



Protocol for the team captains

- Make sure you have a fixture list with date, time and venue of each match.
- Discuss starrings at the beginning of the season with other captains.
- Discuss availability with players.
- **Confirm every match**, (date, time and venue), 5 – 7 days before, with the opposing captain. Details in the LTA handbook (There is a copy on the wall in the clubhouse if you don't have one). During the confirmation, exchange contact telephone numbers in case the match has to be cancelled, due to bad weather. Also agree a time by which the match should be cancelled, but not the day before. Usually leave it until an hour before the match is due to start.
- Aim to arrive 15 minutes before the match starts, to arrange nets, lay out glasses and soft drinks and be there to greet the visiting team.
- Rachel will put the new balls for the match behind the bar – make sure you have a key for the bar!
- **Complete a match card for both home and away matches and also a results form to go on the board in the clubhouse.**
- Collect match fees from players £3 each or £2 for students-deducting money for food if appropriate. If you are not playing in a match yourself, delegate an acting captain and ask them to collect fees and give them to you to simplify things.
- At the end of each season, give match fees to John Greenwood (there are forms on the wall to fill in for each match to make it easier for you).
- If an opposing captain rings and asks to re-arrange a match, please don't agree without first speaking to Margot or Rachel.
- Please put the match balls back behind the bar, they don't need to be in the tubes, just in the bag they came in.
- If a match is cancelled due to inclement weather, please let Margot know and she will re-arrange.
- Captains should ensure that no player has played more than 8 matches in any season for 1 category. i.e. 8 in mixed and 8 in ladies/mens
- Never concede a match if you cannot raise a full team, as this will result in a 2 point penalty. Instead, advise your opponents the day before, as a matter of courtesy, that you can only field 2 couples, which will mean that you cannot win the match, but at least you will not be docked points. (Hopefully this will never happen.)