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MATCH SECRETARIES

Welcome to the new season.

All is now ready for you to arrange your matches with your opposing match secretaries. The documents you need for this can be found on the ADLTA website (ADLTA.CO.UK) on the page 'Fixture Set Up'.

You need to enter the dates on the LTA Results website by **7th September.**

If your match secretary has changed since last season then please advise us, via the ADLTA website (change match sec details). We will amend the match sec details on the LTA Results website. You can also find contact details for the match secretaries on the ADLTA website, on the 'contacts' page. You will be asked to enter an id and password to access the 'contacts' page; use 'tennis' for both, lower case.

It is your responsibility to enter your HOME fixtures. We will tell you once the LTA Results website is available to enter your fixtures.

Please also ensure that you input the names, telephone numbers and email addresses of all your team captains on to the LTA Results website.

It is also your responsibility to nominate players for all your teams except the lowest; four players per team in winter. If you don't then we take the players who played in the first match of the team in question as the nominated players.

If your courts become unavailable for a match then every effort should be made to hire courts in order to fulfil matches. Or, it may be that your opposition will be able to host you as if it was your home match – ie you provide the balls and refreshments.

Please complete a copy of the next page for each of your team captains and provide them with instructions for the online results entry.

Thank you



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CAPTAINS - Winter 2019-20

Welcome to the new season.

Captain	team	division

The ADLTA.CO.UK website contains:

- Rules and guidelines
- Blank result sheets
- A Captain's guide

Please:

- familiarise yourself with the rules.
- read the captain's guide.
- supply some sort of refreshment for the opposition.
- enter the results online within 8 days of playing the match.
- note that if a match isn't played a comment must be entered within 8 days of the match date.
- keep records of all matches in case of dispute.

<u>Mens support</u>	<u>Ladies support</u>	<u>Mixed support</u>
Chris Iles adlta@outlook.com	Carole Lee iamcas@outlook.com	Sam Williamson williamsonandrew1@sky.com
<u>Junior support</u> Brian Greig Briangreig59@gmail.com	Note: Juniors are not on the LTA system; match cards are used for results and posted to Brian.	

Enjoy!