

2024 TIMELINE FOR ARRANGING SUMMER DOUBLES MATCH DATES

Stage	Date or Deadline	Action	Notes
1	Thursday 14 th December	Online entry opens	✓
2	Wednesday 31 st January	Online entry closes	✓
3	Wednesday 7 th February	League published	✓
4	Friday 9 th February	League converted by LTA and Club Main Contacts issued with link and timeline.	
5	By Wednesday 21 st February	Check that team captains' contact details are correct by logging in to above link. Edit team as necessary – remember to 'Save' at bottom.	If a club does not want individual captains to carry out this next stage of the process then please amend each team's contact details to those of the person who will. Note that contact details will need to be amended again at the end of the process to those of the actual team captain.
6	By Friday 1 st March	Note all pre-scheduled dates for teams and then each team's home matches. Identify possible dates for home matches for all Summer Doubles teams in Division 2 and below. Issue identified dates to each team captain along with your club login and password. These dates can then be offered in the next stage to opposing team captains. At this stage, refer your team captains to the online 2024 Rules and other support information at the link opposite.	The competition period runs from Monday 15th April to Friday 5th July inclusive. Matches should not be arranged out with this period. League and Cup Competition - Tennis West of Scotland (tenniswos.co.uk)
7	By Friday 8 th March	League Organiser will email each team captain a list of the contact details [mobile number and email address] for each team captain in his/her team's division	Clubs/captains do not need to agree to match dates before Monday 8 th March but can do if it suits both teams.

8	Sunday 10th March – Friday 22nd March	Team captains arrange and confirm dates of matches with all other team captains in their division	Recommended means of communication: <ol style="list-style-type: none"> 1. Whatsapp group set up by one of the team captains 2. 'Zoom' or 'Teams' meeting set up by one of the team captains 3. By phone 4. By email
9	By Friday 29th March	Club Main Contacts collate dates provided by all team captains	
10	By Monday 29th March	Home match dates for all Summer Doubles [Division 2 and below] teams 'rescheduled' online to agreed dates – carried out by either the CMC or individual team captains.	All matches in these divisions are currently scheduled for Friday 5 th July, the last day of the competition period.
11	By Friday 5th April	All online match dates checked All team captains' contact details are correct online.	
12	By 10 a.m. on Monday 15th April	Deadline for receipt of collective team nominations. <ul style="list-style-type: none"> • Download • Complete • Email as an attachment No requirement for a hard copy <p>NOTE</p> Players can be added to a team list in advance of matches being played – see link on web site – 'Adding Players to your Team prior to the league season' however this is for convenience only and is <u>not</u> instead of the nomination process.	Download the 'Player Nomination Form' at Affiliated Clubs - Tennis West of Scotland (tenniswos.co.uk) <p>NOTE</p> All men's and women's teams to be submitted on one form not individually