

# UNIVERSITY TENNIS COORDINATOR

GUIDANCE DOCUMENT 2016-17



 Tennis  
Foundation

The logo for the Tennis Foundation, consisting of a white circle to the left of the text 'Tennis' and 'Foundation' stacked vertically.

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# INTRODUCTION

Congratulations on your new role as a University Tennis Coordinator (UTC). The UTC programme started in 2011/12 with 14 universities hosting a UTC- since then, the programme has grown to 25 UTCs at universities across the UK.

Over the next 3 days you will be provided with training to equip you for your role as a UTC and the following guidance provides further important information.

If you have any queries from the contents of the guidance or the training, please do not hesitate to get in contact.

## *The Tennis Foundation*

The Tennis Foundation is Great Britain's leading tennis charity and is responsible for tennis in education, disability tennis and community tennis.

The Tennis Foundation works in partnership with the Lawn Tennis Association to develop tennis in universities, therefore at a national level you will have support from the Tennis Foundation but more locally, your support will be from the LTA regional teams.

# KEY CONTACTS

Your key LTA contacts are later in the guidance but the following members of the Tennis Foundation Team may contact you from time to time:

## ALISTAIR HIGHAM – UNIVERSITY TENNIS MANAGER

Alistair is responsible for developing the universities strategy and programme.

E: [Alistair.higham@tennisfoundation.org.uk](mailto:Alistair.higham@tennisfoundation.org.uk)

T: 07734 393 795

## PAUL CUMMINS – FURTHER EDUCATION AND EDUCATION PROJECTS MANAGER

Paul manages the Student Tennis Ambassador Network and will be happy to provide information as to how the network can support your university.

E: [Paul.cummins@tennisfoundation.org.uk](mailto:Paul.cummins@tennisfoundation.org.uk)

T: 07957 959 506

## KATIE EVANS – EDUCATION ADMINISTRATOR

Katie organises the UTC training and also coordinates the development awards process. She will contact you if there is any information that may be of relevance to you and also looks after the major events ticket ballots.

E: [Katie.evans@tennisfoundation.org.uk](mailto:Katie.evans@tennisfoundation.org.uk)

T: 020 8487 7034

## LTA REGIONAL TENNIS CONTACT -

Your LTA Regional Tennis Contact will be your main point of contact for any university specific queries and to find out more about local opportunities. They will be happy to help support you in filling in any monitoring and evaluation throughout the academic year

## REGIONAL TENNIS EDUCATION OFFICER (RTEO) –

Your LTA Regional Education Officer will be in touch throughout the year regarding various things such as the Regional Student Ambassador Training. In some situations, this person will be the same individual as your LTA Regional Tennis Contact outlined above.

# DATES FOR YOUR DIARY

## UTC MONITORING AND EVALUATION – DECEMBER 2016 AND JULY 2017.

This year, UTC's are required to complete termly reports at two points throughout the year (previously three points in the year). The termly report template form can be found as a hidden sheet on your Development Award Application. To access the form, right click on the sheets on the bottom of your excel application form and select 'unhide'. The termly reports are to be completed in December and July, with exact dates to be communicated nearer the time.

Please email a completed copy of each of your termly reports (excel copy) to .....

## REGIONAL STUDENT AMBASSADOR TRAINING – OCTOBER/NOVEMBER 2016 AND FEBRUARY 2017 (ENGLAND ONLY)

The Regional Student Tennis Ambassador Network training is aimed at both College and University Ambassadors. The training will comprise of various workshops both on and off court to support students with developing the tennis programme at their college/university. UTC's may be also be invited to lead specific workshops during the training and provide case studies to support particular workshops.

### Winter training dates:

- 11<sup>th</sup> October 2016 – South West (University of Bath)
- 18<sup>th</sup> October 2016 – Midlands (Loughborough University)
- 27<sup>th</sup> October 2016 – Midlands (Edgbaston Priory Tennis Club)
- 31<sup>st</sup> October 2016 – East (Hills Road HPC)
- 4<sup>th</sup> November 2016 – South East (National Tennis Centre)
- 17<sup>th</sup> November 2016 – North (John Charles Centre for Sport)

Further information regarding the October/November training will be communicated out by your Regional Tennis Education Officer shortly. Training dates for February will be communicated to all ambassadors and UTC's by the RTEO.

## NATIONAL STUDENT CONFERENCE WEEKEND – SATURDAY 1<sup>ST</sup> – SUNDAY 2<sup>ND</sup> APRIL 2017

Next April we will be holding the second National Student Tennis Conference Weekend, with our Student Tennis Pathways Conference taking place on the Saturday and the Sports Science Conference taking place on the Sunday. With 100% of last year's attendees stating that they would be interested in attending the conference in 2017, we would encourage all University Ambassadors to book early to avoid disappointment.

