



WEMBLEY & HARROW TABLE TENNIS LEAGUE

**PROTOCOL FOR LEAGUE AND CUP MATCHES PLAYED AT THE TABLE TENNIS
FACILITY AT WHITEFRIARS SCHOOL**



September 2017

Golden rules

- Start the match promptly and vacate the premises by 10.00pm.
- All of the tables and barriers must be cleared away and all rubbish and bottles cleared from the hall and placed in the bins provided.
- The table tennis and School property and facilities must remain undamaged.

Upon arrival

Please park in the school car park accessed off the Tudor Road entrance (see map on p.4). Turn left through the entrance doors and go through the canteen. Turn right at the end, go down a few steps and the sports hall is on your right.

Timings

The hall is booked for table tennis between 7.30 and 10.00pm. All visitors must vacate the building by 10.00pm, i.e. matches must be finished, the tables and barriers put away and rubbish placed in the bins by that time. Not doing so will risk the League being fined or even worse losing the booking.

Matchplay

Your match should get underway promptly and delays due to excessive knocking up, chatting and not being ready to start the next set should be minimised. The Home team should be present at 7.30pm to set up the table with the Away team to also arrive at around this time. Matches should be underway by 7.45pm at the latest.

Both the Home and Away teams are requested to make every effort to adapt to the circumstances by arriving promptly and starting the match in good time. The Management Committee will expect all players to enter into a spirit of positive collaboration and understanding so that all nine sets can be completed in the time available.

Use of two tables

It may not be possible to complete a match in the given 2.5 hours. In which case, a second table may be used so that two sets can be played concurrently in order to save time. This arrangement should only be used out of necessity and not as a matter of course.

Please note that the use of two tables should **NOT** take place from the start of the match. The hall is shared between those playing League matches (one table per match) and those who have come to take part in the League's practice night session, for which they are paying a fee. Match players are requested to show consideration for other people using the facility and not to knock up on any table other than the one used for their match. In between games, players are requested to remain seated inside the barriers of their own table.

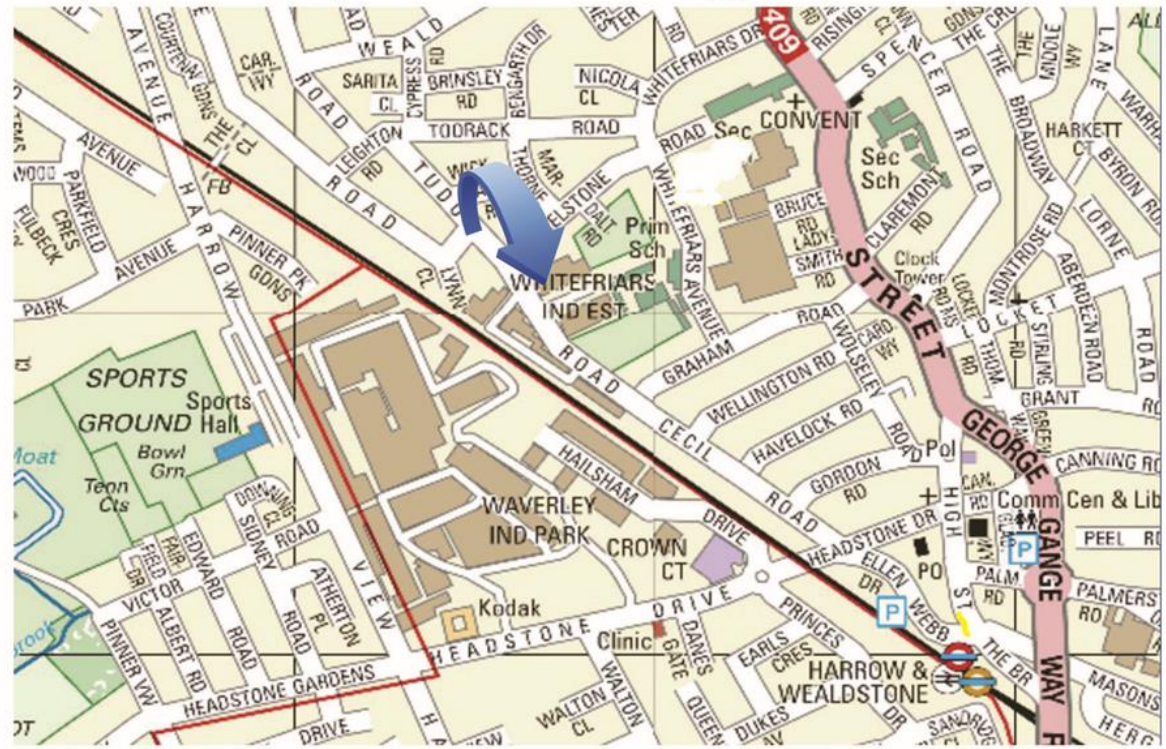
A second table for any match should only be used past **9.00pm** and with the prior consent of the League's practice night co-ordinator who will allocate an available table. Sets on a second table should be umpired by someone other than the players and the same make of ball should be used as on the primary match table.

