



How to Deal with Suspension of League Matches in TT Leagues

It is not for Table Tennis England to decide how each League finalises its season but we do want to be able to provide you with varying options that will allow you to administer those decisions within TT leagues. Following the advice of the Government and Table Tennis England, most Local Leagues have chosen to suspend their League programmes. Clearly, TT Leagues was not originally designed with this in mind, but there are various tools that are available within TT Leagues to enable Local Leagues to implement within the system the decisions they make about bringing their league programmes to a conclusion.

This note first outlines the tools that League Administrators may need to apply and the implications of using them. It then considers some of the options which leagues may be applying and identifies which tools are relevant in different situations.

This guidance is to provide some advice to Leagues on what can/cannot be done within the system and we will update it as any additional changes or options become available or are drawn to our attention.

The Tools That Can Be Used

The basic tools within TT Leagues that you can use are:

1. Abandon Match
2. Completing the Results-Entry Form with no players
3. Unschedule/Edit Match
4. Points Adjustment
5. Archive League Competition

These will already be familiar to many League Admins. But for completeness they are described in detail, particularly in the context of suspending league matches. They are not alternatives. Rather they are used in different combinations in different situations

1. Abandon Match

This enables the results-entry form to be submitted/approved (thereby removing it from the list of "Awaiting Match Cards"). The match is shown as completed and is recorded as a draw but with no points awarded to either team.

There is an Article on the TT Leagues Help Centre which describes the Abandon Match function in detail:

<https://tabletennisengland.zendesk.com/hc/en-gb/articles/360013141219-The-Abandon-Match-Function>



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Here is a summary of how you implement “Abandon Match” in the context of bringing a League Competition to a conclusion:

1. Open the results-entry form
2. Don't enter any players on the form
3. At the top right of the result-entry form click on the 3 dots
4. Click on “Abandon” (see Fig 1)
5. This results in the match card being both submitted and approved.
6. The match is recorded as a draw in the Divisional Table but no points are awarded to either team

The Abandon Match function is only available if a date is set for a match. Accordingly, an unscheduled match cannot be abandoned. First a date for the match would need to be set (using “Edit Match”, see below), then the match could be abandoned.

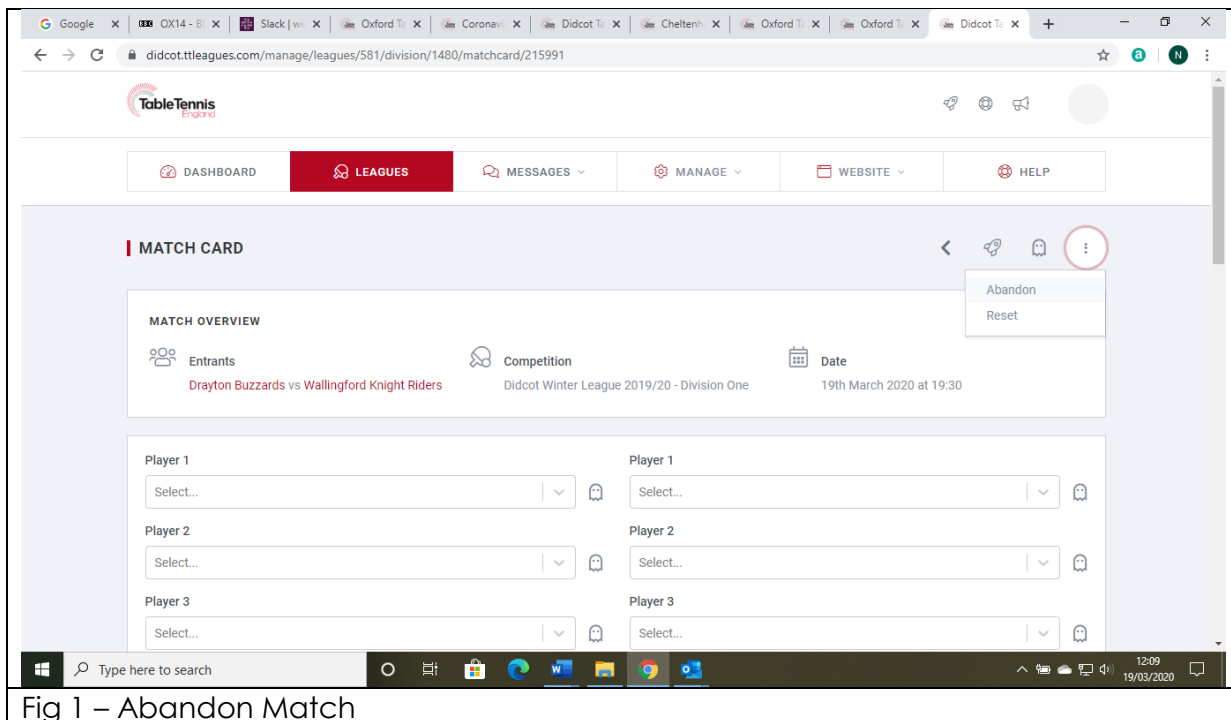


Fig 1 – Abandon Match

2. Completing the Results Entry Form Without Naming Players

This enables the Results Entry Form to be completed and for a particular result to be obtained – e.g. a draw if you wish to share the points, or any result if you are adjudicating results.

