

INFORMATION FOR FARINGDON TEAM CAPTAINS

Hi Captains

A few notes, reminders and tips that you should find helpful, especially if you are a new captain:

LTA 'League Planner' Software

Our Dunlop Oxfordshire Leagues and Swindon & District Leagues are administered using British tennis LTA competition software (League Planner)

To access League Planner – [LTA - Tennis for Britain - Oxfordshire Dunlop Winter League 2021/2022 - Organization](#)

You can switch leagues by selecting 'Leagues' from the left menu.

If you are already viewing a particular League, you can view historical or future records of that league by clicking the 'overview tab' and then selecting an 'event' from the items at the bottom of page grouped by year.

Anyone can view the information on the site, but as captains you will need to log-in to enter results, confirm results, reschedule fixtures in the event of bad weather etc

At the top right of the screen there is a 'Log-in' button

Please use the Admin Log-in, (below the LTA Member Log-in) on the Log-In page

Username: ltaoxf010 Password 2w75w2p9 (**PLEASE DO NOT CHANGE THE PASSWORD**)

You will now be logged on as FARINGDON TENNIS CLUB and should see this icon in the top right corner of the web-page.



Other Information for Captains

The following information and links can be all accessed via the Faringdon Tennis Club website on the 'captains page' within the members area- [CAPTAINS Page \(faringdontennis.org.uk\)](#):

- **Notes for Team Captains.** (this document)
- **Faringdon Match Contacts.** A list of our current team captains and contact information for quick reference
- **League Rules.** (Dunlop Oxfordshire, Oxfordshire Midweek, Swindon & District)
- **League planner help.** Select the menu items 'On-line results process' and 'League planner topics'
- **Scorecards.** (Dunlop Oxfordshire, Swindon & District). These do not need to be sent to the league, but are useful to record the correct information ready for either inputting or confirming the result. For all matches there needs to be a completed score card with player's names and rubber scores. If the opposing team completes the card, please take a copy your own records (a mobile phone camera is easiest!). You can download and print out score cards.
- **Health & Safety Arrangements (Covid-19).** Please follow link to LTA website for the latest advice.

If you forget the password for league planner you can find it quickly by hovering over the Wimbledon Championships logo at the bottom of the captains page

Fixtures

Please note that the **official fixtures are those on the league planner**, because these will reflect any rearrangements due to bad weather as the season progresses. (I compile a spreadsheet with Faringdon's fixtures at the beginning of the season so that captains can see all our fixtures on single sheet. This is also used as working document to track changes to provisional fixtures before these are confirmed and league Planner updated ready for the start of the season).

Balls

Alan Elbourn will supply balls for all home matches and you should receive these before the first fixture

League Contacts

The League planner contains the up-to-date contact details for each club and for their team captains.

Confirmation of matches

It is the responsibility of the **HOME team to contact the visiting club at least 4 days prior to the match.** Please give the visiting team directions to the club, directions are on the home page of the FTC website, but please give specific directions (see below) not just the postcode. If you use email or text, please request that your message is acknowledged by the opposing captain. Sometimes the opposing captain will not be playing, so always useful to have a mobile contact number for the acting captain in case of bad weather etc.

Directions to Faringdon Tennis Club Folly Sports Park, Stanford Rd Faringdon SN7 8BF.

(More effective to follow these directions rather than the postcode in SatNav) You cannot access the club directly from A420. The club is in Stanford Rd, that can only be accessed from London Street.

From the Oxford direction on A420, after passing 'The Snooty Mehmaan' on your right, continue for about a mile then take a right turn signposted Faringdon, Market place and Folly. You will be in London Street. Follow the road for half a mile. After passing 'The Sudbury House Hotel' on your left, take the next turning on the left (Stanford Road). It is signposted to Folly Sports Park. Follow the road to the very end. Turn right into the sports park. The parking is immediately on the left. If there aren't any spaces, drive through the gates to the gravelled area. The tennis clubhouse is the first building on the right.

From Swindon direction on A420 ignore the first turn to Faringdon (Park Rd roundabout), continue for about half a mile then take a left turn signposted Faringdon, Market place and Folly. (Then follow as above)

Team Members

Please ensure that everyone who plays in your teams is a member of Faringdon Tennis Club, is a British Tennis member and will not play for another club in the same competition. There is a full list of members on the FTC website in the members area and also a list of BTM numbers on the captains page.

Court booking for home matches

At the beginning of the season, I will book the courts for all of our confirmed home fixtures using ClubSpark. Additional bookings will only be needed if home fixtures need to be re-arranged due to bad weather as discussed below.

Match Results

- **Dunlop Oxfordshire League.** These are to be entered by the winning team or if a draw, the home team, within 48 hours onto the league planner website. The losing captain (or the away captain in the event of a draw) must confirm the result as soon as possible thereafter.
- **Swindon & District League.** These are to be entered by the home team, within 72 hours onto the league planner website. The away captain must confirm the result as soon as possible thereafter.

Match fees

You will have a record in League Planner of who has played for your team during the season, so you can collect the match fees from your players electronically at the end of the season. Please collect £2 from each player (Juniors and Students £1) for each match played.

Having collected the match fees in your personal account, please pay all match fees to the Club via bank transfer (ideally within 2 weeks of the season ending) and inform the treasurer that this has been done by email. Bank details can be obtained from the treasurer.

Postponements/ re-arranged Matches

Once the fixtures are confirmed at the beginning of the season, the only reason you can re-arrange a match is in case of bad weather. The HOME Club is responsible for adding a comment in League Planner that there is an agreed postponement within 48 hours of the original match time and must provide at least 3 dates which should not clash with the opposing team's existing fixtures. It is good practice to enter the dates offered in the comments box so there is a record. The HOME Club must input the agreed rearranged date within 14 days of the original date.
Please also inform me and the other captains of any changed fixtures and for home games please book the courts needed using ClubSpark (or ask me and I will be happy to do that).

Queries or Complaints

If you have any queries/complaints for the Leagues please email these to me first - there is a committee who deal with these that should only be contacted by club match secretaries.

If you have any general questions please don't hesitate to contact me.

Thanks for running a team and good luck!

Adrian Noke

Match Secretary, Faringdon Tennis Club
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