

KTC Ladders Instructions & Guidelines

Registering for TennisRungs (app.tennisrungs.com)

- To sign-up for TennisRungs and the KTC Ladders, contact the Ladder Admin (Arsalan Ijaz – arsalan.ijaz@queensu.ca) or a steward.
- The admin or steward will need the following information to sign you up:
 - First & Last name
 - Email address
 - Phone number (not mandatory)
- With this information, they will register you an account on TennisRungs and you will receive an email allowing you to activate your account and set up a password.
- Your login username will be your email. This login username can then be later changed by going to 'My Profile' (after the account is initially activated).
- Once you have your TennisRungs account activated, you will be able to log in and view all the available KTC ladders to join. For ladders you are not currently joined in, you will be able to see the options **Join Ladder** and **View Ladder** underneath the ladder title (in the image below, the player has already joined the 'Mixed Singles – Competitive' ladder, so the options look different from the 'Singles – Activity Ladder' which they have not yet joined).

The screenshot shows the TennisRungs app interface. At the top, there is a navigation bar with the TennisRungs logo on the left and user options (Welcome, Arsalan, Logout, My Profile, Billing Account) on the right. Below the navigation bar, there are two tabs: 'Player Dashboard' and 'Admin'. A green banner below the tabs reads 'Kingston Tennis Club'. Below the banner, there is a light blue box containing 'Ladder Admin Info - Please direct all support questions regarding these ladder to the below admin.' with the following details: Name: Arsalan Ijaz, Email: 13ai22@queensu.ca. Below this, there are four tabs: 'My Challenges', 'My Recent Matches', 'Kingston Tennis Club Matches', and 'Pending Challenges'. The 'Kingston Tennis Club Matches' tab is active, showing a table with columns 'Ladder', 'Opponent', and 'Status'. The table content is 'No Pending Challenges'. To the left of the table, there is a section for 'MY CURRENT LADDERS' with a link to 'Mixed Singles - Competitive' and several sub-links. Below that is a section for 'CLUB LADDERS' with a link to 'Singles - Activity Ladder'. At the bottom, there is a section for 'OTHER LINKS' with a link to 'View All Ladders'.

KTC Ladders Instructions & Guidelines - TennisRungs

- To adjust any login or contact information, you can do so under the 'My Profile' button in the upper-right corner of the webpage.
- From here you can edit profile settings, change your login username (must be unique/not already taken), add your phone number, change your password, and select/de-select to receive alerts/notifications.

Edit Player Profile

Edit your profile settings below.

* FIRST NAME:

* FIRST NAME:

* USERNAME:

* EMAIL:

PHONE:

PASSWORD:

CONFIRMATION:

RECEIVE DAILY MATCH RESULTS:

RECEIVE MATCH PROPOSAL EMAILS:

RECEIVE CHALLENGE ALERTS:

USTA RATING:

TIME ZONE: (SELECT YOUR STANDARD TIME ZONE, DAYLIGHT SAVINGS ADJUSTMENTS ARE MADE AUTOMATICALLY)

- For any questions or concerns, the Ladder Admin's contact information is readily available towards the top of the Player Dashboard page.

Setting up a Match & Initiating Challenges

- To challenge someone to a ladder match, go to your Player Dashboard and select the ladder you want to compete in.

MY CURRENT LADDERS

CLICK ANY LADDER FOR MORE OPTIONS:
[Mixed Singles - Competitive](#)
 Rank #2 (2-2)
 Ladder Admin: [Arsalan Ijaz](#)
 New wildcard in 1 matches
[Issue Challenge](#)
[View Rules](#)
[Drop From Ladder](#)
[Temporarily Leave Ladder](#)

- Find an opponent’s name on the current ladder rankings and if the option is available, select ‘Issue Challenge’.

