



FARNHAM COMMON SPORTS CLUB

Guidance for Team Captains

Team Captains – Winter 2022/2023

Maggie Southerden – Ladies Captain/Ladies 1

Krysia Edwards – Ladies 2)

Andy Davidson – Men's Captain

Vicky Spooner – FCWL (Medley X1)

Doug Adams – FCWL (Medley X2)

Match Fixtures

- The FCTC Fixtures Secretary (Sandra Buckeldee) will email the fixtures schedule to all team captains at the start of the season, including the agreed date, start time and location (home or away).
- Team captains must take note of the dates for their team's matches.
- The Winter season starts on 1 October 2022 and finishes on 31st March 2023.

Player Availability and Selection

- As soon as the fixtures list has been issued, team captains should liaise with their players regarding availability for matches and select a team in advance (where possible include one or more reserve players), asking them to keep the date free.

Confirming a Match

- Team captains should contact the opposing team's captain one to two weeks ahead of a match, in order to confirm the match and establish a mobile telephone number or agreed method of contact in case a match needs to be postponed due to poor weather or another reason. All team captains' contact details for Bucks Shield matches can be found via the LTA link below; for FCWL matches, refer to the information provided by Lucinda Quixley/Peter St Lawrence, the FCWL organisers.

Match teas

- Match teas in the main clubhouse were suspended during Covid. Some clubs still prefer not to offer teas at their venues. They might also choose not to stay for teas after our home matches. The Fixtures Secretary will give Jackie Curtis a copy of the Fixtures List so that she can plan and organise teas. It is good practice for team captains to confirm teas with Jackie a week in advance of the fixture. However, if you have to cancel a home match remember to tell Jackie ASAP that it is cancelled and that no tea is required. Then let her know of the new fixture date. She can be contacted at the club on 01753 644190, on her mobile: 07759 849607 or by email at jrcurtis55@gmail.com
- At the beginning of the season, the team captain can make the decision as to whether teas in the main clubhouse will be offered to the opposition for home fixtures. An alternative is to for the team captain to organise tea and crisps/biscuits/cake in the tennis pavilion after the match, asking team players to contribute).

Prior to the Match

- Ensure that nets are set to the correct height and prepare scoreboards (if used) and the chains discouraging people from walking in the area between courts 1&2 and 3&4 causing distraction behind the players.
- For home matches, the team captain must take new match balls as provided by the Club – distributed by Sandra Buckeldee.
- During mid-winter it would be prudent for the captain to be prepared with some floodlight tokens (to be reimbursed by club), to enable any over-running matches to be completed.
- Take squash and biscuits to offer to players during the match.

During the Match

- The team captain must take note of the scores on the appropriate scoresheet and agree them with the opposing captain, along with an agreement confirming who is to enter the result to the LTA system or FCWL.

After the Match

- After the match the used balls should be given to two players for use at club nights.
- The team captain should enter the result details (**not** the acting captain on the day). For FCWL, both captains should send the agreed and signed results to the Organiser.

Match Fees

- Team captains must collect match fees from their players on match day, for both home and away matches. This is currently £6.50 per person which includes £3.50 match fee for adults/£1.75 for juniors and £3.00 for the tea. NB The price increase for teas for 2022-2023. (If the decision has been made by the captain that no home teas are to be provided for the whole season, then no tea fee needs to be collected.)
- Team captains (or acting captains) must pay the total amount in at the Club Bar (ask for the Tennis Match Fees book and complete/sign); a receipt will be issued. The sum may be paid in at the bar by cash or contactless card payment. It is advisable to pay in the match fees promptly.

Match Results (Bucks Shield Ladies, Men and Mixed)

- The Bucks rules say that the winning captain, or in the event of a tie, the home captain, shall enter the result details on the website within 48 hours of the match being played. The other team should confirm the results.
- Click on the link <https://lta.tournamentsoftware.com>
- Click log-in in the top right-hand corner of the screen, then IGNORE the big LTA Member log-in tabs and instead click on Admin Login at the bottom of the screen
- Then enter the login details: Login Name: Itabuc019 Password: 89xegttc
- You will see that this is currently set up in the name of Andy Davidson.
- NB: Please do not change the password and this is a shared login for FCTC. For information, BUC019 is a reference to our club in the LTA system.

Match Results (FCWL – Farnham Common Winter League X1 and X2)

- For FCWL matches, both team captains should scan and email the results to Lucinda Quixley or Peter St Lawrence who run the league, on lucinda53gypt@outlook.com or p.stlawrence@btinternet.com

Match Rescheduling

- The Bucks LTA rules (for vet matches) state that if we cannot field a team we not only forfeit the match but come out of the league. This is not normally enforced as other clubs have the same problems so you can usually come to an amicable arrangement with the opposing captain and then reschedule.
- Once the season starts, if you need to reschedule matches for any reason other than weather, please contact the other team captain and discuss before requesting another date from the Fixtures Secretary, so they know that the other team have agreed to reschedule.
- In case of bad weather, the team captain must liaise with the opposing team captain and take a decision at least one hour before the match is scheduled or before the departure time for travel for the visiting team, whether to go ahead with the match.
- If a match is postponed before it starts due to bad weather, then it is the home team captain's responsibility to find and offer 3 alternative match dates. The two captains and fixtures secretaries should liaise and fix an alternative date, depending on their players' availability and court bookings. If the match starts and then is postponed, the visiting team chooses the venue of the rearranged match – usually they choose their own venue.

Acting Team Captains on Match Days

- If a team captain is not playing on a match day, they must appoint an acting team captain from one of the four players.
- If the team captain is not going to be contactable on the morning of the fixture, they should ensure that the opposing team captain has contact details of the acting team captain (and vice versa) so that they can liaise in the event of bad weather or unforeseen circumstances.
- Please liaise with the acting team captain to ensure that they have all the necessary information to make the match run smoothly on the day. Ensure that arrangements for teas/refreshments have been made. The acting team captain could be emailed or given a copy of this guidance for reference.

FCTC Committee

Farnham Common Sports Club, One Pin Lane, Farnham Common, SL2 3QY