matches:

1st Round (1 set only)	Home Pair v Away Pair	1 2 3 3 1 2
2nd Round (1 set only)	Home Pair v Away Pair	1 2 3 2 3 1
3rd Round (2 sets)	Home Pair v Away Pair	1 2 3 1 2 3

21.2 Each away pair shall play on the same court for all three rounds unless otherwise agreed.

21.3 All matches will consist of 12 sets (but also refer to Rule 22.2)

21.3.1 In the 1st round each pair will play 1 set.

21.3.2 In the 2nd round each pair will play 1 set.

21.3.3 In the 3rd round each pair will play 2 sets.

21.4 If a set reaches 5-5, a tie-break game shall decide the set.

21.5 The tie-break shall be played in accordance with Appendix B.

22 Match Completion Time

22.1.1 All matches shall finish no later than 10 pm regardless of the agreed start time. This includes any matches arranged to be played on a Saturday, Sunday or Bank Holiday.

22.1.2 If the captains agree, floodlighting may be used, but the match will still be subject to finishing at 10pm. In addition, if inclement weather intervenes or the 10pm deadline is reached before a match has completed 10 sets, but one of the teams has achieved 7 sets or more, the result will stand.

22.1.3 Weekday evening matches must start at 7pm, or, if both captains mutually agree, 6.30pm.

22.2 If adverse weather intervenes before 10 sets have been fully completed the match shall be replayed, (this includes when floodlights are automatically extinguished at 10 pm). If 10 or more sets have been completed the result shall stand. In addition, if inclement weather intervenes or the 10 pm deadline is reached before a match has completed 10 sets, but one of the teams has achieved 7 sets or more, the result will stand.

22.3 Uncompleted sets shall not be taken into account for deciding the match result.

23 Fulfilling/Re-arranging Matches

23.1 Matches shall be played on the pre-arranged date and may be postponed only because of unfit playing conditions due to bad weather.

23.2 Inability to raise a fully representative team shall not be accepted as valid reason for the postponement of any fixture.

23.3 If the team captains or match secretaries of both Clubs are able to communicate with each other on the day of play and mutually agree that play is impossible, the match may be postponed.

23.4 If there is no agreement, both teams shall present themselves on the ground at which the match should be played.

23.5 Unless a postponement has been agreed, if a team fails to be present 1 hour after the agreed start time, the match shall be awarded 12 – 0 to the non-offending team.

23.6 Players must await the captain's decision with regards to possibility of play before leaving the ground.

23.7.1 Within seven days of the postponed match the Home Club must contact the Away Club to re-arrange the match.

23.7.2 Within seven days of being contacted by the Home Club, the Away Club must agree a date for the re-arranged match.

23.7.3 The relevant parts of Rule 13 shall apply to re-arranged matches.

23.7.4 When a date for a rearranged match has been mutually agreed, the home team must inform the relevant NECLTL Match Secretary, by email, who will then advise of any further instructions.

23.8.1 When a match is not played, the offending team shall have two points deducted from its League record. In addition, any team in the top four divisions (including the Premier Division) may also be relegated. Furthermore, if the team is also in a relegation position, they will receive 'minus points' at the start of the next season.

23.8.2 In the event of any other breach of this rule, the Executive Committee shall deduct points or penalise an offending Club as considered appropriate.

24 Late Starting Matches

24.1.1 If, by 15 minutes after the agreed start time, play has commenced in only two rubbers due to the absence from court of one or more players, then play in the late starting rubber shall not continue longer than the completion of the game in progress at the time when the first two rubbers are completed.

24.1.2 If, by 15 minutes after the agreed start time, only one rubber has commenced, then play in the other two late starting rubbers shall not continue longer than the completion of the games in progress at the time when the first rubber is completed.

24.2 All uncompleted sets shall either be forfeited to the non-offending couple(s) or shall be ignored altogether if both teams have players absent from court 15 minutes after the agreed time.

24.3 If, by 15 minutes after the agreed start time, no rubbers have commenced, then provided a team has a couple or couples present on court and ready to play, the set in the first round shall be awarded 6 – 0 to the couple(s) present.

24.4 If, by 30 minutes after the agreed start time, no rubbers have commenced, then provided a team has a couple or couples on court and ready to play, the first and the second rounds shall each be awarded 6-0 to the couples present.

