

KTC Ladders Instructions & Guidelines

Registering for TennisRungs (app.tennisrungs.com)

- To sign-up for TennisRungs, contact the Ladder Admin (Yaoting Zhang – for.tennis.use.only@gmail.com or a Steward.
- To sign up, provide the following information to the Admin or Steward:
 - First & Last name
 - Email address
 - Phone number (not mandatory)
- With this information, they will create an account on TennisRungs and you will receive an email allowing you to activate your account and set up a password.
- Your email will be your login username. 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. For ladders you are not currently joined in, you will be able to see the options **Join Ladder** and **View Rules** underneath the ladder title.
- 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.
- For any questions or concerns, the Ladder Admin's contact information is readily available towards the top of the Player Dashboard page.

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)

Setting up a Match & Initiating Challenges – Singles Ladders

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

- 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.
- You will receive email updates anytime the status of a challenge changes.

Kingston Tennis Club

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

Name: Bud Nelson
Email: budn805@gmail.com

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](#)

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

Figure 2: 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.
- The two competitors will need to contact one another to set up a date & time for their match (contact information can be viewed by clicking ‘Contact Details’).
- The standings will be constantly changing so it is recommended to try and arrange matches within a short timeframe.

Proposing a Match – Singles RECREATIONAL Ladder

- If you know a day and time 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 – RECREATIONAL 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 – RECREATIONAL Ladder (previously 'Activity Ladder') to view the current standings. The option to propose a match will be just above the rankings.

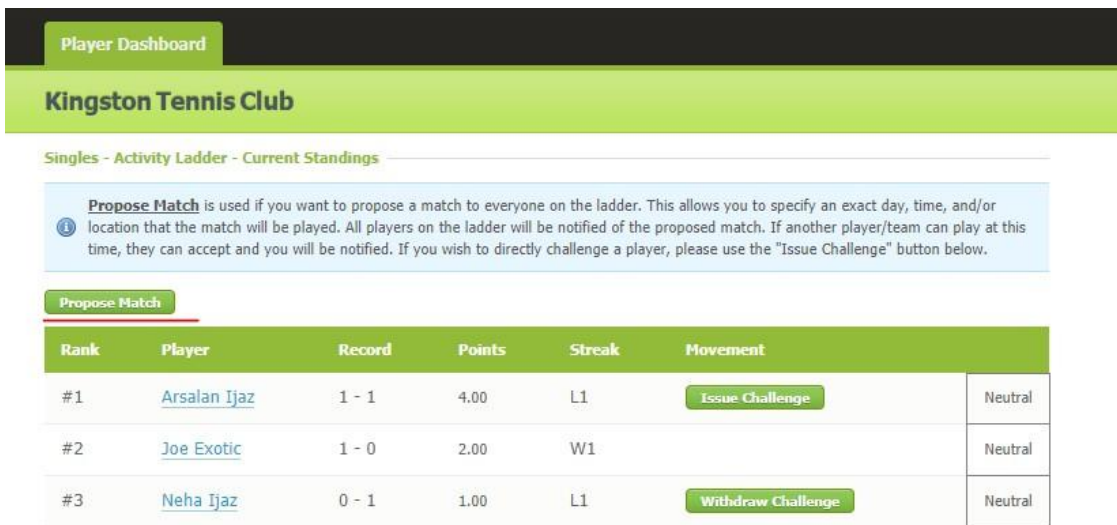
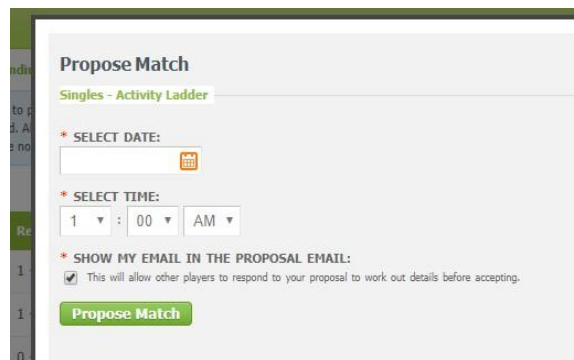


Figure 3: An example of the RECREATION (previously 'Activity') ladder standings, and the option to propose a match.