Rank	Player	Record	Streak	Movement	
#1	Neha Ijaz	1 - 0	W1	Up	Issue Challenge
#2	Arsalan Ijaz	2 - 2	W1	Neutral	
#3	Joe Exotic	2 - 3	L2	Neutral	Issue Challenge

Figure 1: Layout of the ladder standings including how to issue a challenge.

- For the Mixed Singles – Competitive Ladder, there are scenarios where you will not be able to issue a challenge with certain players:
 - 1) If you are not at a high enough standing to challenge them.
 - 2) If they have already been issued a challenge from another player (this is to help prevent outstanding challenges from accumulating against a player).
 - 3) If you have already issued more than 3 challenges.

Rank	Player	Record	Streak	Movement	
#1	Neha Ijaz	1 - 0	W1	Up	Why can't I challenge this team?
#2	Arsalan Ijaz	2 - 2	W1	Neutral	• This team is already involved in a challenge, and can't accept a challenge at the moment.
#3	Joe Exotic	2 - 3	L2	Neutral	

Figure 2: In this example, Arsalan cannot challenge Neha because she has already accepted another challenge and has not completed that match yet.

KTC Ladders Instructions & Guidelines - TennisRungs

- **Note:** Within the Mixed Singles – Competitive ladder, you are obligated to accept any challenge made from a player who is 10 or fewer positions below you. Ducking challenges is not permitted and participants may appeal to the Ladder Admin if they feel their request to play someone is being repeatedly ignored.
- **For the Singles – Activity Ladder**, there are no challenging restrictions and you can send and receive multiple challenges.
- On the Player Dashboard you will be able to see a status summary of all the challenges you have issued.
- **Note:** For the Mixed Singles – Competitive ladder, challenges are only valid for 3 days, after which they will expire if the opponent has not chosen to Accept, Deny or Withdraw from the challenge. As the person issuing a challenge, you may withdraw your challenge within the 3-day period.
- You will receive email updates anytime the status of a challenge changes.

The screenshot shows the 'Player Dashboard' for the Kingston Tennis Club. At the top, there are tabs for 'Player Dashboard' and 'Admin'. Below this is a header for 'Kingston Tennis Club'. A message box states: 'Ladder Admin Info - Please direct all support questions regarding these ladder to the below admin.' The admin's name is Arsalan Ijaz and email is 13ai22@queensu.ca. Below this is a section for 'MY CURRENT LADDERS' with a link to 'Mixed Singles - Competitive'. A table shows a challenge issued by the user to '#3 Joe Exotic' in the 'Mixed Singles - Competitive' ladder. The status is 'PENDING' with a 'Withdraw' button. The challenge expires on 5/26/2020 at 10:25 AM.

Ladder	Opponent	Status
Mixed Singles - Competitive	#3 Joe Exotic Contact Details	PENDING Forfeits on: 5/26/2020 10:25 AM Withdraw

Figure 3: Challenge was issued, with the opponent having not yet responded/replied.

- If another player challenges you, there will be an email sent to you. You can act upon this challenge (accept/deny/withdraw) directly from the email notification or go to your player dashboard.
- Once a challenge is accepted, the status will change from Pending to Accepted with the date of expiry shown (for the Mixed Singles – Competitive ladder, matches must be completed and reported within 10 days of being accepted).
 - Within those 10 days, the challenge can be withdrawn by either competitor, however; it is encouraged to complete a match once a challenge has been accepted.

The screenshot shows the 'Player Dashboard' for the Kingston Tennis Club. At the top, there are tabs for 'My Challenges (1)', 'My Recent Matches', 'Kingston Tennis Club Matches', and 'Pending Challenges(2)'. Below this is a table showing a challenge accepted by the user from '#3 Joe Exotic' in the 'Mixed Singles - Competitive' ladder. The status is 'ACCEPTED' with a 'Report Score' and 'Withdraw' button. The challenge expires on 6/2/2020 at 10:34 AM.