The **Student Tennis Pathways Conference** which will take place on Saturday will see a broad range of leading employers discuss how they have progressed from education along their chosen career paths, giving student invaluable advice on how to reach their potential career targets. The **Sports Science Conference** on the Sunday will give students the opportunity to hear from a range of leading Sports Scientists as well as completing several workshops throughout the day to emphasise how the theory behind the sport can be integrated into on court situations. Further information regarding the conference weekend will be distributed in early 2017.

# GENERAL INFORMATION

## FUNDING

Funding for the UTC Grant, Development Award and Performance Grants (where relevant) will be paid directly into the university account in October. In the case of the UTC grant, the university will then use this funding to pay your salary.

## MAJOR EVENTS BALLOTS

In previous years, we have been able to offer UTCs tickets to both the Barclays ATP World Tour Finals and Wimbledon.

The tickets are sold in packs of 10 and tickets should be used as reward and recognition for either committee members or hard working members of the tennis club. Both events' tickets have previously been sold at reduced amounts to the usual retail price of the tickets.

In 2016, every UTC university was able to purchase tickets for Wimbledon and for the Barclays ATP World Tour Finals (although these were sold on a first come first served basis as we have less tickets than UTC universities) – this will continue, subject to the numbers of tickets that we receive.

## TICKET ALLOCATION PROCESS

For the Wimbledon ballot, the UTC will receive an automated email when you are allocated tickets which will direct you to an online portal to purchase the tickets- you will have a certain amount of time to purchase the tickets which must be adhered to.

For the Barclays ATP World Tour Finals, UTC's will be emailed about the ticket offer and the first ones to reply will receive tickets. For both events, we are only able to accept credit cards as method of payment.

## IMPORTANT INFORMATION

The tickets cannot be resold- you are of course able to recoup the money that you have paid for the tickets from the club members that you have selected to receive tickets. It is however, essential that they do not end up on ebay etc. Wimbledon tickets – please note that you are not able to offer the tickets as a prize and they cannot be raffled.

We also advise that you or other students do not take photos of the tickets and put on social media sites as there have been a few cases of the tickets being copied and resold.

# STUDENT TENNIS AMBASSADOR NETWORK

The Student Tennis Ambassador Network is a group of students that are all passionate about volunteering in tennis either at their college or university to develop their employability skills and help to support tennis activity at their institution.

The Student Tennis Ambassador Network includes:

- Tennis Ambassadors (College and University)
- University Tennis Coordinators (University)

Students that are part of the Student Tennis Ambassador Network will be invited to access training and support based at a regional level with signposting to local work placements and volunteer opportunities. The training will also offer students the opportunity to network with other students and to explore the range of employability and life skills they are utilising in their roles at college/university.

Students that are part of the network will also have the opportunity to attend the National Student Tennis Conference in April 2017.

When students join the network, they will receive a log book to keep track of their activity within their role. The log book features a range of templates for students to complete with their line manager:

- Skill Analysis
- Goals and Aspirations
- Tennis Ambassador Delivery Plans
- Training and Volunteering Experience Log

If you are a University Tennis Coordinator who as part of their role line manages Tennis Ambassadors at your university, you could use the Log Book as part of your regular meetings to help track of the progress that the Ambassadors make throughout the year.

All universities with a UTC this year have applied to also have at least one Tennis Ambassador at their university via the University Tennis Development Award. If the Student Ambassador has not yet been appointed, please ensure that you email Katie Evans ([katie.evans@tennisfoundation.org.uk](mailto:katie.evans@tennisfoundation.org.uk)) with their name, email and contact number once recruited.

# COACHING

The diagram shows the LTA Coaching Pathway and details the route people can take to become a qualified tennis coach.

By taking a coaching qualification, links can be made to local tennis providers and venues for coaching experience, volunteering at events and future work opportunities – these are all things that look great on a CV. This can also provide valuable opportunities for learners to develop their coaching skills and potential routes into coaching as a career or wider experience in the tennis industry.

## LEVEL 1 AWARD COACHING QUALIFICATION

The Level 1 course is the starting point for people who want to get into tennis coaching and become a Coaching Assistant. It will give people transferrable skills and train them to:

- Organise tennis activity constructively and safely.
- Plan and deliver a structured lesson using LTA Level 1 coach resources.
- Have basic knowledge of tactics, techniques and rules of tennis.
- Have a full understanding of the structure of Mini Tennis.

On successful completion of the Level 1 candidates will be able to *assist* the delivery of group coaching sessions under the direct supervision of a minimum of a Level 3 Accredited coach in:

- Community Environments
- Clubs and Tennis Centres
- Schools/Education
- They are also trained to assist tennis activity as part of a session organised by a Level 3 Accredited coach, an active and qualified teacher or local authority activity manager.

Duration and course structure

- 3 days
- 3 hours coaching experience



## LEVEL 2 COACHING QUALIFICATION

The Level 2 course is for Coaching Assistants who want to improve their coaching skills and will train people to:

- Organise competition for groups of beginners.
- Coach groups of beginners using differentiated equipment.
- Plan and deliver a structured lesson using LTA Level 2 coach resources.
- Give advice on tactical and technical improvement for beginners of Mini Tennis.

