

INSTRUCTIONS FOR MIXED TEAM CAPTAINS

In Advance:

1. Download the new match score sheet from www.chesterbadminton.co.uk/members-area
2. Familiarise yourself with the latest League Rules which can be found in the 2018/19 Fixtures Booklet and/or on the Members-Area page of the website.
3. Obtain the website login/password for your club from your club officials.

On match night:

4. Enter the names of your players on the match score sheet then simultaneously exchange score sheets with the opposition captain before the beginning of the match – rule 7.3
5. Indicate any reserves with an 'R' after their name and complete a report of the substitution on the score sheet as described in rule 7.4.
6. The match will consist of 8 events (4 mixed, 2 men's and 2 ladies doubles) with each event being the best of 3 games played in accordance with the Rally Points Scoring System. Record points and games won.
7. At the end of the match the fully completed score sheets should be signed by both team captains. Check & sign the form then add player of the season nominations.
8. (Note that we hope that all matches are conducted in a polite and friendly manner, however details of any minor grievances or disagreements you wish the League to be made aware of should be written on the back of the score sheet prior to submission to the League Match Secretary. For any formal complaints, please see rule 10 "Disputes" in the League Rules).

As soon as possible after your match:

9. Both home and away captains are required to forward a copy of the score sheet to the League Match Secretary (contact details in the front of the fixtures booklet). Either photograph/scan the score sheet & email it or send it by post.
10. The home captain is required to enter the match result onto the league website. Go to the Members-Area page of the website to find the 'Guide: How to Add Results'