

PADEL VENUE REGISTRATION GUIDE

This document guides you through the LTA Venue Registration Process.

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If you have any additional enquires about registering your venue with the LTA please visit our [Support Centre](#).

Further enquires can also be submitted via submitting an enquiry to our [Customer Support Team](#).

1. CREATE YOUR PERSONAL LTA ACCOUNT

If you are new to registration or returning after a period without registration you will need a personal LTA Advantage account for you and anyone else who wishes to have administration access, prior to applying for LTA Venue Registration. If you have not already got an account, you can create one [here](#).

There are a number of membership categories, LTA Advantage FAN membership is all that is required and is FREE, you can view information on all options available [here](#).

The screenshot shows the LTA website header with the logo and navigation links: PLAY, COMPETE, FAN ZONE, ROLES & VENUES, NEWS, WHAT WE DO. There are also 'Sign In' and 'Join Us' buttons. Below the header are three membership cards:

- Advantage FAN:** Ages 18+, FREE. Benefits include extended summer tournament highlights, win signed player merchandise, and discounts with Castore, Dunlop, Superga and others. Eligibility: Adults who follow tennis or padel.
- Advantage FAN+:** Ages 18+, £20/Year. Benefits include priority for tickets to all LTA tournaments, extended summer tournament highlights, and the chance to buy Wimbledon tickets. Eligibility: Adults who follow tennis or padel.
- Advantage PLAY:** Everyone, FREE. Benefits include extended summer tournament highlights, track your match results with My Game technology, and discounts with Castore, Dunlop, Superga and others. Eligibility: Everyone who likes playing tennis or padel.

2. STARTING A NEW PADEL SITE TO REGISTER

Return to [Venue Registration pages](#) of the LTA website and click 'register now.' You will be taken to first page of the LTA Venue Registration Portal.

The screenshot shows the 'Your organisation' page in the LTA Venue Registration Portal. It includes a dropdown menu to select an organisation and a link to add a new organisation.

Your organisation

The dropdown list below will show the organisations you are a Web Admin for on the LTA System. If you can not see the organisation you wish to register/view please click "Add new Organisation".

Choose your organisation

Can't find your organisation?

[+ Add new organisation](#)

If you have previously registered a venue and have web admin rights to edit an origination, those organisations will appear in the drop-down list. Click the drop-down arrow and select the organisation you require to register.

If your Organisation has already an account but you do not have Admin Access this will need to be granted by the LTA Customer Support team before you can proceed.

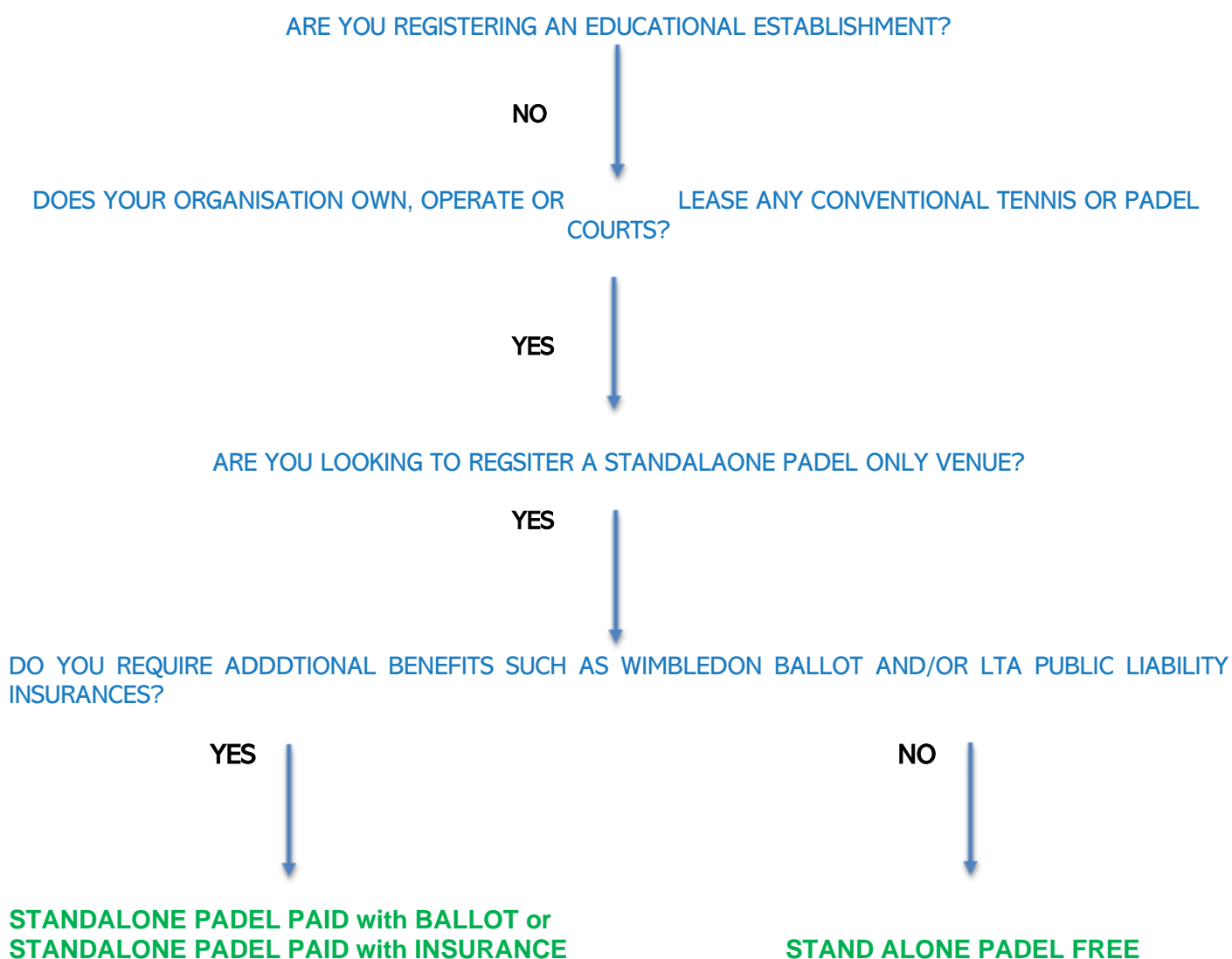
If you are registering for the first time then you will not have been assigned any web admin rights to any organisations in the LTA database, and therefore will need to choose the option to 'Add a new organisation'

