



MATCH SECRETARIES

Welcome to the **Winter 2026-27** season.

Everything is now set up for you to arrange your matches with your opposing match secretaries. The relevant documents are attached to this email and can also be found on the ADLTA website (adlta.co.uk) on the page 'Fixture Set Up'.

Fixture Entry on LTA Results Website:

It is your responsibility to enter your **HOME** fixtures on the LTA Results website using the [LTA Online League Planner](#)

We have set your fixtures with a dummy date of 6th September. Please update these with the agreed fixture dates for your home matches by **6th September**.

Following is a link to guidelines for Online League Planner for use by club admins (match secretaries) and team captains - [LTA League Support](#)

If you encounter any issues with the Online League Planner, please contact LTA support via email at leaguesupport@lta.org.uk

Team Captains:

Additionally, please enter your **team captains' details** in the Online League Planner. This is essential, as it allows captains to enter match results.

Player Nominations:

It is your responsibility to nominate players for all your teams except the lowest; **four** players per team. You can do this via the ADLTA website - [Submit Nominations](#). If you don't then we take the players who played in the first match of the team in question as the nominated players.

Match Day Responsibilities:

On match day, the home team captain shall be responsible for welcoming the away team and organising refreshments. Please ensure your captains are aware of these responsibilities.

Lastly, please ensure that your team captains are familiar with the league rules and guidelines which can be found on the ADLTA website at adlta.co.uk

If you have any queries, please do not hesitate to contact us.

Thank you.

LEAGUE SECRETARIES

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