



Chesham Bois
Lawn Tennis & Squash Club
1908-2008



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CHESHAM BOIS LTC

CAPTAINS' PACK

2008



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INTRODUCTION

Dear Team Captain

Many thanks for agreeing to manage a team during the 2008 Season.

We hope that this “Captains’ Pack”, which sets out a check list of all the main tasks involved in running a team, will help make the role easier.

If you have any queries, then please don’t hesitate to contact either of us.

With best wishes for the Season ahead,

Debbie Maurantonio
Ladies’ Club Captain
01494 726439

Jeremy Evans
Men’s Club Captain
0208 946 2572

March 2008



1 TEAM SELECTION

1.1 *Fixtures*

The primary senior competitions entered by the Club for the Summer 2008 Season are as follows:

- Bucks Shield (6 Men's & 3 Ladies' teams)
- National Club League (Men – 1 team in National Division 2; Ladies – 1 team in the National Division 1)
- Aylesbury & District League (mid-week evenings – 2 Men's teams, 3 Ladies' teams, 3 Mixed teams & 2 Mixed Veterans' teams)
- Aylesbury & District League Mixed Cup (1 team).

With certain exceptions, all the Club's senior fixtures have been arranged by our Fixtures Secretary – Howard Revens (tel.: 01494 773170). The exceptions are:

- National Club League – Men's National Division 2 & Ladies National Division 1: these matches are on dates specified by the National Organising Committee – Saturdays and Sundays starting at noon
- Aylesbury & District Mixed Cup Competition which is arranged by the relevant team captain.

The procedure to be followed in relation to postponed/abandoned matches is set out in the section headed, "**Procedure on Match Days**".

Each team captain will have received a list of the fixtures. The fixtures are also available via the Club's web site www.cbltsc.com

1.2 *Forward Planning*

It goes without saying that ascertaining players' availability well in advance of the season assists team selection. The respective Club Captains will discuss squads with the team captains, so that each team captain can then distribute the fixtures to his/her group of players, establish availability and commitment and identify sufficiently early any match that may require using players from other squads.

1.3 *Phone Lists/Contact Numbers*

The Club Captains will provide each team captain with a list of potential team players' phone numbers. Addresses, email addresses and phone numbers can also be obtained from the Club Manager, Simon Johnson.



In terms of external contact numbers, the Bucks LTA handbook will provide you with contact details for each affiliated club involved in the Bucks Shield competition. This will be distributed (together with match scorecards) to each Bucks Shield team captain by the Men's or Ladies' Club Captains.

The National Club League teams are run by the Men's and Ladies' Club Captains respectively, who will receive scorecards and contact details for other clubs from the National Organising Committee.

For the Aylesbury & District League, the Club Captains will provide a list of contact details for other clubs and match scorecards once these become available.



2 COMPETITION RULES

2.1 *Bucks Shield*

There are significant changes to the structure of the Bucks Shield in 2008 with the introduction of a two-pair competition alongside the main three-pair event. However, this will not affect this Club as we have opted to retain all our entries in the three-pair format.

Consequently, the rules for the Bucks Shield, so far as our teams are concerned, will be substantially the same as in previous years. These are set out in the Bucks LTA handbook, which, as indicated, will be distributed to each team captain by the Club Captains. But, please ensure that you read these rules carefully, with particular attention to those relating to **Player Eligibility**:

- *“No player may play for a team if they have played more than one completed match in a higher ranking team.”*
- *“Whenever a player plays a completed match for a lower ranking team they are not eligible to play in one of the matches for their regular team, **and that lower ranking team should not be more than two divisions below their regular team.**”*
- *No player may play more matches than the total number scheduled for his/her regular team plus one.”*

If you need further guidance on the rules, then ask either of the Club Captains. Further clarification can always be sought from the relevant Bucks Shield competition secretary (contact details in Appendix A).

2.2 *Aylesbury & District League*

The rules for the Aylesbury & District League and for the A&DL Mixed Cup will be provided by the Club Captains to the relevant team captains once the League handbook is available. In respect of the League rules, particular attention should again be paid to the following rules on **Player Eligibility**:

- *“A player who has played twice for any team may no longer play for any lower team in the same competition.”*
- *“A club with more than one team in the same Division cannot interchange players between these teams.”*
- *No player who has played in **Division 1** of any League in the current season, ladies, men’s or mixed, may represent his/her Club in the Veterans Competition.”*



2.3 Other

For the National Club League, the rules are sent direct to the Club Captains.



3 PROCEDURE ON MATCH DAYS

3.1 *Start Time*

You should note that the times quoted on the fixture list are not the time for arrival at our Club or other venue, **but the time at which the match is meant to begin** – a point often forgotten! We mention this, as it becomes relevant should the question of claiming rubbers/sets arise (see **section 3.7** below).

The Club has once again published the “Players’ Code”, introduced in 2001. This states that the Club would like to see our players on the ground at least 20 minutes before the start time in the case of home matches; and at least 10 minutes before the start time in the case of away matches.

3.2 *Choice of Courts (Home Matches)*

This is up to the team captain on the day – but, don’t forget that if it rains, the acrylic courts are slow to dry and a switch to the Claytex courts in order to finish a match would require the opposition’s consent.