This is what you do:

1. Open the results entry form for the match
2. Don't enter the names of any players
3. Fill in the scores for each game to contrive the appropriate result
4. In the usual way, on completing all the games boxes, click Submit and then Approve.
5. An example of a completed Results-Entry form is shown in Fig 2

The Divisional Table will be updated to reflect the match score. The Player Averages table will be unaffected.

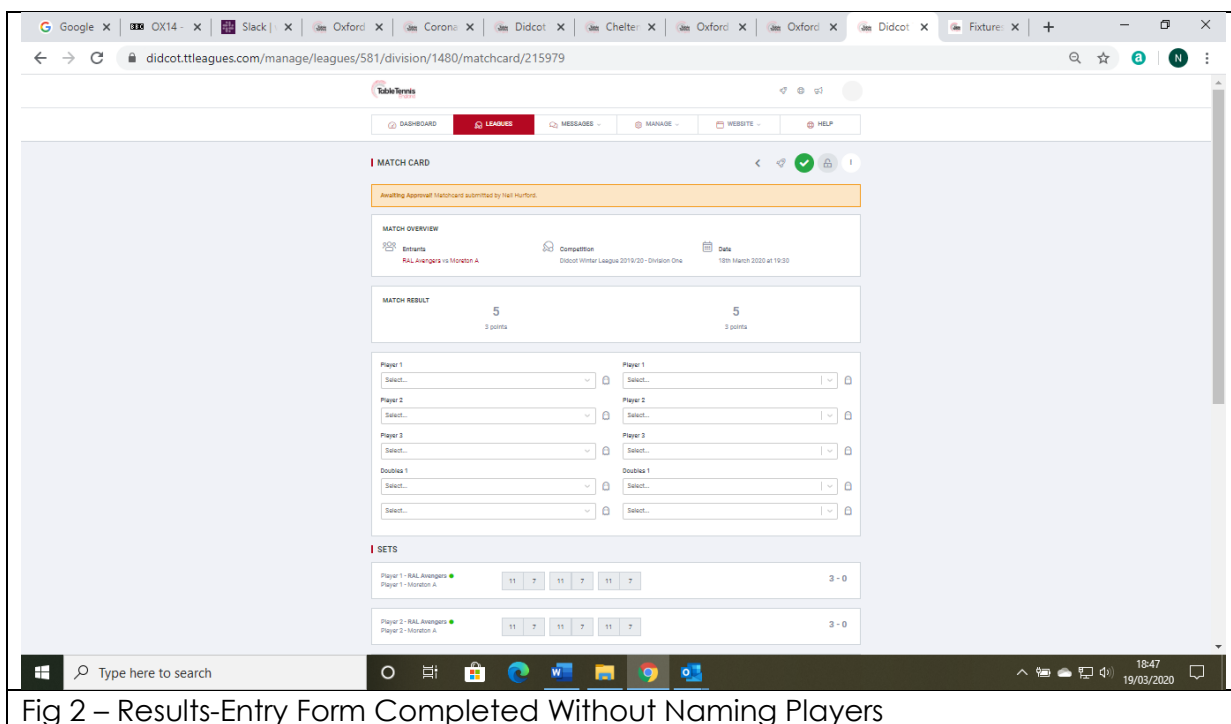


Fig 2 – Results-Entry Form Completed Without Naming Players

3. Unscheduling & Editing a Match

This will be used if you wish to allow for matches to be played at some future time.

These Unscheduling and Edit Match functions will already be familiar to most League Admins and there is already guidance in the following Help Article on Unscheduling and Editing a Match:



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<https://tabletennisengland.zendesk.com/hc/en-gb/articles/360011884080-Fixtures-and-Fixture-Management>

In this Help Article, guidance on unscheduling a match is above and below Fig 8. Guidance on Editing a Match. Changing the date it is played is above and below Fig 10 of the Help Article.

Here is some specific information about Unscheduling and Editing a Match that supplements what is in the Help Article.

- **Unscheduling a Match** – click on the three dots to the left of the fixture, and select “unschedule”. Once a match has been unscheduled you cannot submit or approve the results-entry card. If an unscheduled match is subsequently played or abandoned, the Edit Match function must be used to set a date for the match
- **Editing a Match** – click on the “edit match” icon to the right of the fixture to open the “Edit Match” form. In this context, the main use of the form will be to set a new date for the match.

Unscheduled matches are listed at the top of the list of fixtures for each Division. They are also listed, for all Divisions, on the Dashboard.

4. Points Adjustment

The Points Adjustment function enables points to be added or subtracted from a team's total. This provides a means to move teams up or down the Divisional Table to meet a desired outcome. Only the points awarded can be adjusted; none of the other parameters in the table (played, won, draw, lost etc) can be adjusted.