On successful completion of the Level 2 candidates will be able to *lead* the delivery of group coaching and tennis activity sessions under the umbrella programme of an Accredited Level 3 coach in:

- Community Environments
- Clubs and Tennis Centres
- Schools/Education

They are also trained to organise tennis activity as part of a session organised by a Level 3 Accredited coach, an active and qualified teacher or local authority activity manager.

Duration and course structure

- 5 days.
- 4 hours coaching experience between day 2 and 3.
- 4 hours coaching experience between day 4 and 5.

## LEVEL 3 COACHING QUALIFICATION

The Level 3 course is for people who want to work full time within the tennis profession.

On successful completion of the Level 3 Qualification candidates will be able to:

- Coach beginners and improvers in groups and as individuals.
- Understand the basics of business management.
- Understand the competitive structure in the UK.
- Manage the work of Level 1 and 2 Coaching Assistants.

Duration of the course

- 4 modules of 3 days plus 1 assessment day.
- 9 hours coaching experience between each module.

## Coach Accreditation

Coach Accreditation is the LTA's professional membership scheme for qualified coaches.

Its purpose is to provide relevant support to British coaches and their businesses so they can deliver great on court experiences. It does this primarily by;

- a) Providing a stamp of approval recognised by the industry, parents, players and employers
- b) Offering access to relevant benefits and educational support to maximise your career
- c) Delivering affordable insurance packages to protect your livelihood and business

There are two tiers of Coach Accreditation;

#### **Accreditation (formerly LTA Registration)**

Accreditation is available to coaches who hold a qualification, are first aid trained and can demonstrate they are safe to practise. This tier is open to coaches at levels 1-5 and is designed specifically to support assistant or part-time coaches. Accreditation includes some great benefits and insurance.

#### **Accreditation + (formerly LTA License)**

Accreditation + is available to coaches who hold a level 3-5 qualification, are first aid trained and can demonstrate they are fit to practice. Designed for the full-time professional, coaches in this tier receive enhanced benefits and insurance and also commit to 15 hours of professional development each year to stay up to date with the latest developments in the coaching industry.

# TENNIS PROGRAMMES

There are a range of tennis programmes that can be used at your university to help offer a diverse programme for your students. These programmes include:

- Advantage Tennis
- touchtennis
- Tennis Tuesdays
- Tennis Xpress

## *Advantage Tennis*

### WHAT IS ADVANTAGE TENNIS?

Advantage training sessions are aimed at infrequent male players in their 20's & 30's to produce their best in match play against their friends. The sessions are pay as you go and bookable online, 90 minutes long and contain structured tactical themes which shape an intense but fun and social session. The sessions are designed to be a real workout whilst enabling players to take away key tips that will ultimately give them the ability to improve on their own away from the sessions

### WHO IS IT FOR?

- Men in their 20's and 30's, who love any kind of sport
- Those who like to compete with their mates
- Those who like to play hard and socialise
- Those after an 'off season summer sport

### WHAT ARE THE BENEFITS?

Advantage Tennis Training is a national, credible product that has been developed based on insight specifically for this male audience.

There is a large existing market of men nationally who already play tennis at least once a year and can be encouraged to play more regularly using this product.

Supported by a campaign website where coaches can promote their venue and players can find their local session, book and pay online.

Support available to coaches delivering includes promotional materials, national promotion, player reward schemes, start-up funding, training and equipment.

### TRAINING REQUIREMENTS

Advantage can be delivered by Level 2 accredited coaches (and above). Prior to starting delivery you will need to have attended the LTA's Adult CPD course and talked to your local LTA Regional Team who will support you to get started.

### MINIMUM OPERATIONAL STANDARDS

- Minimum Level 2 accredited coach, who has attended the LTA's Adult CPD course
- Coaches should take time to understand the product insight/participant needs
- Existing coaching team and programme in place at your venue

- Follow session plans, including themes and structure
- Minimum of 2 courts with nearby toilets
- Sessions uploaded to ClubSpark as pay and play
- Rackets and low compression balls (Green) available
- Promotional materials clearly displayed at the venue and promoted locally
- 

#### SECRETS TO SUCCESS

- Take charge of your session
- Ensure players work hard
- Ensure each player knows their 'quick fix tip'

## *touchtennis*

#### WHAT IS IT?

touchtennis is easy to pick up but impossible to put down – the closest thing to 5 a-side for tennis, played on a smaller court, with 21" rackets and foam balls and can be played on any flat space, indoors or outside. The specifically designed ball and unique rules, creates a level playing field whereby different abilities can enjoy playing together.

#### WHO'S IT FOR?

touchtennis is intended for Adults 16+ though its versatility means everyone can have a go. The touchtennis tour (16+), where players play for rankings and prize money has grown from 8 players in 2007, to 10,000 players participating across the tour and recreational play in 23 countries today.