Ladder	Opponent	Status
Mixed Singles - Competitive	#3 Joe Exotic Contact Details	ACCEPTED Expires: 6/2/2020 10:34 AM Report Score Withdraw

Figure 4: A challenge has been accepted. The status changes to 'Accepted' and the competitors have 10 days to report a score.

- The two competitors will need to contact one another to set up a date & time for their match.
 - The opponent’s contact information can be viewed by clicking ‘Contact Details’ in the image above underneath the opponent’s name.
- The standings will be constantly changing so it is recommended to try and arrange matches within a short timeframe.

Proposing a Match (only for Singles – Activity Ladder)

- If you know a day and time you know you would like to play but don’t have an opponent, you can use this feature to **Propose a Match** to everyone on the Singles – Activity Ladder.
- This allows you to specify an exact day and time to play a match, and all the players on the ladder will be notified of the proposed match.
- If another player can play at the day/time, they can accept the proposed match and you will be notified.
- **Note:** Before proposing a match to the rest of the ladder, you should double check the KTC Court Booking system to ensure that there is an available court for that slot. This does not guarantee however that the open court booking will still be available once you find an opponent for your proposed match.
- From your Player Dashboard, click on the Singles – Activity Ladder to view the current standings. The option to propose a match will be just above the rankings

Player Dashboard

Kingston Tennis Club

Singles - Activity Ladder - Current Standings

Propose Match is used if you want to propose a match to everyone on the ladder. This allows you to specify an exact day, time, and/or location that the match will be played. All players on the ladder will be notified of the proposed match. If another player/team can play at this time, they can accept and you will be notified. If you wish to directly challenge a player, please use the "Issue Challenge" button below.

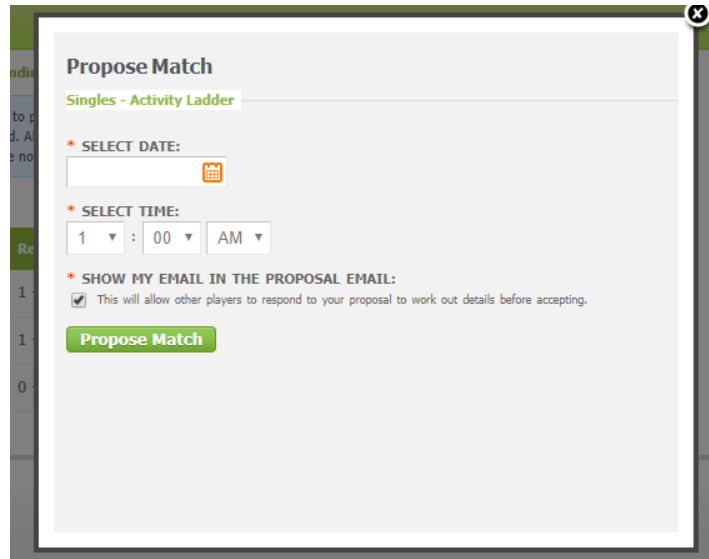
Propose Match

Rank	Player	Record	Points	Streak	Movement	
#1	Arsalan Ijaz	1 - 1	4.00	L1	Issue Challenge	Neutral
#2	Joe Exotic	1 - 0	2.00	W1		Neutral
#3	Neha Ijaz	0 - 1	1.00	L1	Withdraw Challenge	Neutral

Figure 5: An example of the activity ladder standings, and the option to propose a match.