24.5 If the non-offending team wish to claim sets they must clearly inform the late team of their intention to do so before the start of the delayed set(s).

25 Missing/Injured Players

25.1.1 If a team has at least four but fewer than six players present for a match then the match must be played in accordance with the 12 Set Format (Rule 21).

25.1.2 If a team has at least four but fewer than six players present for a match then not less than eight sets shall be played for the result to count.

25.1.3 In the event of a player having to withdraw from further play for any reason the opponents shall immediately be awarded the necessary number of games to complete the set.

25.1.4 Any sets already completed shall stand and any further sets equal to the maximum number of sets completed by any other pair shall be awarded to their opponents.

APPENDICES

APPENDIX A – CLUBS WITH TWO TEAMS IN THE SAME DIVISION.

1. The match between the two teams shall be arranged to be played by 24 May.

2. Before the start of the season the Club shall give the relevant NECLTL Match Secretary a list of four players who will play at least five matches for the higher of the two teams in that Division and those four players shall not play for the lower team in that season.

3. No player who has played five matches for the higher of the two teams shall subsequently play for the lower team.

APPENDIX B – THE TIE-BREAK RULE

The pair reaching seven points with a minimum two points lead wins the game and the set six games to five.

Serving Order in this example A & C v B & D. Normal serving order continued and Player 'A' serves for 1st point only from right court.

Player 'B' serves for 2nd and 3rd points - left court then right court.

Player 'C' serves 4th and 5th points left court then right court.

Player 'D' serves for 6th point from left court.

Change Ends

Player 'D' serves for 7th point from right court.

Player 'A' serves 8th and 9th points left court then right court.

Player 'B' serves for 10th and 11th points left court then right court.

Player 'C' serves for 12th point from left court.

If No Result, Change Ends

Player 'C' serves 13th point from right court.

Player 'D' serves 14th and 15th points and so on until one pair has two points lead.

Change Ends at conclusion of game.

The pair who serves first in the tie-break shall receive in the first game of the following set.

APPENDIX C - MATCH CARD COMPLETION AND SUBMISSION

See the full instructions at the end of this document.

APPENDIX D – PREMIER LEAGUE RULES

Generally the Rules of the League apply, however, the following special rules will operate in the Mens & Ladies Premier Divisions:-

1. The Premier Division comprises of six teams.
2. Teams play home & away.
3. For Two-Team clubs: Before the start of the season the club shall give the relevant NECLTL Match Secretary a list of FOUR players who are expected to play at least 5 matches for the first team. Those FOUR players shall not play for the second or lower teams all season.
4. Relegation/Promotion: Normally the bottom two teams will move down from the Premier Division and the top two teams in Division 1 will move up, provided that there are not more than 2 teams from the same club in each Division.
5. Not more than 2 teams from the same club can be in the Premier Division and they must play their matches against their own teams by the end of May.
6. Trophy: A special Premier Division Trophy will be awarded to the winner of each Division.
7. Where a match is not played then the offending team will be relegated automatically. Also see Appendix E, 5.

APPENDIX E - GUIDANCE NOTES FOR CLUB MATCH SECRETARIES AND ALL TEAM CAPTAINS

(It is advisable to print these rules and have a handy copy for reference at matches.)

RULE 14 – MATCH CARD

Please familiarise yourself with Rule 14 and Appendix C.

LOSS OF POINTS

Teams will/may be deducted points for the following infringements:-

1. Failure to use Slazenger Wimbledon balls (Rule 17)
2. Short Team (Rule 25)
3. A player playing more than the allowed number of matches (Rule 19.5)
4. Playing down (Rule 20)
5. Not playing a match (Rule 23). If the offending team is also in a relegation position at the end of the season, they will also receive a minus points penalty at the start of the next season.

FLOODLIGHTS (Rule 13.8)

Clubs which do not have/use floodlights for matches must not host home matches before the second Monday in May or after 31st July. For clubs without floodlights, it is advisable that both home and away captains mutually agree to start weekday evening matches at 6.30pm, (but this is not mandatory), so that there is a high likelihood of achieving a match result during the given daylight time.

