



Hong Kong Ladies Tennis League

March 15, 2024

To: All Captains and Division Representatives

Team registrations for the 2024/2025 season are just a few weeks away. Teams re-registering must have at least four (4) players from the previously registered team or they will be considered a new team. All new teams must consist of a minimum of four (4) players or 50%, whichever is the greater, at that level, in order to be placed into that division. Teams must have a minimum of six (6) and a maximum of twelve (12) players.

Consistent with Rule 6.4, at the end of each year of play, the winning team(s) from each division will automatically be promoted to a higher division while the lowest-scoring team(s) from each division will automatically be re-assigned to a lower division. Additionally, the Committee will discuss the potential for additional promotions and demotions at the end of the season, where these are warranted, in an effort to keep the league fresh and competitive. Each division will have a maximum cap of 12 teams as our schedule will not permit a longer playing season. All existing teams who re-register will have priority over new teams.

All players must adhere to the HKLTL Code of Conduct and Captains must additionally follow the Captains Guidelines both of which are noted on the HKLTL website under the Rules tab.

Registration will be done through our website which opens on Friday, the 5th April and will remain open until the 19th April, 2024. Late registrations will not be accepted. Prior to registering, please be reminded of the following registration guidelines:

1. **Forms.** All registrations must be submitted via the Registration Forms link on our website at www.hkladiestennis.com. **Please note that each division has its own link (division specific) for all forms.** Existing team Captains should register in their current 2023-24 division, regardless of whether they will be promoted or re-assigned to a lower division. Forms must be submitted by the Captain, who will receive an email confirming receipt of the form from the Registrar. Further information from teams may be requested if necessary. The league will approve each registration after the Committee meets to discuss promotions/demotions in May 2024. All approved registrations will be posted on the Registration Forms link on our website under "Approved Teams List – 2024/2025".

2. **New Players.** New Players are defined as any individual who has not been registered on a team in the HKLTL within the past three (3) years. All New Players must submit (i) a New Player Questionnaire (NPQ) through our website, and (ii) New Players to all Divisions except Premier must have one of the HKLTL recommended Coaches submit a Coach's Assessment (CA), details of which can be found on the website. The NPQ shall be a full and complete representation of the individual's playing history current/past in any/all tennis leagues, local and overseas. Failure of full disclosure could result in lengthy delays or even removal from the team, if already confirmed. All new players are required to be familiar with and confirm acceptance of the HKLTL Code of Conduct.

3. **Guest Players.** Registration of guest players shall be done through the Registration Forms on our website after the teams for the 2024-25 season have been announced. In order to be eligible to play as a guest, the individual must already be registered on a team in a lower division for the current season and she may only be a guest for one team. **Guest players may be added at any point during the season but the player must be approved by the Registrar or Division Representative prior to playing in her first match.** Approvals may take a few days to process so please plan ahead and have your Guest Players registered in advance. Very urgent cases at short notice should be followed up by a telephone call or WhatsApp message to the Registrar or Division Rep for immediate confirmation. A combination of twelve (12) guest players may be used throughout the one year season. For Division 5, Guest Players must submit a New Player Questionnaire and Coach's Assessment at the time of registration.

4. **Captains.** Please provide accurate and complete information for all players, with special attention to the proper spelling of players' names including nicknames, maiden/married surnames and English and Chinese names. **We will continue to request full HKID card numbers as all players are expected to hold an HKID card. Exceptions to this rule MAY be made under special circumstances and proof of residency may be required. Please remember to acknowledge the Privacy Ordinance Data disclaimer as well as the Captains Guidelines and Code of Conduct affirmation on behalf of the**

team on the bottom of the registration form. Remember final responsibility for the teams' conduct lies with the Captain.

5. Fees. Registration fees will increase to HK\$1,000 per team this season. We accept online/ATM payments/cheque deposits made directly into our HSBC account # 652-631714-001 account name: Hong Kong Ladies Tennis League or via PayMe using the HKLTL PayCode below. If paying online, by ATM, PayMe or direct cheque deposit, the deposit advice **MUST** be emailed/WhatsApp'd to the Treasurer at Kathleen.tennishk@gmail.com or 9309 6283 along with the team name and division to which the payment relates. **Failure to do this will result in delays to your team's registration being approved.**

6. Deadline. **Registration is open until Friday 19th April, 2024. Late registrations will not be accepted so please ensure your registration forms are submitted before the deadline date.**

7. Revisions. **The league will be closed during the summer break, from Friday, 21st June until Monday, 12th August, 2024 and also during the Christmas break, exact dates of which will be announced later.** During these times there will be no communication or revisions handled. Players may be added or deleted close to their scheduled first match on the submission of an Amended Team Registration Form, up until four weeks after the first match in your division. **No changes may take place during the active playing season apart from the first four (4) weeks.** Players may not switch teams once the first match in their division has taken place and approval for such a switch is required from both captains and the league. The addition of new players must be approved by the league in advance of the individual playing any match. Any unregistered players will result in sets won being forfeited to the opponents. Approval of amended team registration forms may take up to a week to process so please plan ahead and provide complete and thorough information.

8. Home Courts. Please be reminded that the home teams are responsible for booking courts for all home matches. Court venues must be approved by the Committee and Scheduler to eliminate any scheduling conflicts and ensure suitability, including having appropriate comfort and changing facilities. We anticipate that barring unforeseen events, courts will not need to be changed except in extenuating circumstances.

Thank you in advance for your continued support of the Hong Kong Ladies Tennis League.

Yours sincerely,

Christine Boyle
Registrar

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