Full details of how to use the Points Adjustment function are provided in the following Article in the Help Centre:

<https://tabletennisengland.zendesk.com/hc/en-gb/articles/360013055600-Points-Adjustment>

In brief, to use the Points Adjustment function, simply click on “Points Adjustment” above the Divisional Table. Then click on the + sign at the top right of the Form and fill in the details on the resulting Form.



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5. Archiving a League Competition

This functionality is not yet available within TT Leagues. It will be added as part of the enhancements to be implemented prior to next season. Once implemented, the Archiving function will:

- Make the archived league competition "view only" so that results can no longer be added or changed
- Delete all data associated with the league competition from the Dashboard – particularly the lists of matches "Awaiting Approval", "Awaiting Match Card" and "Unscheduled Matches".

By Archiving a league competition, a Local League will be declaring the competition completed.

Options

This next section considers the options that Local Leagues might use following suspension of their league programme and which TT Leagues rules are relevant to those scenarios. The scenarios discussed are:

- Freezing the league competition – ordering the table on current points awarded
- Freezing the league competition – ordering the table on points awarded per match actually played
- Abandoning matches to complete the season
- Sharing the points for remaining unplayed matches
- Uncheduling matches with a view to playing them at a later date
- Adjudicating the results of unplayed matches

This is obviously not an exhaustive list. The options are now discussed in turn.

Freezing the League Competition – Ordering Table on Current Points Awarded

- **Description** – not entering any results for matches due to be played after the date at which the competition was suspended
- **Relevant TT Leagues Tools** – Archiving
- **How to use TT Leagues Tools** – Archive the league competition once the Archiving function becomes available. No other actions required
- **Implications** – The unplayed matches will progressively be listed in "Awaiting Match Card" on the Dashboard until the league competition is archived. The Divisional Tables will show that all the matches have not been played.



Freezing the League Competition – Ordering Table on Points Awarded Per Matches Actually Played

- **Description** – not entering any results for matches due to be played after the date at which the competition was suspended, and ordering the Table on the basis of points awarded per match played
- **Relevant TT Leagues Tools** – Points Awarded, Archiving
- **How to use TT Leagues Tools** – Manually calculate the “points per match played” for each team, and manually produce the order of the teams in the Table based on this calculation. In many cases, the order based on “points per match played” will be the same as that displayed in the Table in TT Leagues. Where there is a divergence, use the Points Award function to align the Table in TT Leagues with that based on “points per match played”. Archive the league competition once the Archiving function becomes available.
- **Implications** – The unplayed matches will progressively be listed in “Awaiting Match Card” on the Dashboard until the league competition is archived. The Divisional Tables will show that all the matches have not been played.

Abandoning Matches

- **Description** – Abandoning all unplayed matches so that Divisional Tables show all matches played
- **Relevant TT Leagues Tools** – Abandon Match, Archiving
- **How to use TT Leagues Tools** – Use the Abandon Match function to show the match is played. Once it become available, use the Archive function to archive the league competition.
- **Implications** – All matches will be shown as played (with abandoned matches shown as draws, no points awarded to either team). The player averages tables not affected.

Sharing the Points

- **Description** – Sharing the points awarded between the two competing teams for all unplayed matches
- **Relevant TT Leagues Tools** – Complete Results-Entry Form without Naming Players, Archiving



- **How to use TT Leagues Tools** – Complete the Results-Entry Form without naming any players. Fill in the games-boxes with scores that result in the match being a draw. Once it becomes available, use the Archive function to archive the league competition.
- **Implications** – All matches shown as completed. Teams share the points for all unplayed matches. Player Averages tables not affected.

Playing Matches at a Later Date

- **Description** – All remaining matches are unscheduled until the League programme recommences when they can be scheduled to be played.
- **Relevant TT Leagues Tools** – Unschedule Match, Edit Match, Archiving
- **How to use TT Leagues Tools** – Unschedule all remaining matches. When the League programme recommences, use the Edit Match function to set new dates for the matches.
- **Implications** – Matches are shown on the dashboard as “Unscheduled” rather than “Awaiting Match Card”.

Adjudicating the Results of Unplayed Matches

- **Description** – Using an independent assessor(s) to determine the results of unplayed matches
- **Relevant TT Leagues Tools** – Complete Results-Entry Form without Naming Players, Archiving
- **How to use TT Leagues Tools** - Complete the Results-Entry Form without naming any players. Fill in the games-boxes with scores that achieved the adjudicated outcome. Once it become available, use the Archive function to archive the league competition.
- **Implications** – All matches shown as complete. Player Averages not affected.

Next Steps

Please feedback to the TTE Help Desk help@tabletennisengland.co.uk if you have any other ways in which you would like to close your league programme if you have suspended matches. We will then look at options on ways of dealing with any variances to the above and will update the Help Article accordingly.



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