

## **Guidelines for players and match captains**

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<b>Balls</b>	Each team will be provided with 9 white match balls – these must be used for match play only.
<b>Match Fees</b>	Match fees are now included in the annual subscriptions so there is no need for team captains to collect these. An adjustment will be made at the end of the season to reflect the over or under estimates of matches played. Refunds or charges will be issued accordingly at the discretion of the management committee.
<b>Umpiring</b>	ALL players should take their turn at umpiring matches.
<b>Scorecards</b>	The match captain is responsible for sending in the scorecard as soon as possible after the match. If this has not been received by the Braintree & District League Fixture Secretary within 7 days of the match, the team will have 3 points deducted from its total.
<b>Score Books</b>	Please keep a full record of all your matches in case original cards get lost in the post.
<b>Refreshments</b>	It is a league rule that “the home team shall provide suitable refreshments during the match”. The match captain should offer these to the opposing team, unless agreed otherwise with the opposing match captain.
<b>Conduct</b>	All players are reminded that they should use appropriate language at all times. Additionally, players should keep noise to a minimum as a matter of respect for any other matches that may be being played.
<b>Reserves</b>	<p>Where players are not available, they should be replaced by a reserve or a player in a lower ranked team. Only players who have been properly registered by the club are eligible to play. Attempts should be made to ask any official reserve(s) to play before asking a player in a lower team to play up.</p> <p>Captains must notify the Treasurer when they need to use reserves or players from lower teams, so that we avoid players being re-registered to senior teams.</p> <p>(Players registered for a lower team, may play up for higher ranked teams until they win five sets. If, in a subsequent team match, they play for a higher ranked team they will be automatically re-registered for that higher ranked team and will not be eligible to play for their original team again.)</p>
<b>Rearranged Matches</b>	It is the club policy not to rearrange matches unless there is no alternative and, in that case, the prior agreement of the Braintree & District League Fixture Secretary (Ian Whiteside) must be obtained. The BNCA TTC management committee must also be notified
<b>Starting Times</b>	League and cup matches are expected to start at 7:15 pm. Matches must start as soon as possible after that time and no later than 7:45 pm. The league rule is that matches must be started by 7.45 pm otherwise all sets will be awarded against the defaulting team. All players in the team should be present for the designated start time of the match. A prompt start time is particularly important where junior players are involved. In the case of matches involving juniors efforts should be made to ensure they finish as early as possible. In this respect, with the agreement of the opposition, two tables (when available) may be used for the match.
<b>Finishing Times</b>	Matches should be finished and equipment cleared away by 10:45pm since that is the time our hall hire ends.

## **Tables**

We have expensive tables and nets. Please treat them with care – they cost a lot of money!

- A minimum of four tables are to be erected in the hall each evening. Please ensure that barriers are also used to make a walkway on the left hand side of the hall. Brakes should be set to “on” before putting up (or taking down) the tables to avoid possible accidents and damage to the tables.
- The match tables are those nearest the stage and practice tables are those nearest the entrance door. (A list of the scheduled matches should be on the club notice board.)
- All club members should familiarise themselves with how to put up and take down the tables and make themselves available to do so and to move other equipment.
- Tables must not be put up or taken down by visiting players.
- Make sure there are 2 people to steer and put up and take down each table. The brakes should be set to “on” before putting up or taking down the tables.
- All tables should be stored at the left hand side of the stage up against the window and should be protected using the sheets provided.
- Surrounds and scoring tables must be stored in the corridor behind the stage.
- Nets and posts sets and the scoring machines should be stored in the cupboard under the stage. The key needs to be requested from the bar and returned there at the end of the evening.

## **Practice Sessions**

Practice sessions are held on Tuesday and Thursday evenings using the practice tables provided.

Individual practice sessions must be limited to 15 minutes when there are other players waiting to play and practice tables should therefore be used by players on a revolving basis.

Senior players should be prepared to play with less experienced players to assist in their development.

The last group using a table is responsible for putting it away (see below).

## **Clearing Up**

The match captain, or last group to use a table, is responsible for ensuring that all the match equipment (table, net, surrounds, umpire table, scoring machine, chairs etc) is put away after the match.

The last match captain or group to leave the premises must ensure that all equipment has been put away, that the curtains are opened, the windows and doors are closed and that all lights in the hall, storage point and toilets have been switched off. Any instructions noted on the light switch panel should be followed. This is very important since the bar staff does not check the hall.

## **Keys**

The captain of each team has been provided with a set of door keys. When the captain is not scheduled to be present at the hall for a particular match, the captain should ensure that the set of keys is passed in advance to the match captain for the forthcoming match.

The key for the under stage cupboard must be obtained from and returned to the bar staff. If the bar is not open, a spare key is kept on top of the light unit above the entrance door.