KTC Ladders Instructions & Guidelines - TennisRungs

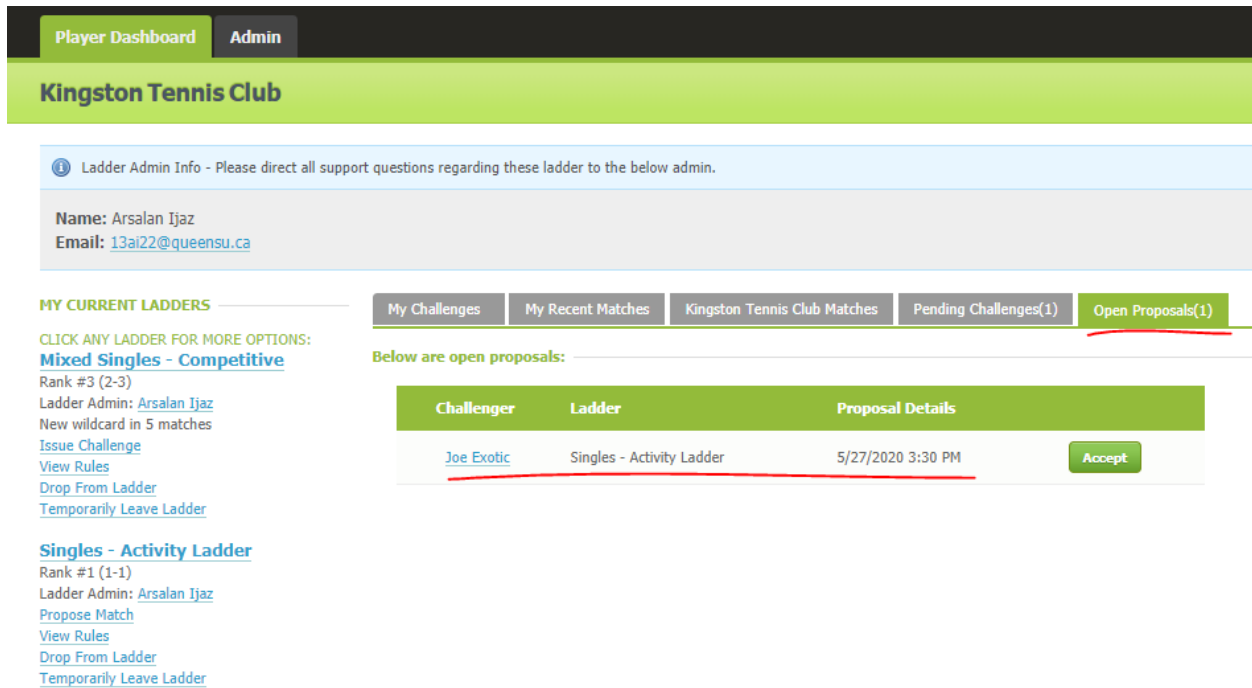
- Next, you can specify the date and time you would like to set up a match.



The screenshot shows a 'Propose Match' dialog box for the 'Singles - Activity Ladder'. It includes a date picker, a time selector set to 1:00 AM, and a checkbox for 'SHOW MY EMAIL IN THE PROPOSAL EMAIL' which is checked. A green 'Propose Match' button is at the bottom.

Figure 6: Interface for selecting date & time for an open proposed match to the rest of the ladder.

- Now any other player on the same ladder will be able to see the open proposal from their Player Dashboard.



The screenshot shows the 'Player Dashboard' for the 'Kingston Tennis Club'. The 'Open Proposals(1)' tab is selected. Below the navigation tabs, there is a table of open proposals:

Challenger	Ladder	Proposal Details	Accept
Joe Exotic	Singles - Activity Ladder	5/27/2020 3:30 PM	Accept

On the left side of the dashboard, there are sections for 'MY CURRENT LADDERS' with links for 'Mixed Singles - Competitive' and 'Singles - Activity Ladder'.

- **Note:** proposing a match at a date and time does not guarantee that a court will be available. In the case where a scheduled match cannot be played, the person who initiated the proposed match can withdraw the challenge from their Player Dashboard.

Player Dashboard

Kingston Tennis Club

ⓘ Ladder Admin Info - Please direct all support questions regarding these ladder to the below admin.