APPENDIX F – CLARIFICATION OF THE EXPRESSION “BONA FIDE”

Only “bona fide” members of a club may play in the NECLTL, this includes seniors and juniors. The definition of a “bona fide” member is as follows and the player MUST satisfy ALL the following criteria;

- a) the member has an unrestricted membership of their chosen club which gives them access to all relevant club tennis events and facilities.
- b) the membership fee has been paid in full and has been totally self-financed.
- c) the membership is for a minimum of 6 months.
- d) no member is paid any remuneration from any source to play in matches.

Any other type of membership must be explained to the relevant NECLTL Match Secretary to seek their approval before a player can play in any match.

The Executive Committee expect all clubs to strictly adhere to Rule 19.2 Failure to comply will result in a club being expelled from the League or other penalty that the Executive Committee sees appropriate.

APPENDIX G THE SLAZENGER BALL

Newly opened Slazenger Wimbledon balls must be used in all matches and the square box on the match card must be ticked by the home team captain to confirm that newly opened Slazenger Wimbledon balls were used for the match. It is now not necessary to send your Club’s ball receipts to the NECLTL but the Committee do need to know how many tubes your club purchased. You must submit this information when requested to do so (usually at the end of the season).

Clubs failing to use Slazenger Wimbledon balls will be deducted 2 points and the match awarded to the opposition.

APPENDIX C

How to submit a match result;

NECLTL Match Entry Support for Team Captains.

**PLEASE DON'T WORRY! YOU WILL GET USED TO THESE INSTRUCTIONS.
THE NECLTL MATCH SECRETARIES ARE HERE TO HELP!**

Two new important rules to be aware of for the 2021 season:

- All your 6 players playing in the match must be British Tennis Members and **have registered your club as their venue on their personal LTA account**. This is a requirement in accordance with the NECLTL Rules which were formally approved by all clubs at the 2020 AGM. See Rule 19.7
- All players must be a bona fide member of your club. See Rule 19.2 and Appendix F. The Rules should have already been forwarded to all the captains by your Club’s Match Secretary. You can also view them on the NECLTL website; nectl.org

Match Entry Instructions

You can only add a result for a match where your Team played at home. Likewise, you can only confirm a match result for a match where your Team played an away match.

1. Before the match

Home captain to print out the Match Card. Go to the home page of the NECLTL website; nectl.org

On the right-hand side click on ‘League Match Card’ in blue text and print off the desired number of copies. (We recommend that you print off about 10 copies so you have some spares.)

2. At the match

Home captain to complete the Match Card and both home and away captains to check the scores and sign. Home captain should keep the paper copy for their records (or take a photo) and the Away captain should take a photo for their records. There is no need to email a photo of the Match Card to the respective NECLTL Match Secretary unless specifically asked to do so.

3. After the match

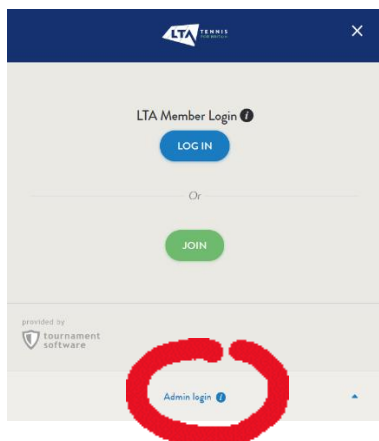
- a. The home captain to submit result online within 72 hours of the match being played. The away captain to check the result and confirm online within a further 72 hours, (max 6 days after the match).

Before you go to enter a result, we suggest you check that all the Home Team players on the Match Card appear in your Team in the online League. If not, see the adding a player section in the 'Player Management for Team Captains Document'. (Document below.)

- b. Home captains follow the steps below:
- c. Go to:- competitions.lta.org.uk.

Note! Remember to Log Out if you are already logged in to your own LTA account, i.e. your initials appear in the top right corner. It should say Log In.

- d. In the search box type 'North East' and you should see the Leagues come up in blue text on the right-hand side.
- e. Select 'North East Cheshire Lawn Tennis League 2021', (in blue text).
- f. Click on 'Log In' (top right-hand side).
- g. Click on 'Admin Login' (see below).



IMPORTANT! The login name and password is for your whole club. If you have forgotten the password then please contact your Club's Match Secretary. **DO NOT**

click on 'Lost your password?' or "Lost your login name' as this creates a new password which your other team captains within your club or the NECLTL won't know.