#### WHAT ARE THE BENEFITS?

- touchtennis is versatile and can be played on any flat space.
- Flexibility of delivery
- Mixed abilities can enjoy playing together
- Easy to accommodate large numbers in a small space (e.g 16-24 Adults on the footprint of 1 tennis court or 4 court indoor hall space)
- Adult players can instantly feel competent due to characteristics of the game

#### TRAINING REQUIREMENTS?

- No tennis or coaching pre-requisites required
- 3 hour CPD available for Organisations and Coaching Teams committed to running touchtennis throughout the year.
- All training on case by case basis arranged through [alan.mezzetti@lta.org.uk](mailto:alan.mezzetti@lta.org.uk)

#### MINIMUM OPERATIONAL STANDARDS

- Promote and run a weekly session
- Sign up to play touchtennis Facebook page
- Must use official touchtennis balls for play
- Must use 21" racquets
- Session must be a laugh

- Reporting: Report news and numbers on sessions via play touchtennis Facebook page plus a termly numbers report, if part of an SLA

### SECRETS TO SUCCESS

- Keep your sessions simple – don't coach players, just let them play / battle.
- Always use the right equipment – it makes the game what it is.
- Keep your eye on and promote through play touchtennis & touchtennis Facebook pages as well as @touchtennis on twitter.
- Make use of the leagues & ladders functionality on [www.touchtennis.com](http://www.touchtennis.com)

## Tennis Tuesdays

Nike Tennis Tuesdays is a recreational tennis product designed to encourage women in their 20s and 30s to play tennis more frequently.

Run by accredited LTA coaches it is a group based weekly session that has been specifically designed for improver/intermediate players. Most venues typically run Nike Tennis Tuesdays between May and October but increasingly many are retaining the women throughout the year.

### WHO'S IT FOR?

City dwelling women of all backgrounds in their 20s & 30s, leading busy lives and looking for weekly progressive themed tennis sessions (not technical coaching) with other likeminded women.

### WHAT ARE THE BENEFITS?

Nike Tennis Tuesdays is a national, credible product that has been developed based on insight specifically for this female audience.

There is a large existing market (over 900K) of women nationally who already play tennis at least once a year and can be encouraged to play more regularly using this product.

Supported by a campaign website ([www.tennistuesdays.co.uk](http://www.tennistuesdays.co.uk)) where coaches can promote their venue and players can find their local session, book and pay online.

### TRAINING REQUIREMENTS?

Nike Tennis Tuesdays can be delivered by Level 2 accredited coaches (and above). Prior to starting delivery you will need to have attended the LTA's Adult CPD course and talked to your local LTA Regional Team who will support you to get started.

### MINIMUM OPERATIONAL STANDARDS

- Minimum Level 2 accredited coach, who has attended the relevant training
- Coaches should take time to understand the product insight/participant needs
- Existing coaching team and programme in place at your venue
- Follow session plans, including **themes** and **structure**
- Minimum of 2 courts in safe environment (e.g. good lighting), with nearby toilets
- Open to non-members if run at a membership club
- Promotional materials clearly displayed at the venue and promoted locally

### SECRETS TO SUCCESS

- Dress your venues: *23% of participants saw something at a venue.*
- Use your database/local contacts: *23% heard via email and 19% through family/friends.*
- Good local promotion: *18% of participants saw something online.*
- Ongoing use of Social Media: *13% heard via social media.*
- After tennis social e.g. create a deal with a local bar
- Enthusiastic and engaging coach
- Put in contact with others in a social, fun format

## *Tennis Xpress*

Tennis Xpress is a 6 week adult beginner introductory coaching course.

Tennis Xpress uses modified equipment (slower balls) to enable starter players to quickly learn the game of tennis by being able to serve, rally and score from the first session.

Tennis Xpress is delivered to groups, which enables attendees to meet other players of a similar standard from the start.

### WHO'S IT FOR?

Tennis Xpress is for adult starter players.

### WHAT ARE THE BENEFITS?

Tennis Xpress has been developed by the International Tennis Federation (ITF) and adopted by the LTA. It is based on research and is proven to have success in retaining starter players.

Tennis Xpress is supported by a campaign website where players can find a local course, book and pay online.

Other support is available to coaches and includes a range of promotional materials and session plans.

### TRAINING REQUIREMENTS?

Tennis Xpress is delivered by Level 2 accredited coaches (and above).

### MINIMUM OPERATIONAL STANDARDS

- Delivered by a Level 2 accredited coach or above
- Courses are 6 weeks long and consist of 90 minute sessions
- Coaches must follow session plans
- Courses must be uploaded to ClubSpark
- All equipment is provided and use of low compression balls is essential
- Courses must be for groups of players
- Use promotional resources provided

### SECRETS TO SUCCESS

- Good local promotion
- Use of Social Media
- Enthusiastic and engaging coach
- Quick tips and intervention with lots of balls being hit
- Provide follow on opportunities for all players

# TENNIS IN EDUCATION

The Tennis Foundation is Britain's leading Tennis Charity and works in partnership with the LTA to deliver Tennis in schools, colleges and universities.