Name: Arsalan Ijaz
Email: 13ai22@queensu.ca

MY CURRENT LADDERS

CLICK ANY LADDER FOR MORE OPTIONS:

Mixed Singles - Competitive
Rank #2 (4-4)
Ladder Admin: [Arsalan Ijaz](#)
New wildcard in 2 matches
[Issue Challenge](#)
[View Rules](#)
[Drop From Ladder](#)
[Temporarily Leave Ladder](#)

Singles - Activity Ladder
Rank #2 (1-0)
Ladder Admin: [Arsalan Ijaz](#)
[Propose Match](#)
[View Rules](#)
[Drop From Ladder](#)
[Temporarily Leave Ladder](#)

My Challenges (1) | My Recent Matches | Kingston Tennis Club Matches | Pending Challenges(1)

Ladder	Opponent	Status	
Singles - Activity Ladder	#1 Arsalan Ijaz Contact Details	ACCEPTED Scheduled For: 5/27/2020 3:30 PM	Report Score Withdraw

- Once a match has been accepted, the players should check the KTC Court Booking system to see if a court is still available at the date & time.

Ladder Standings & Moving up the Ladder

- For the Mixed Singles – Competitive ladder, movement occurs when a lower-ranked player defeats a higher-ranked player.
 - This is a **Bump Rank** type of ladder. Let’s say Joe is ranked #16 and he challenged Tom who is ranked #8. If Joe wins, he will become number #8 and Tom will become #9. If Joe loses, both players stay where they are.
 - Initial standing and placings will be based off rankings from previous year-end. New players looking to join the ladder will typically be added towards the bottom of the ladder, but this may be subject to change based on previous experience and skill level.
 - You may challenge up to 10 spots above yours and up to 15 spots below yours.
- A new feature for the Mixed Singles – Competitive ladder is the use of **Wildcards**.
 - You gain 1 new wildcard every 5 matches you play on the ladder.
 - A wildcard allows you to challenge anyone that has a higher rank than you on the ladder, ignoring all ranking/standing restrictions.
- For the Singles – Activity Ladder, there is a point system and no restrictions on who you can challenge. Players are ranked on how many points they have accumulated.
 - Every player starts with 0 points and points are distributed based on match play and match wins.
 - 1 point for playing a match win or lose.
 - Additional 1 point for the winner of each match.

Reporting Match Scores and Results

- After a match is finished, either competitor can report the score through their Player Dashboard (but it is generally the responsibility of the winner to report the score).
 - Scores can also be reported to either the Ladder Admin or the stewards.
- **Each match will consist of a Pro-Set up to 8 games.**
 - With a tie-breaker if the game count gets to 7-7. The tie-breaker is up to 7 points, win by 2. To report a match that went to a 7-7 tie-breaker, record the winner of the match to have won the 1st set 8-7, and then 'Add Additional Set' and click the checkbox that says TBO (Tie-Breaker Only) for the 2nd set. Then record the score of the 7-point tiebreaker in this 2nd set slot. For example, Joe defeats Arsalan in a match with a score of 8-7 (7-3 in the tiebreaker) – they would record the score as shown below:

Report Match Scores

Match Details

Challenger: Joe Exotic
Opponent: Arsalan Ijaz
Winner: Joe Exotic

Instructions:

- Select the winner.
- Enter the first two set score results.
- Tie-breaker boxes will appear automatically.
- To enter a 3rd set, click the "Add Additional Set" button and a new set of dropdowns will appear.
- If you only want to enter a 3rd-set tie breaker, then check the "TBO" (tie breaker only) checkbox?

Buttons: Add Additional Set, Remove Last score

Tie Breaker Only?	Set	Winner Score	Loser Score	Tie-Break
	Set #1:	8	7	
<input checked="" type="checkbox"/>	Set #2:	7	3	

Match Status: Opponent Injured, Opponent Forfeited, Opponent No Show, Court Time Expired, Played Through

Submit Scorecard

- The result can then be seen through the Player Dashboard and viewing the 10 most recent matches at the KTC:

MY CURRENT LADDERS

CLICK ANY LADDER FOR MORE OPTIONS:

Mixed Singles - Competitive

Rank #3 (3-5)
Ladder Admin: [Arsalan Ijaz](#)
New wildcard in 2 matches
[Issue Challenge](#)
[View Rules](#)
[Drop From Ladder](#)
[Temporarily Leave Ladder](#)

Singles - Activity Ladder

Rank #1 (1-3)
Ladder Admin: [Arsalan Ijaz](#)
[Propose Match](#)
[View Rules](#)
[Drop From Ladder](#)
[Temporarily Leave Ladder](#)

OTHER LINKS

CHECK THE RESULTS OF ALL LADDERS BELOW:

[View All Ladders](#)

Date	Ladder	Match	Result
5/25/2020	Mixed Singles - Competitive	#2 Joe Exotic def. #3 Arsalan Ijaz	8-7, (7-3)
5/25/2020	Singles - Activity Ladder	#4 Neha Ijaz def. #5 Bud Nelson	8-7, (7-5)
5/25/2020	Mixed Singles - Competitive	#3 Arsalan Ijaz def. #2 Joe Exotic	9-8 (7-4)
5/25/2020	Mixed Singles - Competitive	#4 Bud Nelson def. #3 Arsalan Ijaz	8-7
5/25/2020	Singles - Activity Ladder	#2 Julie Hoffarth def. #5 Bud Nelson	8-4
5/25/2020	Singles - Activity Ladder	#2 Julie Hoffarth def. #1 Arsalan Ijaz	8-1

KTC Ladders Instructions & Guidelines - TennisRungs

- Players can agree to playing additional sets, keeping in mind that there **must be a winner reported for each match.**

The screenshot shows the 'Report Match Scores' interface. At the top, there's a 'Player Dashboard' header. Below it, the 'Report Match Scores' section is highlighted in green. The 'Match Details' section shows: Challenger: Neha Ijaz, Opponent: Joe Exotic, and Winner: Joe Exotic (selected in a dropdown). Below this, there are instructions for reporting scores. A table for reporting scores is visible, with columns for 'Tie Breaker Only?', 'Set', 'Winner Score', 'Loser Score', and 'Tie-Break'. The first row shows 'TBO?' checked, 'Set #1', a winner score of 8, and a loser score of 6. To the right, a 'Match Status' section has radio buttons for 'Opponent Injured', 'Opponent Forfeited', 'Opponent No Show', 'Court Time Expired', and 'Played Through'. The 'Played Through' option is selected. A 'Submit Scorecard' button is at the bottom right.

Figure 7: An example of a completed match, with the winner having won the set by reaching 8 games.

- An incomplete set score can be reported, however; the match status can not be 'Played Through' in these cases. **The margin of victory for the winner of a match must be at least 1 game.**
 - For example, Joe and Neha are playing a match but by the end of their court time, Joe was winning 5-4. Joe would be reported as the match winner with the score of 5-4, and the match status put to 'Court Time Expired'.

The screenshot shows the 'Report Match Scores' interface. The 'Match Details' section shows: Challenger: Neha Ijaz, Opponent: Joe Exotic, and Winner: Joe Exotic. The score for Set #1 is 5-4. The 'Match Status' section has radio buttons for 'Opponent Injured', 'Opponent Forfeited', 'Opponent No Show', 'Court Time Expired', and 'Played Through'. The 'Court Time Expired' option is selected. A 'Submit Scorecard' button is at the bottom right.

Figure 8: An example of a match that was unfinished. A winner can still be reported, with the match status having to be changed to 'Court Time Expired' since a neither player had reached 8 games.

- **Note:** The match reporting instructions shown in the system are general and do not necessarily apply to the actual score reporting criteria for KTC ladders.

Rain-Outs

- If a match is suspended due to rain, participants can agree to award the victory to the player who was leading at the time of the stoppage, or withdraw the challenge and not report a winner.
- If a scheduled match is cancelled outright due to rain, the challenge should be withdrawn and no score should be reported.

