



Hong Kong Ladies Tennis League

March 14, 2025

To: All Captains

Team registrations for the 2025/2026 season are just a few weeks away. **Registration can be done via the [HKLTL website](#) from Friday 4th April until 23rd April, 2025. Late registrations will not be accepted so please ensure your registration forms are submitted on or before the deadline.**

All registrations must be submitted via the Team Registration Form link on the HKLTL website. Existing team captains should register in their current 2024-25 division. The Committee will approve each registration when it meets in late April. Team placement, including promotions and demotions, will be determined consistent with Rule 6.4. All approved registrations will be posted on the HKLTL website under "Approved Teams List – 2025/2026."

All players must adhere to the HKLTL Code of Conduct and Captains must follow the Captains Guidelines both of which are available on the [HKLTL website](#) under the Rules tab.

Prior to registering, please be reminded of the following registration guidelines:

1. **Forms.** Forms must be submitted by the Captain who will receive an email confirming receipt. Changes to the team can be resubmitted within the registration period using the same form. Further information from teams may be requested by the registrar if necessary.
2. **Existing Teams.** Existing teams that re-register will have priority over new teams. Teams re-registering must register at least four (4) players from their current team to be considered an existing team.
3. **New Teams.** At least four (4) players and 50% of a new team must be at the level of the division they propose to play. Teams must have a minimum of six (6) and a maximum of twelve (12) players.
4. **Player Details.** 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.
5. **New Players.** New Players are defined as any individual who has not been registered on an HKLTL team within the past three (3) years. All New Players must submit a New Player Questionnaire (NPQ). New Players to all divisions except the Premier division must have a Coach Assessment (CA) submitted by an HKLTL approved Coach.
6. **Guest Players.** Guest players can be registered by submitting a Team Amendment Request after the 2025-26 teams have been announced.
7. **Home Courts.** Please be reminded that the home teams are responsible for booking courts for all home matches. Court venues must be approved by the Committee and Scheduler to eliminate any scheduling conflicts and ensure suitability, including having appropriate comfort and changing facilities. Courts should not need to be changed except in extenuating circumstances.
8. **Captains.** **Please remember to acknowledge the Personal Data (Privacy) Ordinance (Cap.486) Data disclaimer as well as the Captains Guidelines and Code of Conduct affirmation on behalf of the team on the bottom of the registration form. Remember final responsibility for the teams' conduct lies with the Captain.**
9. **Fees.** Registration fees will remain at HK\$1,000 per team this season. We accept online/ATM payments/cheque deposits made directly into our HSBC account # 652-631714-001, Account name: Hong Kong Ladies Tennis League. The deposit advice **MUST** be emailed to the Treasurer at hkltltreasurer@gmail.com along with the team name and division to which the payment relates. Failure to do this will result in delays to your team's registration being approved.
10. **Deadline.** **Registration is open until Wednesday 23rd April, 2025. Late registrations will not be accepted so please ensure your registration forms are submitted on or before the deadline.**

11. Revisions. **The League will be closed during the summer break, from Friday, 20th June until Monday, 11th August, 2025 and during the Christmas break.** During these times there will be no communication or revisions handled. Players may be added or deleted on the submission of a Team Amendment Request until four weeks after the first match in your division. Players may not switch teams once the first match in their division has taken place. **No changes may take place during the active playing season apart from the first four (4) weeks.** Team Amendment Requests must be approved by the League in advance of the individual playing any match. Playing unregistered players will result in sets being forfeited. Approval may take up to a week to process so please plan ahead and provide complete and thorough information.

Thank you in advance for your continuing support of the Hong Kong Ladies Tennis League.

Yours sincerely,

Christine Boyle
Registrar

Lea-Anne Lee
Registrar 2025-26