



Guidance for Team Captains

Team Captains – Winter 2020/2021

Maggie Southerden – Ladies Captain (Ladies 1)

Paul Morgan – Men's Captain (Men's 1)

Lucinda Quixley – FCWL (Medley X1)

Penny McPhillips – FCWL (Medley X2)

Match Fixtures

- The FCTC Fixtures Secretary will email the Fixtures Schedule to all Team Captains at the start of the season, including the agreed date, 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 September 2020 and finishes on 30 April 2021.

Player Availability and Selection

- As soon as the Fixtures Schedule has been issued, Team Captains should liaise with their team players regarding their availability for matches and select a team in advance, where possible including 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 has to be delayed by poor weather or other reason (including the possibility of Covid-19 quarantine in either team). All team Captains' contact details can be found via the LTA link below or shared by the FCWL e-mail organised by Krysia Edwards.

Covid-19 Protocol – when confirming a match

- In the current circumstances, we must take precautions to limit the spread of COVID-19 in order to protect all our members and visitors.
- We therefore recommend that the FCTC Winter Match Covid-19 Protocol (PDF) should be sent as an attachment via email to the opposing team's Captain before each match, along with the following questions:

"Before you visit Farnham Common Tennis Club, please could you confirm the following regarding the health of your team players:

- *Have you had a new continuous cough, or a fever, or loss/change in the sense of smell or taste in the last 7 days?*
- *Has anyone you live with had a new continuous cough, or a fever, or loss/change in the sense of smell or taste in the past 2 weeks?*
- *Have you previously tested positive for COVID-19 (coronavirus)?*
- *Have you been in close contact with someone who has tested positive for COVID-19 (coronavirus)?*

If the answer is yes to any of these questions for any of your proposed players, we might need to reschedule the match or make alternative arrangements. Please tell us before your visit if any player becomes ill or thinks they might have been in contact with someone who might have COVID-19.

Thank you for your understanding".

Prior to the Match

- Please follow the FCTC Winter Match Covid-19 Protocol and ensure that nets are set to the correct height and prepare scoreboards (if used) and the chains discouraging dog walkers and others 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 Paul McPhillips 07967 184870 paul@mcphillips.plus.com. (After the match the used balls should be left in the Pavilion, see comment below).
- During mid-winter it would be prudent for the Captain to be prepared with a number of floodlight tokens in stock (to be reimbursed by club), to enable any over-running matches to be completed.

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 on who is to enter the result to the LTA system or FCWL. The other Captain can double-check the entered scores online, on the LTA system.

After the Match

- For home matches Captains should collect in the used match balls and put them in the tennis pavilion (in the rafters near the toilets) so that used match balls can be re-used at designated club nights.
- Due to Covid-19, we are currently unable to provide any post-match teas or refreshments. Players are welcome to bring their own refreshments.
- In the event that teas will once again be provided, for future reference, please note that the Fixtures Secretary will give Jackie Curtis a copy of the Fixtures List so that she can plan and organise teas. 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 or on her mobile: 07759 849607.
- The club is required by law to keep a record of all visitors to make NHS Track and Trace easier in the event of a localised Covid-19 outbreak. The opposing team's fixtures secretary and captain's details should be established in advance by the mechanisms already outlined, and the individual players on each match day should be captured by means of completion of the scoresheets. Visitors are not necessarily encouraged to visit the bar after the match but if they do they should wear a mask until seated with their drink, respect social distancing and the table service rules, gather in a group no larger than the permitted 6 and scan the club QR code for location check in (for those using smartphones).

Match Fees

- Team Captains must collect match fees from their players on match day, for both home and away matches. This is currently £3.50 per person.
- (Once match teas are once again allowed, then fees of £6.15 must be collected which includes £3.50 match fee and £2.65 for the tea).
- Team Captains must pay the total amount in at the Club Bar (ask for the Match Fees book and complete/sign); a receipt will be issued. The sum may be paid in at the bar by contactless card payment.

Match Results (Bucks Shield L1 and M1)

- It is the responsibility of the winning Team Captain to enter match results: <https://lta.tournamentsoftware.com>
- Click on the link above, then 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 Paul Morgan.
- NB: Please do not change the password and this is a shared login for FCTC. For reference, BUC019 is a reference to our club in the LTA system.

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

- For FCWL matches, please scan and email the results to Krysia Edwards, who runs the league, on krystyna@databell.co.uk

Match Rescheduling

- If you can't field a team: officially 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 or not to go ahead with the match.
- If a match has been postponed due to bad weather, then it is the Home Team Captain's responsibility to find and offer 2 alternative match dates. The two Captains or fixtures secretaries should liaise and fix an alternative date, depending on their players' availability and court bookings.

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.
- 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. They 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