


2025 TIMELINE FOR ARRANGING SUMMER DOUBLES MATCH DATES

Has your club assigned its Club League Contact/Administrator?

Stage	Date/Deadline	Action	Notes
1	9 th December	Online entry opens	✓
2	31 st January	Online entry closes	✓
3	8 th February	League published	✓
4	16 th February	League converted by LTA and Club Main Contacts issued with link and timeline.	✓
<p>Although team captains will be able to view the published leagues at this stage, they must not start to contact other captains to arrange match dates before 28th February and only with club approval.</p>			
5	By 21 st February	Check that a team captain has been assigned to every team. Edit team as necessary following guide in Club League Contact User Manual.	
6		Contact team captains to check that their contact details are correct on their LTA Advantage account as it is those contact details which are pulled into the league system.	
7	By 28 th February	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 2025 Rules and other support information at the link opposite.	The competition period runs from Monday 14 th April to Monday 7 th July (Week 28) inclusive. Matches should not be arranged out with this period.
8	By 28 th February	League Organiser will instruct Club League Contacts to advise	Clubs/captains <u>do not</u> need to agree to match

		team captains that the leagues have been published,	dates if offered before Saturday 1 st March but can do if it suits both teams.
9	1 st – 22 nd 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
10	Wednesday 12 th March at 7:00 pm – Virtual Meeting of all Club League Contacts		
11	By 29 th March	Club League Contacts collate dates provided by all team captains.	
12	By 29 th March	Club League Contacts reschedule all home match dates for all Summer Doubles teams in Division 2 and below.	All matches in these divisions are currently scheduled for Monday 7 th July [Week 28] the last day of the competition period.
13	By 5 th April	All online match dates checked. Check that all teams are assigned the correct team captain.	
14	By 10 a.m. on Monday 14 th April	NOW NO NOMINATION SHEET! Once club has agreed nominations for all teams, the Club League Contact adds nominated players to the club's online team lists – check the User Manual for guidance. The club is advised to add players as early as possible so that any nominated player whose LTA Advantage memberships is not linked to the club is highlighted and appropriate action can be taken before the deadline.	Men's & Women's Premier League teams only Download the 'Premier League Player Nomination Form' from the League Support page at www.tenniswos.co.uk to list players in order as per Rule and email form to League Organiser by 14 th April
	These team nominations will be downloaded at 10:00 am on Monday 14th April by the League Organiser and cannot be changed thereafter.		

Link to [The Rule Book - Tennis West of Scotland](#)

New – online league planner system

The league has migrated to a new online league system. Only those club members who have been assigned admin rights by their club will be able to manage online matches and record scores.

The club 'login' and 'password' will no longer be used with access now via the assigned person's personal LTA login and password.

Any assigned administrator must have his/her LTA Advantage membership linked to the club.

Prior to the transfer, a virtual meeting will be held with each club's main administrator **on Wednesday 12th March at 7:00 pm** to provide them with the information required to be forwarded to all team captains.

Every club must be represented at this meeting to ensure the success of the transfer to the new system.

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