Note! If you want to by-pass instructions 3 c - e above, there is a link to the LTA system from the NECLTL website, (necltl.org) then go to 'Results & Tables' and click on any of the divisions in blue.

- h. In 'Login name' enter your club's code. (This should have been given to you by your Club's Match Secretary.)
- i. In 'Password' enter your club's password. (This should have been given to you by your Club's Match Secretary.) You should now be logged in as your Club's Match Secretary - this is fine as this is the way the LTA League Planner wants you to access the results system.
- j. Click on 'Teams' in the menu bar (white text). Or, depending on the device you are using, click on 'More' and then click on 'Teams'.
- k. Click on the drop-down box to 'Select event'. Click on 'Doubles MD' for a Men's result. Click on 'Doubles LD' for a Ladies result.
- l. Click on your Team name on the left, (don't click on your Club name).
- m. Just below your Team name (in black text), click on 'Matches' (in blue text).
- n. Find the match you are entering the result for and click on 'Modify' on the right-hand side.
- o. Click on 'Enter rubber results' in the dark blue box at the bottom, (you might have to scroll down a bit).
- p. Click on each of the drop-down boxes to select the names of all the pairings as per the LTA Match Codes on the completed Match Card Score Grid.
WD = Women's (Ladies) Doubles, MD = Mens Doubles
Note; WD1 or MD1 will be the Home team 1st pair vs the Away team 3rd pair as per the Match Card Score Grid. The remaining codes, (WD/MD2 - 9), will follow suit from the Match Card Score Grid, i.e WD1/MD1 = H1 v A3.

If a player's name is not in the drop-down team list, you can 'Add unknown' player, but you must provide the name and the correct BTM of that player in the comments box when prompted.

TIP – IF YOU HAVE REGULAR PAIRINGS AND THE PLAYERS PLAY IN THE SAME ORDER AS A PREVIOUS MATCH, YOU CAN CLICK THE CLUB NAME (ABOVE THE PLAYER ENTRY LIST) AND COPY A PREVIOUS MATCH PAIRING.

- q. After you have selected all the players names, enter the scores for each set played.
- r. MD or WD 1 - 6 requires one set only to be entered in the first box opposite to the players' names. Enter the score like this: e.g. 6-4. You must enter the home games score, followed by the 'dash' symbol followed by the away games score **without any spaces**.

- s. MD or WD 7-9 will require 2 sets to be entered (if played). Then 'Select Winner' from all the dropdown boxes to select the winning team for that rubber or select 'Tie' if the sets score is a draw. (This only applies to the final round where two sets are played.)
- t. If either team didn't play a full team (i.e. only 4 players) please email a photo of the match card completed as far as possible to the respective NECLTL Match Secretary. **DO NOT ATTEMPT TO ENTER THE RESULT. THE RESPECTIVE NECLTL MATCH SECRETARY WILL ENTER THE RESULT FOR YOU.**
If a team failed to turn up, then inform the respective NECLTL Match Secretary by email within 72 hours.
- u. Once you are happy that all the correct results have been entered Click on 'Save'.

Note! If you have added an 'Unknown player' in your Match result you will be forced to enter a comment and must provide the name and BTM number of that player and then 'Save'.

You will now see the 'Match Overview'. In 'Add comment' you can now add any important comments you feel are necessary and/or relevant for the NECLTL Match Secretary to be aware of. (Example, Player X was injured in the first set and could not compete). Once the comment has been added click 'Save'. Leave blank if there were no issues or incidents.

- v. You can go to the division table (Standings) by clicking on the division name, next to 'Draw' (i.e Doubles - LD - Ladies Div 1 in blue text) and see the table for your team. You will see the Sets and Games score.
- w. You can now Log Out by clicking on the dropdown arrow next to your Club's Match Secretary's name and click on Log Out.

Note! Until the away captain confirms the result you can go back and amend the result if you have made a mistake. Once confirmed by the away captain any errors will have to be reported to the respective NECLTL Match Secretary.

4. After the match

The away team captain should check and confirm the result within 6 days of the match following instructions c - n above. Then follow these instructions:

- a. Check the sets scores have been entered correctly. If everything is accurate click on 'Confirm result'.
- b. To Log Out follow instruction 'w' above.
- c. If the match is not confirmed within 6 days of the match being played, then the score entered by the home captain will be assumed to be correct.

