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## Cramlington Table Tennis Club - an ETTA *PremierClub*



### Guidance on match play and use of practice tables

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- Each team should have a set of 2 keys. One will open up the cupboard in which the nets and scoring machines are kept. The second key is for the padlock on the chain that secures our tables. A spare set of keys is available at the reception desk in case of emergency but please return them immediately after use.
- On Monday and Thursday evenings three match tables should be placed in the right hand side of the hall (looking at the hall from the entrance). The dividing net should be hung and up to 5 tables can be erected on the left for practice play.
- The central dividing net can only be taken down when all the league matches are completed. After your match finishes please ensure that someone from your team assists with the putting away of equipment.
- All teams are requested to use a scoring machine in their match and sit the scorer so that the machine faces the hall entrance thereby enabling all spectators to see the progress of each match being played.
- Team captains please ensure continuity of the match so we can finish on time. Arrangements must be made to play on 2 tables if it becomes apparent that the match will over run our booked hire time for the hall (we are required to vacate the hall by 10.00pm).
- Team captains have a responsibility to ensure we turn out a full team for every match. If any player is unable to play in a match they should inform their team captain in good time to allow them to find another player. Team captains should always try to find alternative players rather than postpone a game as fitting in additional fixtures is not easy.
- Please make every attempt to avoid postponing matches between Cramlington teams.
- On Monday & Thursday evenings (match nights) practice tables are available but please keep noise levels to a minimum so as not to distract those playing in matches. The reception area in the Sports Centre is an ideal place for talking to friends. Do not hog the practice tables. When there are people waiting for a table play 3 ends with your opponent and then vacate the table. When everyone does this, tables soon become vacant which allows you back on for another 3 ends.

- Members playing in a match are requested not to use the practice tables when other members are waiting for a game.
- Please ensure that scorecards are correctly completed and submitted in the week that the match is played. It is the home teams responsibility to complete them and submit them to the League Secretary. For convenience one of the Club's officers will accept cards on the night and pass them to the League Secretary. If a game is postponed the League Secretary must be notified by the home team. We incur fines for any omissions and/or errors on scorecards submitted, so please double check before sending them in.
- If you are amongst the last people playing please take the tables down and return all the equipment to the storage area.
- All club members over the age of 16 are expected to assist with the putting up and taking down of tables. Younger players can take down nets, stack the court surrounds, pick up litter, roll tables into the storage area and so on but, for safety reasons, should not put up or take down tables. Remember we are all volunteers, every little helps and many hands make light work.
- On Friday evenings (Club Night) we try to combine coaching the younger members and their league matches with practice for the older members. When there are a lot of people attending it will not be possible for players to be continuously at the tables for the whole session. Please respect any arrangements made on the night. Do not hog the tables to the detriment of others and do not make excessive noise which might affect the league matches. As on Mondays and Thursdays, when there are people waiting for a table play 3 ends with your opponent and then vacate the table.
- Home matches planned for Club nights are played on the tables situated at the far left hand side of the hall entrance.