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## MATCH SECRETARIES

Welcome to the **Winter 2021-22** season.

Everything 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](http://adlta.co.uk)) on the page 'Fixture Set Up'.

It is your responsibility to enter your HOME fixtures on the LTA Results website.

We will tell you once the LTA Results website is available to enter your fixture dates. Please enter the dates on the LTA Results website by **10<sup>th</sup> September**.

You can find contact details for the match secretaries on the ADLTA website, on the 'contacts' page. If your match secretary has changed since last season then please advise us, via the ADLTA website (change match sec details). We will then amend the match sec details on the ADLTA and on the LTA Results websites.

If a page on the ADLTA website asks for an id and password to access it then use 'tennis' for both, lower case.

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

It is your responsibility to nominate players for all your teams except the lowest; **four** players per team in **winter**. You can do this via the ADLTA website. 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).

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

Please remember that matches must not be rearranged for any reason other than bad weather at the actual time laid down for starting.

Thank you



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**CAPTAINS - Winter 2021-22**

Welcome to the new season.

Captain	Team	Division

The [adlta.co.uk](http://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

Men's Leagues

Darrell Merrick Willson  
[merrickwillson@icloud.com](mailto:merrickwillson@icloud.com)

Ladies' Leagues

Carole Lee  
[iamcas@outlook.com](mailto:iamcas@outlook.com)

Mixed Leagues

Sam Williamson  
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Enjoy!