

GUIDELINES FOR CAPTAINS

BEFORE THE SEASON STARTS:

- Confirm with your Division Representative that all team members are registered. The captain is the only person permitted to make changes to the Registration Form. Playing a non-registered player may result in a loss of points.
- Make sure your Division Representative has your correct contact details. Incorrect contact details make it difficult for the opposing Captains and your Division Representative to get in contact with you.
- Familiarize yourself with the rules and make sure your teammates are also aware of them.
- Make sure you have all the necessary papers for home matches including Score Sheets and the HKLTL booklet.
- A captain must complete the following paper work for each new player: updated Registration Form, New Player Questionnaire and obtain a Coach's assessment. New players should be added in red on the Registration Form and deleted players in green. Any changes in registration must be sent to your Division Representative and copied to the Registrar.
- A new player must fill out the New Player Questionnaire on the HKLTL website. The form must be filled out accurately and submitted directly from the website.
- The Captain must receive approval from the HKLTL Committee Members before a new player is permitted to play in a match.
- The Division Representative will notify you within a couple of days of completing all registration documents whether a player has been approved or not approved to play on your team. If you haven't heard from your Division Representative, please do not hesitate to follow up with her. If the player is not registered and plays in a match, points will be forfeited.
- Please keep a copy of your Registration Form. Remember to keep all communication throughout the season regarding your team and registration of new players.

DURING THE SEASON:

Home games:

- When you have a home match, email or call the visiting captain at least 3 days prior to your match to make sure they know how to get to your courts. Provide them with parking information like the location and cost. Ask them if they will be staying for lunch. If so, how many will be staying for lunch and if there are any special dietary restrictions.
- Inform the visiting team whether or not towels and shower facilities are available.
- Courts must be available by 9:00 am for warm up.
- Make sure to provide enough cold water for your guests. On hot days one small bottle per person is not enough.
- Please provide 2 cans of new balls. It's helpful to have a spare can just in case balls get lost or become soggy if the courts are damp.
- Make sure you have your Score Sheets ready to be filled in before the match starts by completing the player and team names. Please do not use pencils, because it's very difficult to read on the texted or emailed copies.
- When the match is over, complete the Score Sheet and have both captains sign it. The winner of the match is responsible for either texting or emailing the Score Sheet to the Division Representative. The winning team keeps the original and the opposing team gets a copy.
- Always have your HKLTL booklet available, in case of problems or disputes.
- **Always remind your teammates to switch off their mobile phones before the match begins.**

Away matches:

- If you have not heard from the home captain in a timely manner, please call her and check on the necessary details such as location of courts, parking arrangements, who is staying for lunch and any special dietary needs.
- You may want to check if the home team provides towels. If not, inform your teammates to bring their own.
- **Always have your HKLTL booklet available in case of problems or disputes.**
- Always remind your teammates to switch off their mobile phones before the match begins.

REGISTERING NEW PLAYERS:

- New players must be registered before a match. Please allow a few days to register a new player with the HKLTL.

REGISTERING GUEST PLAYERS:

- Guest players, except Division 6 must already be registered as a full time player in a team in a lower division.
- Captains must notify their Division Representative and the Registrar before 5:00pm the day before playing a guest player. Identify the guest player and her current team on the Registration Form. Send the updated Registration Form to the Division Representative and copy the Registrar.
- A guest player for Division 6 must register their guest player as a new player. Please refer to Registering New Players.
- In case of emergency regarding a guest player, please call your Division Representative immediately. If the Division Representative is unavailable then call the Registrar, follow up via email with an updated Registration Form to the Division Representative and copy the Registrar. You must have confirmation from your Division Representative of any changes to your Registration Form.
- On the day of the match, a guest player must be identified on the Score Sheet.

GENERAL:

- If the Captain is not playing in a match, please designate an acting Captain from your registered team. In your absence, the Division Representative and the opposing team Captain must be notified of the name and contact information of the acting Captain.
- Teams playing on public courts are responsible for booking their own courts.
- Rescheduling of rained off matches must be done by the home Captain within 48 hours of the match. The home team must offer at least three dates when home courts are available. Dates offered must span the three week

period and may not all fall within the same week. The visiting team Captain must respond within 24 hours of receiving dates.

- The Division Representative must be copied on all correspondence concerning rescheduled matches.

REMEMBER FINAL RESPONSIBILITY LIES WITH THE CAPTAIN.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT YOUR DIVISION REPRESENTATIVE IMMEDIATELY. DO NOT WAIT.

ALWAYS REMIND YOURSELF AND YOUR TEAMMATES WE ARE OUT THERE TO HAVE FUN AND ENJOY A NICE MORNING OF TENNIS!

The captain of the **winning team** is to send the Score Sheet to her Division Representative ASAP after the match is over. In the event of a draw the home team should do this.