



## MATCH SECRETARIES

Welcome to the **Winter 2023-24** 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. We will set up your fixtures with a dummy date of 16<sup>th</sup> September ready for you to update with the agreed fixture date for your home matches. Please enter the dates on the LTA results website by **Friday 8<sup>th</sup> September**, subject to the system being available.

To get to the match secretary contact details you need to use the direct link which will be sent to you separately; this is so your details are not freely available on the website.

If your match secretary has changed since last season then please advise us via the ADLTA website (change match sec details).

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.

Please ensure that your team captains are aware of the current rules and guidelines which can be found at <https://adlta.co.uk>

Thank you.

Please direct any queries to: [ADLTA@outlook.com](mailto:ADLTA@outlook.com)

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

[competitions.lta.org.uk](http://competitions.lta.org.uk)