To add your organisation, simply click add new organisation and follow the steps to create your venue.

QUALIFYING QUESTIONS

Once you have created your organisation click confirm and you will be taken to a series of qualifying questions to match you with one of the three padel packages we have available.

On completion you will be provided a package based on your answers, giving you more detail of the benefits in that package. If you choose to continue, you will move onto the next stage or you can repeat the qualifying question up to three times, before that package is locked in.



3. OVERVIEW OF BENEFITS IN THE THREE PADEL PACKAGES:

Benefit	Standalone Padel	Standalone Padel with Ballot	Standalone Padel with Insurance
	FREE	£70 per court	£140 per court
Recognized as LTA Registered and Safe to Play (meeting LTA Safeguarding Standards)	✓	✓	✓
Ability to host and enter LTA competition	✓	✓	✓
Free LTA Advantage Play+ membership including Wimbledon Ballot opt in	✗	✓	✓
LTA Insurance (including Public Liability, Employers Liability and Directors and Officers cover)	✗	✗	✓
Facilities and Funding Support (including Quick Access Loans and Gate Access Technology)	✗	✗	✓
LTA Products and Programmes	✓	✓	✓
Venue Support Toolkit (including access to Legal Helpline and LTA Buying Group)	✓	✓	✓
Monthly LTA Venue Communication	✓	✓	✓

4. COMPLETING YOUR REGISTRATION

You will be presented with a screen with five sections: Basic Details, Venue, Team, Programme and Insurance (subject to package). Work through each section to complete and turn the indicator marker (left hand side) to green. Any section incomplete will remain red and flag sections to action.

Overview

Use the Edit Links in any order to complete registration. When all the required information has been submitted a Submit button will appear at this bottom of this page to complete the process.

Padel Test 2

1

Basic details

Contact details

Edit

Delivery address

Edit

Policies

Edit

2

Venue

Playing facilities

Edit

Payment options

Edit

General facilities

Edit

Members & players

Edit

LTA Advantage members

Edit

3

Team

Venue team

Edit

Welfare team

Edit

Coaching team

Edit

Criminal records check

Edit

Coaching workforce declaration

Edit

4

Programme

Coaching programme

Edit

Competition programme

Edit

5

Insurance

Insurance and Risk Assessment

Edit

The rest of this guide will focus on certain sections to ensure a smooth registration.

5. BASIC DETAILS - 'CONTACT DETAILS – ADDING MAIN CONTACT

This is likely to be whoever is registering the venue (you) as you already have an LTA account, simply click add new contact and search for the contact by name, LTA number or coach code. You may also invite someone else to create an account should they require administration access.

Main contact

[+ Add new contact](#)

Add contact



How do you want to find this person?

- ☒ Name search
- ☐ LTA membership number
- ☐ Coach code
- ☐ I'd like to invite them

Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in [their LTA Advantage Account Details](#)

Search results will be returned after three characters are entered

Full name



6. YOUR VENUE TEAM, WELFARE TEAM, COACHING TEAM

This is anyone you want to link with your venue and assign individuals a role. The main consideration here is to ensure you have a Welfare Team member assigned to your venue.