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

Figure 4: Interface for selecting date & time for an open proposed match to the rest of the ladder.



KTC Ladders Instructions & Guidelines - TennisRungs

- All ladder players will be able to see the open proposal from their Player Dashboard.

The screenshot shows the 'Player Dashboard' for the Kingston Tennis Club. At the top, there are navigation tabs for 'Player Dashboard' and 'Admin'. Below this is the club name 'Kingston Tennis Club'. A light blue box contains 'Ladder Admin Info' with the name 'Bud Nelson' and email 'budn805@gmail.com'. A green bar contains navigation tabs: 'My Challenges', 'My Recent Matches', 'Kingston Tennis Club Matches', 'Pending Challenges(1)', and 'Open Proposals(1)'. Below the tabs, a section titled 'Below are open proposals:' contains a table with one proposal:

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

To the left of the table, there are sections for 'MY CURRENT LADDERS'. The first is 'Mixed Singles - Competitive' with Rank #3 (2-3), Ladder Admin: Arsalan Ijaz, and New wildcard in 5 matches. The second is 'Singles - Activity Ladder' with Rank #1 (1-1), Ladder Admin: Arsalan Ijaz, and Propose Match button.

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.

This screenshot shows the 'Player Dashboard' for the Kingston Tennis Club. It features the same navigation and admin info as the previous screenshot. The 'Open Proposals' tab is now inactive, and the 'Pending Challenges(1)' tab is active. Below the tabs, a section titled 'Below are pending challenges:' contains a table with one challenge:

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

To the left of the table, the 'MY CURRENT LADDERS' section shows 'Mixed Singles - Competitive' with Rank #2 (4-4), Ladder Admin: Arsalan Ijaz, and New wildcard in 2 matches. The 'Singles - Activity Ladder' section shows Rank #2 (1-0), Ladder Admin: Arsalan Ijaz, and Propose Match button.

- 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 Singles – RECREATIONAL 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.
 - ✓ 1 additional 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 an 8 game Pro-Set.**
 - A tiebreak is played if the game count gets to 7-7. The tiebreak is up to 7 points, win by 2. To report a match that went to a 7-7 tiebreak, 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 (TieBreak Only) for the 2nd set. Then record the score of the 7-point tiebreak 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:
 - The result can then be seen through the Player Dashboard and viewing the 10 most recent matches at the KTC:

The screenshot shows a web form titled "Report Match Scores". At the top, it says "Match Details" with a blue header. Below that, it lists "Challenger: Joe Exotic", "Opponent: Arsalan Ijaz", and "Winner: Joe Exotic" with a dropdown arrow. There are "Add Additional Set" and "Remove Last Score" buttons. Below these are 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?".

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

Match Status options: Opponent Injured, Opponent Forfeited, Opponent No Show, Court Time Expired, Played Through. A "Submit Scorecard" button is at the bottom.

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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](#)

My Challenges (1) | My Recent Matches | **Kingston Tennis Club Matches** | Pending Challenges(2)

(LAST 10 MATCHES SHOWN)

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

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

Player Dashboard

Report Match Scores

Match Details

Challenger: Neha Ijaz
 Opponent: Joe Exotic
 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?

Add Additional Set Remove Last score

Tie Breaker Only? TBO?

Set Winner Score Loser Score Tie-Break

Set #1: 8 -- 6

Match Status

- Opponent Injured
- Opponent Forfeited
- Opponent No Show
- Court Time Expired
- Played Through
- Submit Scorecard

Figure 5: 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'.

Player Dashboard

Report Match Scores

Match Details

Challenger: Neha Ijaz
 Opponent: Joe Exotic
 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?

Add Additional Set Remove Last score

Tie Breaker Only? TBO?

Set Winner Score Loser Score Tie-Break

Set #1: 5 -- 4

Match Status

- Opponent Injured
- Opponent Forfeited
- Opponent No Show
- Court Time Expired
- Played Through
- Submit Scorecard

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

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.*