For two pair, evening matches, similarly the captains will have the discretion of determining which courts to use (but see **section 3.4** below).

3.3 *Match Balls*

Each team captain should make arrangements with the Pro Shop to collect sufficient cans of balls for their home matches, before their team’s first match.

Don’t forget after the match that the used balls should be provided for use at Club Play, so put the used balls in the box by the noticeboards in the clubroom.

3.4 *Use of Floodlights (Evening Matches)*

If it is necessary to use the lights in order to complete a match, **remember that the Club may only use the lights up to 10.00pm and they cannot be used on Sundays or Bank Holidays.**

3.5 *Scorecards*

DON’T FORGET to take the relevant scorecard with you to each match, whether home or away. **For the Bucks Shield, BOTH TEAMS are required to return a completed scorecard.**

In, again, the case of the Bucks Shield, completed scorecards must be sent to the relevant Shield secretary within 7 days of completion of the match. Failure to comply may result in the deduction of a point per occasion.



The Bucks Shield rules also require that **both** Christian/first name **and** surname of each player be entered.

In relation to other competitions, please check the rules for the specific requirements.

Finally, please ensure that a photocopy of the scorecard is taken before posting it. See also **Section 5** on page 9.

3.6 Refreshments

It is customary to provide refreshments for home matches. The Club keeps a limited stock of tea bags, coffee and sugar in the kitchen, which may be used¹. Over and above this, you will need to provide milk, squashes and any food. The precise arrangements are up to you: you may, as some have done in the past, provide all the refreshments yourself or share the task amongst some of the team. Either way, ensure that those not contributing refreshments make a financial contribution to those that do!

Please don't forget to leave the kitchen tidy!

3.7 Walkovers/Claiming Rubbers

Occasionally, we find ourselves either being given or claiming a walkover. Please read the relevant competition rules on this, as they all tend to be slightly different. Basically, however, all the competitions that the Club enters are now in line with each other. Essentially, if, after submitting its confirmed fixture list to the league secretary, a club is unable to fulfil a fixture for any reason other than bad weather or because its courts are unfit for play, then the opposing club automatically receives a walkover.

In the event that we receive a walkover, then the relevant team captain should submit a scorecard showing an 8-0, 9-0, etc. win to the appropriate competition secretary. **Remember that in the Bucks Shield, a conceded match could lead to automatic relegation to the bottom division.**

Our club policy remains as before, namely that we will always look to fulfil our fixtures whether or not our best players are available.

In relation to claiming rubbers because of late arrival by opponents, again please read the appropriate competition rules. Claiming rubbers, however, can lead to bad feeling between clubs, so we suggest that you exercise discretion should the situation arise. The competitions that we enter generally allow 15 to 20 minutes leeway – depending on the particular circumstances, we would suggest that if an opponent is late by 30 minutes, then it would be reasonable to claim at least a set. Just make sure that it doesn't happen to us!

¹ Note that you will need a key to the kitchen cupboard where these are stored.



3.8 *Re-arrangement of Postponed/Abandoned Matches*

Under all the competition rules, the only legitimate reason for cancelling or abandoning a match is inclement weather. Again, please read the specific competition rules for the procedure to be followed regarding re-arrangement of fixtures in these situations – they all vary slightly.

Generally we have **7 to 14 days** from the date of the cancelled or abandoned match to agree a new date with the other club and to notify (in writing) the appropriate Shield secretary.



4 MATCH PRACTICE

As you know, Ladies' Match Practice is held on Tuesday evenings and Men's Match Practice on Thursday evenings.

Attendance at Match Practice is by invitation from the Club Captains. If, however, any team captain wishes to invite additional people to Match Practice, then he/she should first clear this with the appropriate Club Captain.



5 MISCELLANEOUS

Other points:

- Unlike other clubs, players are not required to pay match fees – we abandoned these several years ago.
- Results – **Please post your team’s results on the Club’s web site (www.cbltsc.com) promptly after each match. From the home page, go to “Tennis Section”, then from the menu on the left-hand side, select “TEAMS – Fixtures and Results”, then follow the link to “ONLINE RESULTS FORM”.**
- The Club will reimburse any expenses incurred in the course of the Season (telephone calls, photocopying, postage, etc.). Please put any claims through the Club Captains.



Appendix A – Contact Details

As indicated in the previous pages, the Bucks LTA handbook gives contact details for clubs in the Bucks Shield competition. For other competitions, contact details will either be distributed by the Club Captains or sent direct by the appropriate competition organisers.

Other useful external contacts:

Peter Renouf (Men's Bucks Shield Secretary)
5 Wychwood
Little Kingshill
Great Missenden
Bucks
HP16 0EJ
Tel.: 01494-864215

Jean Crook (Ladies' Bucks Shield Secretary)
Watergate
Assheton Road
Beaconsfield
Bucks
HP9 2NP
Tel.: 01494-680508

Jean Barnett (Aylesbury & District League/Mixed Cup Secretary)
9 Laurel Way
Aylesbury
Bucks
HP21 7TW
Tel.: 01296 392471