

LTA PADEL GRADE 1 COMPETITION SUPPORT

The LTA Tournament Manager will coordinate a series of structured meetings to ensure consistent, ongoing support and delivery of high-quality Padel competitions

1. INITIAL EVENT MEETING – 6 Weeks Prior to Event

Invitees:

1. LTA Padel Manager (if available)
2. LTA Tournament Manager
3. Referee
4. Venue Organiser and/or Event Organiser
5. Padel TV (for relevant agenda items only)

Agenda:

- LTA Tournament Manager to lead a review of the Padel Organiser Guidance Document. (Recommended: circulate the document in advance.)
- Confirmation of all delivery dates for LTA-supplied equipment (e.g., balls, branding).
- Overview of LTA branding and commercial requirements.
- Event delivery advice from the LTA Tournament Manager, including learnings from previous events.
- Discussion between Padel TV and Venue on broadcast plans and technical requirements (e.g., internet connectivity), in line with the Guidance and LTA agreements.
- Agree schedule of lead-up meetings. Event Organiser to arrange 2-week and 48-hour pre-event meetings, with LTA attendance if deemed necessary.

2. PLANNING MEETING – 2 Weeks Prior to Event (optional)

Invitees:

1. Referee
2. Venue Organiser and/or Event Organiser
3. Padel TV (for relevant agenda items only)
4. LTA (if deemed necessary)

Agenda:

- Operational planning and updates. Agenda to be agreed in advance with invitees.
- Any Other Business (AOB)

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3. FINAL PRE-EVENT MEETING – 48–72 Hours Prior to Event

(Preferably aligned with entry deadline)

Invitees:

1. Referee
2. Venue Organiser and/or Event Organiser
3. Padel TV (for relevant agenda items only)
4. LTA (if deemed necessary)

Agenda:

- Operational updates based on latest developments.
- Finalised match scheduling.
- Wildcard decisions.
- Streaming setup and broadcast planning.

4. POST-EVENT REVIEW MEETING –No Later Than 2 Weeks Post-Event

Invitees:

1. Referee
2. Venue Organiser and/or Event Organiser
3. Padel TV (for relevant agenda items only)
4. LTA Tournament Manager
5. LTA Padel Manager (if available)

Agenda:

- Event review and performance feedback.
- Discussion of successes, challenges, and areas for improvement.