

TENNIS LEICESTERSHIRE
COMPETITIONS COMMITTEE
CAPTAINS GUIDE

HOSPITALITY (NEW FOR 2022 LEAGUES)

Modification of Rule 1.4.

The requirement to provide some refreshments by the home team has been removed. This applies across all leagues. It should be assumed by the away team that there will be no refreshments after matches.

However if the home team wishes to provide refreshments they must inform the away team in good time so that they can provide an idea of numbers who will stay, including the option to turn down the offer.

PRE MATCH DAY

Your match secretary will have arranged all your fixtures and passed them on to you possibly with contact numbers for captains or match secretaries for opponents. You don't need to reconfirm fixtures.

If the weather forecast is poor you may want to make contact in good time to make arrangements to postpone if needed. It is the responsibility of the **HOME** team to call off a match for poor weather in good time to avoid unnecessary travel for all players, bearing in mind the distance to be travelled by the away team.

Poor weather is the only reason for a match to be postponed once a fixture is agreed. If a full team isn't available you should take two or even one pair to avoid conceding and collecting an 11 point penalty (10 points in winter, seniors and superseniors).

SAFEGUARDING

As part of your responsibilities you need to be mindful of the safeguarding of junior players (18 and under) and vulnerable adults, playing in your teams.

If transport to and from a match is arranged in an official capacity, i.e. through the club, the following rules apply:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents return to the venue a completed Consent and Emergency Contact Form and the driver should have a copy of this with them on the journey in case of emergencies, template attached at the end of this document. (<https://www.lta.org.uk/safeguarding>)
- There are two adults in the car, seated in the front of the car
- Children are seated in the back of the vehicle at all times
- If the children are a mixture of female and male, where possible, the two adults should also be male and female
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving licence, satisfactory DBS check, correct insurance, MOT certificate and complies with laws on the use of seatbelts.

If the arrangements are made privately between parents, then the club has no responsibility.

Good practice would be for all team captains to be DBS checked as a volunteer, current cost is £8
<https://www.lta.org.uk/about-us/safeguarding-protection/criminal-record-checks/dbs-overview/>

USE OF SOCIAL MEDIA

If captains are using WhatsApp or other social media platforms to arrange matches, the parents of juniors involved must be invited to join the WhatsApp group. The captain, or the person who created the group, has overall responsibility for the content of the messages and anyone posting inappropriate comments must be removed from the group and their comments deleted.

If match reports with photographs are posted on the club's web page or on social media, permission must be given by the parent and only the first name of the junior should be used.

MATCH DAY

1. Both teams should arrive in good time before the agreed start time.
2. Complete the scorecard with player names and BTM numbers (spellings of names should be checked for accuracy and the same as on the player database).
3. Before the start of the match the home captain should advise the visiting captain of any time the lights go out or any other restriction on the playing time of the match so appropriate adjustments can be made.
4. It is the responsibility of the home team to ensure the courts are prepared for the match;
 - Swept if necessary
 - Nets correctly adjusted
 - Scoreboards prepared (where available)
 - New balls are available
5. The home captain should allocate courts for the first round of matches and supply the match balls (away team stay on same courts throughout).
6. The warm up should be between the pairs playing the first round and should be no more than 5 minutes. The match should start at the agreed time after the warm ups. See rule 2.7 for what to do if there is a late start.
7. At the end of each round it is recommended that scores are entered on the scorecard with all players present to avoid mistakes.
8. The second and third rounds should be played as soon as possible after the conclusion of the previous round and any further warm up kept to a minimum and not more than 5 minutes.
9. If play is suspended after a match has started because of bad weather the two captains need to decide on whether play can resume and whether sets need to be shortened (last round only) or if play is to be abandoned. If two rounds have been completed (summer league) scores need to be recorded as the match will need to be played to a finish. This also applies if a match can't be completed because of a lack of light (natural or artificial). The home club has the final responsibility on deciding the safety of the playing surface but should bear in mind their potential liability as a club in the event of accident or injury to any participant.
10. At the end of the match both captains should agree the scores are correct before signing the scorecard. It is advisable that both teams keep a copy of the scorecard in case of any dispute.
11. The home club has responsibility for the behaviour of any spectators who should not interfere in the match at any time or comment on line calls or the score or any other matter that is the responsibility of the players on court. See Code of Conduct on separate sheet.

POST MATCH

Complete the scorecard, collect match fees from your players if required etc. Complete the online result entry within 7 days of the match (or you get locked out and point penalties accrue).

CODE OF CONDUCT

Tennis Leicestershire wholly adopts the LTA Fair Play Policy which should be displayed by all clubs.

Fair Play is an essential value in tennis. We are committed to ensuring that tennis is played in a fair, open and inclusive nature at all levels.

Just as relevant in a fun game with friends as it is in a Grand Slam or major tennis tournament, Fair Play includes:

- Good sportsmanship, honesty and respect whether you win or lose
- Learning to challenge yourself and improve social skills
- Taking responsibility for your actions, calling scores and lines clearly and fairly even if it costs you the point
- Learning and following the rules and being a role model to younger people
- Enjoyment of the sport

It is important for everyone to uphold Fair Play both on and off court whether it be players, parents, coaches, officials or volunteers.

In addition Tennis Leicestershire expects clubs, and match captains, to ensure that all spectators (including players in the match) do not comment or in any other way become involved in events on a match court and are mindful of their safeguarding responsibilities to juniors who may be spectating or playing. This includes (but is not exhaustive);

- Commenting on line calls made by players on court.
- Attempting to correct calls.
- Attempting to correct scores (unless asked by the players on court)
- Correcting the application of the rules of tennis (unless asked by the players on court).

Before any matter is escalated to the Competitions Committee for comment it would be expected that this matter has been previously attempted to be resolved amicably by the respective captains or club officials prior to referral and that this has been documented for review.

Consent and Emergency Contact Form

Your details (if U18 must be the parent/carer)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent/carer):		
Contact details (if different from the parent/carer):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

--

Activities

I give permission for the child / adult to:		
Be involved in photography and/or filming.	Yes	No
Travel by any form of public transport or in a motor vehicle.	Yes	No
Other (please detail)	Yes	No

Child / Adult Medical/Disability History

Does the child /adult have:		
Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes	No
Any access needs?	Yes	No

Any religious or spiritual practices we should be aware of?	Yes	No
Any dietary needs we should be aware of?	Yes	No
Anything else which we should be aware of?	Yes	No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (Please use additional paper if required).		

Emergency Contact Details (if different from Parent/Carer)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

Confirmation

Name of parent/carer or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	This event only 1 week 1 month	1 year Other (please detail):	