## *Schools*

As part of the Tennis Foundation/LTA's schools programme, we run a number of Teacher Training courses which are also suitable for student teachers- a number of universities run these as part of the student teacher programmes:

- Primary Teacher Training Course
- Secondary Teacher Training Course
- Inclusive Teacher Training Course
- Cardio Teacher Training Course

Each course is 3 hours in length and at the end of the course; each attendee will receive the appropriate resources to enable them to deliver tennis in schools in the future.

### PRIMARY TEACHER TRAINING COURSE

This has been developed to give teachers the confidence and tools to deliver tennis to a class of children in a small space.

The course is supported by an innovative pupil-facing DVD teaching aid that delivers demonstrations and progressions directly to the children.

The course is available to be delivered to a group of university students and will provide a practical understanding of how tennis can be delivered in Primary Schools.

### SECONDARY TEACHER TRAINING COURSE

The course demonstrates an award winning resource that has been developed to assist teachers assess the ability of pupils against National Curriculum attainment levels, using a range of descriptor cards.

It also provides an overview of other areas of resources including cross-curricular activities, competition, alternative delivery using Cardio Tennis, Leadership & Volunteering and links to the BTEC.

### INCLUSIVE TEACHER TRAINING COURSE

The course demonstrates an inclusive approach to delivering tennis in schools and is suitable for student teachers working in special schools or those working with disabled young people in mainstream education.

The Inclusive resource, which the course is based around, provides ideas for activities and drills to develop basic tennis skills in pupils, with tips on how to differentiate the activities for young people with disabilities

### CARDIO TEACHER TRAINING COURSE

Cardio Tennis is a tennis inspired work out played to up tempo music which a number of teachers have found particularly useful in delivering to disengaged groups of students. The aim of the sessions are to get

your heart rate up and keep moving so is perfect for mixed ability groups or those just starting in tennis as it will develop tennis skills with less emphasis on getting the ball in.

Specifically designed for secondary school teachers, the 3 hour Cardio Tennis Teacher Training Course provides student teachers with an introduction to Cardio Tennis and provides ideas for drills and activities during these sessions.

### HOW TO RUN THE COURSES

To run one of the above courses, please contact your Regional LTA Contact for information on how to organise the course.

#### *Developing College to University Tennis Links*

The Tennis Foundation's Further Education Tennis Programme is aimed at growing and sustaining the number of young people aged 16 to 19 years participating, competing, volunteering and coaching tennis. For those students taking their next steps into Higher Education we also have the University Tennis Programme which aims to grow the game, by creating more opportunities for university students to play and compete. It also aims to provide students with the latest training packages, for those that have an ambition to become part of the future workforce for British Tennis.

Since both the further education and university programmes are now well established it makes sense to link the pathway from college to university tennis. Where there is a University Tennis Coordinator based at a university in close proximity to a college, which we already know is keen to develop tennis, we will try to facilitate the link by introducing the ideas below to both the college staff and University Tennis Coordinator - hopefully they can work in partnership to grow some exciting tennis opportunities!

Developing a link with a local college brings many benefits to universities, including:

- Opportunities for the University Tennis Coordinator to expand their skills and experience.
- Increased opportunities for your students.
- The university profile raised in the community.
- Recruitment opportunities.
- Shared facilities and equipment.
- Increased awareness of exit routes for players, coaches and volunteers.
- Assistance in achieving targets, standards and recognition.

### SUGGESTED IDEAS

Bringing tennis to life in the college classroom – A day in the life of a University Tennis Coordinator

- The University Tennis Coordinator could visit the college and give a presentation to the BTEC Sports students about their role in developing tennis at the university. This would fit well into the BTEC Level 3 Sport unit 'Sport Development'.
- The above could be combined with a practical on court session at the college led by the University Tennis Coordinator, Short Tennis, Cardio Tennis or Traditional Tennis. This could then be followed up with the college group visiting the university for a tour of the facilities and some on court activity with the university students e.g. Timed Tennis competition.

### ENRICHMENT AND COMPETITION

- As a follow up from the above, or as a separate event, the University Tennis Coordinator could invite a college group to the university for some on court activity which could include different options Short Tennis, Cardio Tennis or Traditional Tennis. A Timed Tennis team competition could be set up by mixing up college and university students. As mentioned above, this could also be combined with a tour of the facilities.
- Organise a joint university / college tennis event to mark World Tennis day or to coincide with another major tennis event such as one of the Grand Slams.
- Organise a joint university / college Charity Tennis event or Open Day to run alongside the Great British Tennis Weekends.

#### PERFORMANCE TENNIS

- If the college have a tennis team who are looking for additional training or competitive opportunities, the University Tennis Coordinator could invite the players to attend team training, hitting sessions or perhaps arrange some friendly matches to cater for different levels.

