



Hong Kong Ladies Tennis League

March, 2017

To: All Captains and Division Representatives

Team registrations for the 2017/2018 season are just around the corner. We will continue with a deadline for all changes to team rosters. Adding and deleting players can only take place up until the fourth week of the start of each fall and spring playing session. Guest players can be registered at any time throughout the year. Teams re-registering must have at least four (4) players from the previously registered team or they will be considered a new team. All new teams must consist of a minimum of four (4) players or 50%, whichever is the greater, at that level, in order to be placed into that division. Teams must have a minimum of six (6) and a maximum of twelve (12) players. Each division will now have a maximum cap at 12 teams as our schedule will not permit a longer playing season. All existing teams who re-register will have priority over new teams.

Registration will continue to be done through our website which opens on the 1st April and will remain open until the 15th April, 2017. Late registrations will be accepted until the 22nd April upon payment of a late fee. No further registrations will be accepted after the 22nd April, 2017. Prior to registering, please be reminded of the following registration guidelines:

1. Forms. All registrations must be submitted via the Registration Forms link on our website at www.hkladiestennis.com. **Please note that each division has its own link (division specific) for all forms.** Forms must be submitted by the Captain, who will receive an email confirming receipt of the form from the Registrar. Further information from teams may be requested if necessary. The league will approve each registration after the committee meets to discuss promotions/demotions at the end of April, 2017. All approved registrations will be posted on the Registration Forms link on our website under "Approved Teams List – 2017/2018".

2. New Players. New Players are defined as any individual who has not been registered on a team in the HKLTL within the past three (3) years. All New Players must submit (i) a New Player Questionnaire (NPQ) through our website, and (ii) they must have a local coach submit a Coach's Assessment (CA), also through our website. It is suggested to obtain an assessment from a Coach who has prior experience and knowledge of our various divisions and one can be recommended if requested. The NPQ shall be a full and complete representation of the individual's playing history current/past in any/all tennis leagues, local and overseas. Failure of full disclosure could result in lengthy delays or even removal from the team, if already confirmed.

3. Guest Players. Registration of guest players shall be done through the Registration Forms link on our website. In order to be eligible to play as a guest, the individual must already be registered on a team in a lower division for the current season and she may only be a guest for one team. **Guest players may be added at any point during the season but the player must be approved by the Registrar or Division Representative prior to playing in her first match.** Approvals may take a few days to process so please plan ahead and have your Guest Players registered in advance. For Division 5, Guest Players must submit a New Player Questionnaire and Coach's Assessment at the time of registration.

4. Captains. Please provide accurate and complete information for all players, with special attention to the proper spelling of players' names including nicknames, maiden/married surnames and English and Chinese names. **We will continue to request full HKID card numbers as all players are expected to hold an HKID card. Exceptions to this rule MAY be made under special circumstances and proof of residency may be required. Please remember to acknowledge the Privacy Ordinance Data disclaimer on the bottom of the registration form.**

5. Fees. We will continue to charge a registration fee of HK\$1,200 per team, with no increase from last year. Please make all cheques payable to Alison Whalley and mail to her attention at House 39, Siena One, Discovery Bay, Lantau Island, Hong Kong by the registration deadline. For correct processing of all payments, please indicate on the back of the cheque, the division and team name, e.g. Division 2 - Clearwater Bay and email address.

6. **Deadline.** Registration is open until **Saturday, 15th April, 2017** for the customary fee. Late registrations will be accepted up until **Saturday, 22nd April, 2017** for an additional payment of HK\$300 as a late fee. **No registrations will be accepted after 22nd April, 2017.**

7. **Revisions.** The league will be closed during the summer break, from **Friday, 23rd June until Monday, 21st August, 2017** and also during the Christmas break from **18th December, 2017 to 3rd January 2018**. During these times there will be no communication or revisions handled. Players may be added or deleted after the 21st August on the submission of an Amended Team Registration Form, up until four weeks after the first match in your division. That is to say, the deadline for changes will be in October 2017. **No changes may take place during the active playing season apart from the first four (4) weeks.** Players may not switch teams after the first match in their division has taken place and approval for such a switch is required from both captains and the league. The addition of new players must be approved by the league in advance of the individual playing any match. Any unregistered players will result in sets won being forfeited to the opponents. Approval of amended team registration forms may take up to a week to process so please plan ahead and provide complete and thorough information.

8. **Public court teams.** Please be reminded that you are responsible for booking all home matches.

We look forward to awarding the 2016/2017 winners at our annual Awards Luncheon on 11th May and hope to see you all there. Thank you in advance for your continued support of the Hong Kong Ladies Tennis League, as we anticipate another great season of tennis in 2017/2018.

Yours sincerely,

Nicky Baird
Registrar