Under Welfare team, you will be required to meet [LTA Safeguarding Standards](#) by providing the contact details of your [Welfare Officer](#).

Please note that:

- The Welfare Officer should **NOT** be a coach at the venue
- The Welfare Officer must have a satisfactory criminal record check
- The Welfare Officer must have attended a minimum of an LTA Safeguarding & Protection in Tennis course (or equivalent) in the last three years

To **add a new contact** which will look up against the LTA Database simply add new contact, search using the options available

Welfare team

Close

Welfare team

Below you can manage your venue's welfare team contact(s).

You can:

- Add contacts
- Remove contacts
- Change details

Note

- The Welfare Officer should **not** be a coach at the venue
- The Welfare Officer **must have** a satisfactory criminal record check
- The Welfare Officer **must have attended** a minimum of an LTA Safeguarding & Protection in Tennis course (or equivalent) in the last three years
- You may declare a contact that does not have their criminal records check or safeguarding training registered on the LTA database.

Welfare team contact(s)

+ Add new contact

Save and continue

Add new contact



How do you want to find this person?



Name search



LTA membership number



Coach code



I'd like to invite them

Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in their [LTA Advantage Account settings](#).

Search results will be returned after three characters are entered

Full name



7. INSURANCE

The final step is to complete your insurance declaration and risk assessment (if required). Depending on the package selected you may have an insurance option provided already. The LTA insurance does not cover local authorities.

Padel Test 2

5. Insurance

Insurance and Risk Assessment

Close

To complete registration you'll need to have an up to date **Insurance Policy**.

Please confirm you have an **appropriate Insurance Policy** to cover your activities and have completed **valid Risk Assessment** in past 12 months.

☐ Yes ☒ No

Eligibility for LTA insurance requires your organisation to meet **ALL** of the following conditions:

- is **NOT** a Local Authority
- has sole and exclusive responsibility for **ALL** activity that take place on site
- including risk management of courts and booking of all players

Please confirm if your organisation meets **ALL** of the following conditions

☐ Yes ☐ No

☒ Yes ☐ No

To complete your registration you'll need to complete the Howden Risk Assessment

Once you've done this your **registration package** will include insurance cover.

Please make sure you return

Once you complete your Howden Risk Assessment make sure you come back to this site to complete your registration by:

- Completing all details
- Accepting Terms & Conditions
- Submitting your registration and making payment

- The Risk Assessment questionnaire is based on the answers you've provided in the 'Playing Facilities' and 'General Facilities' sections of this registration process
- If you have not completed these 2 sections please go back to the [Overview](#) and do so before proceeding
- Completing the wrong Risk Assessment may invalidate your insurance with Howden

Risk Assessment

Please click the button below to complete your Risk Assessment.

Please click below to complete your Risk Assessment.

If you've recently done your Howden Risk Assessment please allow 20 minutes then [refresh this page](#). You will then be taken to the Overview - from there reopen the Insurance step to see if the status has updated.

If it's been more than 20 minutes please [contact us](#).

Complete Risk Assessment

You will be asked whether you already have insurance in place and whether you meet three conditions to be eligible for LTA Insurance cover. If you meet these conditions, you will be presented with the Howden risk assessment. You will be required to complete the risk assessment, you will be sent to Howden risk assessment portal and asked to complete. Once complete you will come back to the LTA registration to complete the final steps.

You will then go through to confirmation and payment options.

8. PAYMENT

You can pay by card or a one-off Direct Debit. Once complete, you will be taken to a confirmation page.

This page confirms your payment and take you to your MY VENUE page. From this page you can make updates throughout the year to your registration data and access to a downloads section for LTA Registration certificate and logos etc.

My Venue

Padel Test 2

MEMBER NUMBER	RENEWAL DATE
CHE732	01/10/2025

Registration details

If your details change

Don't worry - if you want to view or update details during the year such as:

- Members
- Delivery address
- Team and more

You'll be able to view or update all these whenever you want by clicking the button below.

View or update details

Downloads

You can download your registration documents here

LTA Registered Logos

↓ Download document

Registration certificates

↓ Download document

County Associations

The County & Island Associations form an essential part of the tennis landscape in Britain, by providing support to local venues, organising county teams, competitions and inter-club leagues, organising network events and forums for volunteers and coaches and hosting events to celebrate the achievements and contributions of players, coaches and volunteers through the LTA Tennis Awards.

Each County & Island Association's governing documentation will determine what type of organisations are eligible for membership of that County, including the admission process, fees if applicable, and voting rights.