#### COACH EDUCATION

- Set up some joint workforce development courses (e.g. Tennis Leaders, Teacher Training courses, Tennis Activators). These courses will help to train students for volunteering opportunities both within their college/ university and local community tennis venues as well as support pathways into coaching. This area can specifically contribute to the following BTEC Level 3 Sport units: 'Sports Coaching' and 'Leadership in Sport'. The students will develop transferable skills, enhance their CV and in some cases may move them along our pathway towards full time employment in tennis

Please contact your LTA regional contact for contact details of local colleges that are supported by our Further Education programme. If you have any queries regarding the Further Education programme, please contact Paul Cummins, FE and Education Projects Manager - [paul.cummins@tennisfoundation.org.uk](mailto:paul.cummins@tennisfoundation.org.uk)

# DISABILITY TENNIS

- Tennis is a sport for everyone and can be adapted for any age or ability.
- We deliver sessions for all impairments but mainly focus on:
  - Physically impaired/wheelchair
  - Vision impaired
  - Deaf
  - Learning disability
- We work alongside many large organisations to ensure over 8,000 disabled participate in tennis. These include: Sport England, UK Sport, Premier League, National Disability Sport Organisations (NDSO's), charities and local disability organisations.

## OUR AIMS

- We're promoting tennis as an inclusive sport across a wide range of disabilities.
- We're supporting coaches and venues (clubs, sports centres, schools, universities etc.) to deliver tennis for disabled people.
- We're delivering world class tennis events for disabled players.
- We're identifying and developing the most talented players and delivering a world class performance programme for our most promising players.

Since 2012, the Tennis Foundation has created 44 disability tennis Networks across Great Britain supporting over 240 venues to deliver disability tennis. The purpose of the Networks is to provide tennis activities for disabled people whether it is within impairment specific sessions (e.g. wheelchair sessions) or within an inclusive format (e.g. disabled people integrating into mainstream sessions).

## MOVING FORWARD

We are working hard to improve the inclusivity of tennis venues throughout the country providing more tennis opportunities for disabled people. We have produced an inclusive venue guide – [Open your Doors: Be an inclusive tennis venue](#) – highlighting the benefits of being inclusive and providing practical tips.

## TENNIS FOUNDATION CONTACTS

NAME	JOB ROLE	EMAIL
Jill Osleger	National Disability Development Manager	<a href="mailto:Jill.Osleger@tennisfoundation.org.uk">Jill.Osleger@tennisfoundation.org.uk</a>
Sam Perks	Disability Development Coordinator	<a href="mailto:Sam.Perks@tennisfoundation.org.uk">Sam.Perks@tennisfoundation.org.uk</a>
Matt Elkington	Disability Tennis Development Manager – North & Midlands	<a href="mailto:Matthew.Elkington@tennisfoundation.org.uk">Matthew.Elkington@tennisfoundation.org.uk</a>
David Hardman	Disability Tennis Development Manager – SE & London	<a href="mailto:david.hardman@lta.org.uk">david.hardman@lta.org.uk</a>
Sadie Moran	Disability Tennis Development Manager – South West	<a href="mailto:Sadie.Moran@tennisfoundation.org.uk">Sadie.Moran@tennisfoundation.org.uk</a>
Pam Griffiths	Disability Tennis Development Manager – Wales	<a href="mailto:pam.griffiths@tenniswales.org.uk">pam.griffiths@tenniswales.org.uk</a>

Andrew Raitt	Disability Tennis Development Manager – Scotland	<a href="mailto:andrew.raitt@tenniscotland.org">andrew.raitt@tenniscotland.org</a>
TF Disability	Disability Inbox	<a href="mailto:disabilitytennis@tennisfoundation.org.uk">disabilitytennis@tennisfoundation.org.uk</a>

If you or your university would like to introduce disability tennis then please feel free to get in contact.

# The Disability Tennis Network

Over 40 Disability Tennis Networks have been established throughout Great Britain.

The purpose of the Networks is to deliver tennis programmes to increase participation in tennis by disabled people in mainstream and impairment-specific sessions.

The Tennis Foundation supports the Networks in four ways:

- 1 Providing equipment**  
All Networks have received adapted equipment bags, wheelchairs and resources to support their participants.
- 2 Coach education**  
Networks have been supported through the training of their coaches and to increase their disability knowledge.
- 3 Funding**  
Networks receive funding to support their impairment specific sessions, with focus on long - term sustainability and advice on additional funding opportunities.
- 4 Advice**  
Networks are supported by the Tennis Foundation Disability Development Managers and the LTA Participation Managers to help guide them through their action plans to ensure targets are successfully met.

