CUPRA PADEL CORPORATE LEAGUE

Player guide

From top to bottom, the steps of the season in order; from left to right, who acts at each step. As a player, you can freely view the fixtures, teams, results and standings, and you receive your call-ups and reminders by email.

Contents

1. The league in brief
2. Following the league on the website
3. Your emails
4. The rules in brief
5. FAQ

Who does what, from setting up the league to the standings

	League manager Runs the league and arbitrates	**Captain** Manages the team and its scores	**Player** Views fixtures, teams, results and standings	**System** Automated tasks
BEFORE THE SEASON				
Season	Creates the season (name, dates)			
Teams	Creates the teams and their logos		Sees the team pages	
Fixtures	Imports the Excel schedule		Sees the fixtures	Checks every imported row
Captains	Invites and approves captains	Creates an account		Sends the invitation link
Players	Fixes names, adds photos	Registers 4 to 8 players	Appears on the team page	
EVERY FIXTURE				
Line-up		Sets the pairs for the 4 matches	Receives the call-up	D-8 reminder to the captain, then call-ups
Before the fixture			Gets reminders	D-7 and D-1 reminders
Match day		Fields the team	Plays the matches	
Score entry		One captain enters the games		Notifies the other captain
Confirmation		Other captain confirms or counters (3 d, 2 d)		Reminds before the deadline, then confirms itself
Issue		Disputes the score, reports (≤ 7 d) or declares a forfeit		Alerts the managers
Dispute	Decides, corrects, applies penalties			Notifies the captains
Standings			Sees results and standings	Recalculates the standings and their visual
Result visual		Posts it on social media		Builds the win, draw or loss visual, emails it to the captain
MID-SEASON AND END OF SEASON				
Mid-season	Confirms promotion and relegation, imports schedule 2			Resets the counters
End of season	Closes and archives the season		Browses the archive	Builds the champions visual

1. The league in brief

The **Cupra Padel Corporate League** is the inter-company padel championship organised by Sport4Lux: 24 companies, 4 divisions, one trophy.

- The season runs **from October to June**, in two halves.
- Each division has 6 teams, which meet in **fixtures of 4 doubles matches of 45 minutes**.
- At mid-season, the top 2 of each division move up and the bottom 2 move down.
- At the end of the season, each division has its champion.

Your **company captain** registers you, sets the line-up and handles the scores. You **don't need an account** on the website: just play!

2. Following the league on the website

The website **sport4lux.lu/padel-league** is open to everyone, with no account, in French or English (FR / EN switch at the top right).

Page	What you find there
Home	The next fixtures and the latest results
Fixtures	All fixtures, with date, time, court and the score once confirmed. You can filter by division and by team.
Standings	The standings of each division, updated as soon as a score is confirmed
Team page	The players, the team photo and the team's fixtures. Click a team name to open it.
Fixture page	The detail of the 4 matches: pairs fielded, games, points and fair-play
Archive	Past seasons
Help	This guide, to read online or download as a PDF

Tip: add the page to your phone's home screen to find it in one tap.

3. Your emails

Your captain registers your email address (it is required). You automatically receive, in French or English as you chose:

- **your call-up** as soon as the captain has put you in the line-up for a match: date, time, court, opponent and the match (or two matches) you play;
- **a reminder at D-7 and another at D-1** before the fixture;
- **a rescheduling notice** if the fixture is moved.

Stopping the reminders: click the unsubscribe link at the bottom of a reminder email. You will still receive call-ups and rescheduling notices, which are essential.

To change your email address or language, ask your captain.

4. The rules in brief

- **Format**: a fixture is made of 4 doubles matches of 45 minutes, in two slots (matches 1 and 2, then matches 3 and 4). You play at most one match per slot, so two matches at most.
- **Points**, for each match: win 3, draw 1, loss 0. The fixture score is each team's total points over the 4 matches (result + fair-play), for example 15 – 12.
- **Fair-play**: each match also earns 2 fair-play points. A guest player (external to the company) costs 1, and an irregularity costs 2.
- **Withdrawal**: a match with a withdrawal is lost 5-0; if it is declared less than 24 hours before (or not at all), its fair-play points are lost too. If you can't make it, **tell your captain as early as possible**.
- **Spirit**: this is a company league, so friendliness and respect for the opponent come first. Be on time: the slots are timed.
- **Photos**: photos and visuals of the fixtures may be published on the social media of Sport4Lux and the participating companies.

5. FAQ

Do I need to create an account?
No. Only captains and managers have an account. The rest of the website is public.

How do I know when and with whom I play?
It is in your call-up email, or on the fixture page under Fixtures.

I don't receive any email.
Check your spam folder, then ask your captain to check the registered address.

I can no longer make it to a fixture.
Tell your captain as soon as possible so they can replace you.

My name is misspelled on the website.
Tell your captain, who will ask the league manager to correct it.

I would like a photo on my team's page.
Send it to your captain, who will pass it on to the league manager.

Can I play for another company?
You can be fielded as a guest by another team. Your guest status costs that team 1 fair-play point, though.

I don't want to receive the reminders anymore.
Click the unsubscribe link at the bottom of a reminder email.

Who should I contact with a question about the league?
Your captain first, then Sport4Lux.