

GUIDANCE FOR TEAM CAPTAINS

BE ORGANIZED

Make sure you have the latest copy of the club's membership directory, which is updated regularly through the season as new members join the club. The latest copy can be downloaded from the members area of the GLCC website. Login and password details will be provided separately. You will also need the league secretary's contact details and logins for uploading match results. Familiarize yourself with the time controls and competition rules that apply to your team. A working knowledge of the FIDE Laws of Chess is also useful. Links to the FIDE Laws and various competition rules are on the club website.

MAINTAIN GOOD RECORD KEEPING

Keep an independent record of the number of team appearances of your players during the current season. A well maintained record of your player's appearances being a useful guide to your team selections during the second half of the season when a great number of matches have previously been played.

THREE STEP EMAIL PREPARATION FOR TEAM MATCHES

Start the process of organizing team matches at least 10 days before the fixture date using the three email rule. (TER Rule).

First email: send invitation email to all members of your team pool of players to request their availability for the forthcoming match. Add venue details including time controls. Home matches at St George's will start promptly at 6.30pm.

On receipt of confirmation availability email from player enter name on team sheet.

Second email: send follow up email by listing available players on team sheet and issue request for the remaining number of players required to make up the team.

Third email: send final email confirming team sheet, match start time and venue address.

NOTE:

Some fixtures may require fourth and fifth email confirmations due to late withdrawals of players resulting in the recruitment of substitute player (s) for particular matches.

MAKE CONTACT WITH OPPOSING CAPTAIN

Make contact with opposing team captain at least forty-eight hours before the match to check on possible defaulted boards, exchange team sheets and establish security arrangements. This will give you an opportunity to check players' eligibility status, ECF grade and ECF membership status. It is compulsory for players in team league matches to have ECF membership status. Please use players full names when compiling your team sheets and avoid using 'nick-names' like Bob for Robert; Tony for Anthony.; Dave for David; Ted for Edward; 'Bill' instead of William. As leagues games contribute towards a player's ECF grade it is important for the grader to allocate the results to the correct player.

ARRIVAL AT VENUE TO SET UP FOR LEAGUE TEAM MATCHES

It is the responsibility of the home team captain or their deputy to arrive at the venue at least thirty minutes before the start of the match to set-up the room to play league matches so that play can begin on time.

Team sheets should be exchanged before tossing of colours, and at least five minutes before the scheduled start of the match.

A reminder to your team to turn off mobile phones before the match starts is recommended (and required for the London League).

DGT 2010 Clock literacy

As the majority of team matches now use digital clocks it is important that you understand how they are set for matches with variable time controls. Refer to DGT2010 Digital Clocks Quick Guide on GLCC website homepage for assistance.

Examples of what not to do when you are team captain

The following have all happened at least once, and the League Secretary would appreciate instances of them did not happen at all.

Adjudications

No result sent in at all. Usually it is only one side that fails in this respect. Occasionally neither side send in a result; and the occasional adjudication has been lost because of it.

Adjudications submitted without a claim.

Adjudications submitted without a position.

Adjudications submitted with positions that differ

Results sent to the wrong address

Illegible or ambiguous writing, such that, the spelling of names cannot be deciphered.

No team names on the match result form, sometimes no date or event either.

Result sent in without an indication of who sent it.

A player's name entered who failed to turn up – the captain had forgotten to cross it out and write the word 'default'

The home team entered in the right hand column. (Left-hand side for home team)

Nicknames and initials used. (Avoid. Please use full names of players)