5. Reporting anomalies

If, after checking the result, you think that the result is not accurate please inform the respective NECLTL Match Secretary.

Ladies Match Secretary - Val Bowen ims@necltl.org – 07557 374443

Men's Match Secretary - John Collins mms@necltl.org – 07887 596020

NECLTL Player Management Support for Team Captains.

1. Login instructions for Team Captains.

- a) Go to - competitions.lta.org.uk.
- b) In the search box type 'North East Cheshire 'and click on 'GO'.
- c) Select 'North East Cheshire Lawn Tennis League 2021', (in blue text).

Note! There is a link to the LTA system from the NECLTL website. Go to 'Results & Tables' and click on any of the divisions in blue.

- d) Click on 'Log In '(top right-hand side).
- e) Click on 'Admin Login '(at the very bottom of the page and in blue text).
IGNORE 'LTA MEMBER LOGIN 'or 'JOIN'.

IMPORTANT! The login name and password is for your whole club. If you have forgotten the password then please contact your tennis/match secretary. Do not click on 'Retrieve password 'as this creates a new password which other team captains won't know.

- f) In 'Login name' enter your club's code. (This should have been given to you by your Club's Match Secretary.)
- g) In 'Password' enter your club's password. (This should have been given to you by your Club's Match Secretary.) You should now be logged in as your Club's Match Secretary - this is fine as this is the way the LTA League Planner wants you to access the results system.

2. Adding players prior to the start of the season.

Make sure any players you are planning to add to your team have your Club as a venue on their LTA account.

- a) Login as item 1. above.
- b) Click on 'Teams' (White text), and in the Event filter select the Ladies or Men's event depending upon which Team you wish to add players.
- c) Click on the specific Team you wish to add a player or players to.
- d) Click on 'Players' (blue text) below the Team name.
- e) Click on 'Add players'.
- f) In the Filter box type in the name or BTM number of the player you wish to add. You will see the list of any players that match that search criteria and who are LTA registered and have your Club as a venue on their LTA membership.
- g) Click on the player you wish to add and then click 'Add'. That player will appear in the Selected players box.
- h) Repeat (f) and (g) steps to add any additional players.
- i) Once you have selected all the players you wish to add then click on 'Save'. If the added player(s) do not appear, refresh the screen by clicking on another menu option such as 'Standings', and then click back on 'Players', and you should see the added player(s) now allocated to the player list for that Team.

3. Adding players post start of season.

Once the season has started you will be able to add any players who are already in another Team within your Club to any of your teams.

Note! If you wish to add a player not already in one of your teams by the start of the season you will have to contact the respective NECLTL Match Secretary.

- a) Login as item 1. above.
- b) Click on 'Teams' (White text), and in the Event filter select the Ladies or Men's event, depending upon which Team you wish to add players
- c) Click on the specific Team you wish to add a player or players to.
- d) Click on 'Players' (blue text) below the Team name.
- e) Click on 'Add player'.
- f) Click on the Player dropdown box <Select player>.
- g) You will now see ALL players who are in any of the teams within your club, both Male and Female.
- h) To add a player, click on their name. They will then appear in the player box.
- i) Click on save. You will now see the player list for that team. If the added player does not appear, refresh the screen by clicking on another menu option such as 'Standings', and then click back on 'Players', and you should see the added player now allocated to the player list for that Team.

4. Delete a player.

- a) Log in as item 1. above
- b) Whether pre or post start of the season. Go to the Team you wish to remove the player from and click on the **X** on the left. Click OK when asked 'Are you sure you want to delete this player from the team?'
- c) Click on another menu item such as 'Standings' and then click back on 'Players' to refresh the screen and you will find that the player has been removed.

5. What to do if a player changes their surname halfway through the season.

- a) Please ask the player **NOT** to change their personal LTA account until the end of the season.

6. Amending Team Captain Details

- a) Log in as item 1. above
- b) Team Captains details (within your Club only) can be modified by going to the Team whose Captain's details you wish to modify.
- c) Click on 'General' below Team Name, (blue text).
- d) Click on 'Edit team'.
- e) Amend the information as necessary and click on 'Save'.