**Tennis FOUNDATION**

# SAFE AND INCLUSIVE TENNIS

The Lawn Tennis Association (LTA) and Tennis Foundation (TF) are committed to promoting safe and inclusive tennis for all. We do this by helping tennis people and venues to:

1. **Recognise** – the signs and indicators of abuse, neglect and discrimination as well as recognise and respect diversity and individual needs of members;
2. **Respond** – to situations of abuse, neglect or discrimination, and be confident in taking positive action to meet the individual needs of members;
3. **Refer** – any safeguarding or equality concerns to their Welfare Officer and develop confidence and knowledge by seeking information, resources and support from appropriate individuals and organisations.
4. **Record** – concerns using the Safeguarding Concern Form, record any unacceptable language and behaviour and document success stories which help to share learning and promote best practice.

## RECOGNISE

Definitions:

**Safeguarding and Protection:** Safeguarding is being proactive and preventing abuse and neglect from occurring, whereas Protection is when abuse or neglect has occurred and intervention needs to take place.

**Child:** A child is anyone up to their 18<sup>th</sup> birthday in England and Wales, and anyone up to their 16<sup>th</sup> birthday in Scotland. However, the LTA considers all people under the age of 18 to be a child. Therefore if you have a concern about a 16 or 17 year old who is from Scotland, you should speak to the Safeguarding Team.

**Adult at Risk:** An adult at risk is someone who is aged 18 or over who is unable to look after their own well-being, property, rights or other interests and is at risk of harm (either from another person's behaviour or from their own behaviour) and has a disability or mental ill health, and may be more vulnerable to being harmed than other adults.

## RESPOND (SAFEGUARDING)

If a child or adult discloses abuse to you as UTC it is important you follow these points:

- Listen and do not interrupt the child / adult
- Praise the child / adult: "thank you for telling me"; "you have done the right thing telling"
- After the child / adult has finished you can ask them if there is anything else they wish to tell you
- You cannot keep this a 'secret' or 'confidential' if it meets the threshold for abuse
- Ask the child / adult for consent to tell the Welfare Officer (the person's whose job it is to keep us safe in this tennis venue)
- Be age / capacity appropriate
- Keep the child / adult and parent / carer informed of the process throughout and who you are sharing the information with and why
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If a student or participant disclosed any discriminatory or abusive language or behaviour it is important you follow these points:

- Listen to what they have to say in a non-judgemental and accepting way
- Thank the individual for trusting you to talk about their experiences

- Your role is to provide support “you are clearly really distressed by this” and to refer appropriately
- If someone discloses any information that indicates they or someone else is at risk or that institutional discrimination or abuse may have taken place you will need to tell the person that you cannot keep this confidential or agree not to take any action.
- It is not your role to investigate, apportion blame or apply sanctions
- It is essential that you refer any cases to the appropriate individual or organisation as soon as possible

If you overhear or witness any unacceptable language or behaviour it is important that you follow these points:

- You must take action – doing nothing or pretending you didn’t hear or see anything is not an option
- Your safety and the safety of those around is of paramount importance – do not directly challenge an individual’s behaviour or language if you believe that to do so would put either you or those around at risk. In these circumstances report the incident to your immediate line manager and ask them to respond and report as necessary.
- Handling difficult conversations and situations such as these can be very stressful and you may find it helpful to undertake training to give you the skills and confidence to deal with such situations. If you do not feel confident to respond then it is essential that you report any incidents to your line manager as a matter of urgency.
- Your priority is to provide support for anyone affected by unacceptable language or behaviour.
- Depending on the circumstances you might challenge directly i.e. if someone says “that was such a gay shot” You could say “please do not use that kind of language – the University and LTA have strong views on the use of homophobic language”. However if someone persistently uses such terms or calls another player a homophobic term then you will need to report the individual to the relevant authority.

## REFER

If there is a Safeguarding, Protection or discrimination concern you will need to inform the LTA Safeguarding Team by telephone – 0208 487 7000 or email – [Safeguarding@LTA.org.uk](mailto:Safeguarding@LTA.org.uk).

The Safe & Inclusive Tennis Team work Monday – Friday, 9am – 5pm. However they do pick up safeguarding concerns on weekends and bank holidays if they are significant.

The British Tennis Services Team are available on weekends and during the evening and will be able to support you in your role to a certain degree if the Safeguarding Team are unavailable.

If you are concerned about a safeguarding or equality issue for a child or adult at risk (try to gain consent), speak to your Welfare Officer immediately. If the issue is life threatening call 999.

The LTA and Tennis Foundation are working together to ensure that tennis is an inclusive, safe and welcoming sport for all to enjoy and as such encourage everyone to respond to and report any unacceptable language or behaviour .

As the UTC you are responsible for the overall culture and experience of those participating in and delivering tennis within the University or community settings. As such it is vital that UTC’s have the confidence to respond to any events or situations and refer appropriately so that effective action and support can be provided.

As the UTC it is also important that you create a safe and inclusive environment for everyone involved with University tennis. Wherever possible ensure that you make reasonable adjustments to meet the needs of

participants i.e. Muslim women can wear long sleeves, trousers and headscarf, appropriate changing and toilet facilities for trans players, access to equipment for disabled player. In your role you could also support and encourage student coaches to deliver tennis sessions in the community, targeting under represented communities.

