

Club Admin

- For the purposes of the OLP, existing LTA Main Venue Contacts are responsible for their appointment of one or more **Club Admins**. This may often be the same person or the existing club secretary. The OLP's Club Admin role is mandatory for each club in the Staffs League. Each club must have at least one person allocated to this role in OLP, but there can be more than one depending on how each club is run i.e. you may want to allocate one person for Men's teams and one for Ladies'. The Club Admin role gives admin rights to the Club's OLP data. It will also be the main contact for OLP/Staffs League communications with the Club.
- It is the responsibility of the LTA Venue Main Contact at the Club to allocate or revoke someone to/from the Club Admin role. (See help topic [LTA Main Venue Contact](#))
- Before being appointed, the intended Club Admin(s) must hold an [LTA Advantage](#) account and for it to be assigned to their Club.
- View video: [Add Team Captains \(2.40 mins\)](#)

Following appointment:

- A Club Admin can appoint one or more Team Captain roles to individuals who both hold an LTA Advantage account and are assigned to their club.
- The Club Admin can appoint one or more Result User roles to individuals who both hold an LTA Advantage account and are assigned to their club.
- Once Club Admin(s) are set up in OLP it is important that they log in to OLP (using the link on the [Home page](#) of the Staffs League website). Because the Staffs League committee have done all the initial OLP set up you will see that each Club's Club Admin is set (by default) to 'Val Ridlington'. As each Club Admin is appointed and amended by the Club itself, this will be overridden.
- For this first season, the Staffs League committee has entered all the teams on behalf of clubs and assigned them to their new divisions for 2026 ready for the new season. Therefore, there is NO requirement for Club Admin to follow this procedure for 2026.
- Team Captains have also been added in OLP by the committee EXCEPT where the individual concerned does not appear in the selection dropdown box. This will be because of one or more reasons:
 - The individual has not set up an LTA Advantage account;
 - The account has not yet been linked by the individual to the specified Staffs League club; or
 - The individual has a duplicate account etc (see help topics on *Player Responsibilities* on the [Home page](#) of the Staffs League website).
- To avoid any communication failures with teams, any missing captain details MUST be added by the Club Admin by **Monday 16 February 2026.**
- Any changes to Team Captains during the season, must be done by Club Admin, who MUST also notify the relevant Staffs League Divisional Secretary by email of the change to enable our email contacts list to be updated, whilst we monitor this first season.
- Club Admins have visibility of all club members. To view them, select 'Members' in top left-hand section of your OLP Club home page. This list can be exported into *Excel*. To print a hard copy, click on the export arrow symbol next to the 'Search' section top-right.