Balls

- Opponents should communicate with one another on which match balls to use.
- When in doubt, the challenger should be prepared to supply suitable match balls.

No-Shows

- If one of the participants does not appear for a scheduled match, it can be recorded as a win for the participant who did show up.
- During the match score reporting, the match status can be changed to 'Opponent No Show' and a score of 8-0 should be recorded. Rankings will still change accordingly.

Temporary Drop

- Members can pull themselves from a ladder temporarily (due to injury, out of town/unavailable, etc.)
- Their ranking will be reserved and when they re-join the ladder, they will be put back at the same spot as when they left.
- **Note:** *for extended leaves/drops, rankings will not be guaranteed, and members may be dropped down in the ladder upon return.*

Ladder Inactivity

- After 21 days of no activity – player will be dropped 5 spots.
- After 42 days of no activity – player will be dropped 5 more spots.
- After 63 days of no activity – player will be dropped out of the ladder.
- **Note:** *In addition to these built-in ladder features, member activity will be monitored monthly and inactive members may be removed from the ladder.*

Rules for Mixed Singles – Competitive Ladder

Rules

- You may issue 3 challenge(s) at a time
- You may challenge up to 10 spots above your ranking and up to 15 spots below your ranking.
- If the challenge is successful, you will take the spot of the person you challenge and your opponent will be bumped down 1 spot.
- Each match will consist of a Pro-Set up to 8 games (with a 7-point tie-breaker if the game count reaches 7-7).
- To report a match that went to a 7-7 tiebreaker, record the winner of the match to have won the 1st set 8-7, and then 'Add Additional Set' and click the TBO checkbox for the 2nd set and record the score of the 7-point tiebreaker in this spot.
- Players can agree to playing additional sets, keeping in mind that there must be a winner reported for each match.
- An incomplete set score can be reported, however; the match status will need to be changed to 'Court Time Expired'.
- After a match is finished, either competitor can report the score through their Player Dashboard (but it is generally the responsibility of the winner to report the score).
- If you hold a wildcard, you may challenge anyone above you.
- An additional wildcard will be granted after 5 matches have been played.
- If challenged, you will have 3 days to "Accept" or "Deny" the challenge or the challenge will be considered a "forfeit". There is currently no penalty for denying or forfeiting a challenge (subject to change).
- By accepting a challenge, you agree to play the challenge within 10 days after the date of acceptance.
- If you cannot play within 10 days, simply "Deny" the challenge.
- If a challenge is accepted and not played within 10 days, it will expire and the challenge will be deleted from the system and will have to be re-issued. Of course, since rankings continually change, a re-challenge may not be possible.
- Your ladder admin is Arsalan Ijaz and can be emailed at arsalan.ijaz@queensu.ca if you have any questions.

Close

Rules for Singles – Activity Ladder

Rules

- There are no restrictions to how many challenges you may issue at one time and who you may challenge (if a player has already accepted another challenge and is yet to complete that match, they may not be available to challenge). Challenges will not expire or be removed until they are 'Withdrawn' by the player issuing the challenge or 'Deny' by the player being challenged.
- Each match will consist of a Pro-Set up to 8 games (with a 7-point tie-breaker if the game count reaches 7-7).
- To report a match that went to a 7-7 tiebreaker, record the winner of the match to have won the 1st set 8-7, and then 'Add Additional Set' and click the TBO checkbox for the 2nd set and record the score of the 7-point tiebreaker in this spot.
- Players can agree to playing additional sets, keeping in mind that there must be a winner reported for each match.
- An incomplete set score can be reported, however; the match status will need to be changed to 'Court Time Expired'.
- Each match participant will receive 1 point.
- The match winner will receive 1 additional point.
- After a match is finished, either competitor can report the score through their Player Dashboard (but it is generally the responsibility of the winner to report the score).
- The rankings of the ladder are based on who has the most points.
- Your ladder admin is Arsalan Ijaz and can be emailed at arsalan.ijaz@queensu.ca if you have any questions.

Close