Refreshments

The Home team is expected to provide refreshments for the players in a match. Food and drink may be consumed in the sports hall or the canteen but no facilities are available to reheat or prepare food or beverages. All rubbish must be placed in the bins provided.



Locating the entrance to the coaching sessions of the WEMBLEY & HARROW TABLE TENNIS LEAGUE
Approach via Cecil Road (coming from Harrow Wealdstone Station) - through gates on right-hand side, hall faces you ahead



Practice night play

Practice night sessions will continue each Monday and Thursday night even when League matches are in progress. All tables not being used for League matches can be used for practice. Rates will remain as previously (£6 per session at the time of writing) and practice tables will be available from 7.30pm until 10.00pm.

Players not involved in matches are requested to observe the following protocol:

- Please respect the fact that matches are in progress and try to minimise any disruption (e.g. from balls going over the barriers or excessive noise) to them.
- Please do not play on the tables reserved for matches at any time.
- At 9.00pm or thereabouts, tables may be required to assist matches running late to catch up by using two tables. Please be co-operative at this time – the matches will take precedence but the League’s Co-ordinator for the evening will endeavour to facilitate the best arrangements for all concerned.

The League’s Co-ordinator will have the final say and **ALL** players whether in matches or practice sessions are requested to follow his or her instructions.



Whitefriars School conditions of hire

Here are some of the conditions of the hire agreement with which players are expected to conform:

- The School and student's property, work and School equipment must not be interfered with in any way.
- Chairs and furniture may not be removed from classrooms without the School's consent. Chairs for the hall are included in the hire charge.
- Under no circumstances may adhesive materials be used on any paintwork.
- Footwear likely to cause damage to school flooring must not be worn. **Only suitable footwear** should be worn in the Sports Hall i.e. proper sports training shoes that will not mark the floor of the sports hall. Flat soled shoes should also be worn by spectators in these facilities – no high heels are permitted.
- Any defect in the premises, equipment or facilities which relate to, or may affect the health and safety of personnel, must be made safe or reported to the School's Site Manager without delay.
- The School is a **no smoking** site. The School prohibits smoking in the buildings and in the School's grounds at all times.
- Users of the facility must secure and maintain preservation of law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- Every user of the facility shall familiarise him/herself with the position of **fire escape routes**, call points/fire alarms and with fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of evacuation procedures. Hirers should ensure that they are able to check that all persons in attendance are accounted for in the event of an evacuation during the letting period.
- If anyone expected to be in attendance during the let would normally require assistance to evacuate the building a Personal Emergency Evacuation Plan must be prepared and submitted before the let takes place
- The League has supplied a **first aid box** which is in the equipment box. Non-minor accidents should be reported to the Site Manager.
- Parking is permitted in the School car park accessible from Tudor Road. Vehicles are parked at the owner's risk. No parking is allowed in the approach driveway to the School or in front of the access gates.
- All vehicles are parked at the owner's risk and the School does not accept any liability for any disputes, loss or damages.
- The School reserves the right to remove or clamp any vehicles which obstruct access for emergency vehicles.
- The maximum speed limit is 5mph in the School car park/grounds.