In order to develop and enhance your knowledge and awareness of Equality, Diversity and Inclusion in relation to tennis can refer to the following individuals, organisations and websites:

- 1) LTA Equality, Diversity and Inclusion Manager at [sarah.williams@LTA.org.uk](mailto:sarah.williams@LTA.org.uk)
- 2) LTA website: [www.lta.org.uk/equality](http://www.lta.org.uk/equality)
- 3) Tennis Foundation <http://www.lta.org.uk/Tennis-Foundation/Home/>
- 4) Equality and Human Rights Commission <http://www.equalityhumanrights.com/>
- 5) Womens Sport and Fitness Foundation <http://www.wsff.org.uk/>
- 6) Sporting Equals <http://www.sportingequals.org.uk/>
- 7) English Federation of Disability Sport <http://www.efds.co.uk/>
- 8) Pride Sports <http://www.pridesports.org.uk/>
- 9) TES – Transsexuals in Sport [delia@tis-cic.com](mailto:delia@tis-cic.com)

## RECORD

After you have seen, heard, been made aware of, or noticed a concern, you will need to complete the Safeguarding Concern Form (SCF) within 24 hours and send it to [Safeguarding@LTA.org.uk](mailto:Safeguarding@LTA.org.uk) within 48 hours.

If you have responded or referred a case of discrimination or abuse it is important that you keep a record of what has happened, what action you took and who you referred the case to. Any individual has a right to access any information held about them and so ensure you only record facts and not opinions about the individual.

### Sharing learning and good practice

As a sport we want to ensure that tennis has a consistent and positive approach to creating a safe and inclusive environment. In order to achieve this the LTA would like to develop case studies of good practice. If you have taken action that has contributed to creating a safe and inclusive environment i.e. you have implemented policies and procedures, created a charter for positive behaviour or taken positive action to meet the needs of individual players or successfully engaged with diverse communities we would like to hear about it. With the consent of the individuals concerned please send a short report and where possible include some high quality photos to;

LTA Equality, Diversity and Inclusion Manager at [Sarah.williams@LTA.org.uk](mailto:Sarah.williams@LTA.org.uk).

LTA Safeguarding Manager at [Leonora.Borg@lta.org.uk](mailto:Leonora.Borg@lta.org.uk)

# UNIVERSITY COMPETITION

## COMPETITION STRUCTURE

There are several key competition opportunities that universities can utilise to increase the number of people competing at their university. The Competition Programme has been designed to offer opportunities for all standards of players from beginners to performance players:

- Touchtennis
- Beneden Tennis Festivals
- Club Championships
- Box Leagues
- BUCS Leagues
- BUCS Individuals
- Recreation Team Competition – Team Challenge

Please note that University Tennis Tour and Grade 4 university events will not be continuing this year.

If you have any queries about any aspect of competition, please email [competitionsupport@lta.org.uk](mailto:competitionsupport@lta.org.uk)

## TOUCHTENNIS

To support you with running touchtennis sessions, universities can apply to receive a touchtennis pack containing a range of promotional material and prizes.

If you would like more information or would like to register for a free Timed Tennis Pack, please email Katie Evans at [katie.evans@tennisfoundation.org.uk](mailto:katie.evans@tennisfoundation.org.uk)

## CLUB CHAMPIONSHIPS

Club Championships are a great event to encourage your players to compete in a more formal internal competition. A finals day can attract many spectators, so consider holding other social events such as a BBQ on the day.

Different formats can be used depending on the number and standard of players, and time available to complete matches:

- **Round Robin** – Players compete against everyone in their box (similar to a box league) with the winner of each box going through to a semi-final and final against other box winners.
- **Elimination Draw**- Players are put into a draw, with the winner of each match progressing through to the next round whilst losers get knocked out of the tournament (similar to a Wimbledon Draw).
- **Progressive Draw**- Stronger players feed through to the draw at a later stage, giving less experienced players an opportunity to play a few matches before meeting a higher standard of player. Therefore this is ideal if you have a variety of standards of players.

Many universities attempt to hold their Championships in the last few weeks of term; however some students struggle to complete their matches due to their exams. Consider running your Championships at a different time of the year (some clubs have held Winter Club Championships that have been very successful) or holding your event over a longer time period (e.g. matches every Wednesday afternoon after BUCS matches have finished).

It is advised that you use TTP to run your Club Championships, as TTP can be used to create your draws, schedule your matches and submit your results. Results for Club Championships can also count towards your ratings.

### BOX LEAGUES

Box leagues are a great opportunity for players of all levels to get additional match practice against a similar standard of player. Most box leagues are run over an 8 week period, with players needing to arrange and play their matches before the end of the 8 weeks.

Box leagues can also be run through TTP, which allows the leagues to be updated and viewed online by all players. If you don't use TTP to run your leagues, please ensure that your results are sent in either via Results Manager.

### BUCS LEAGUES

The LTA/TF work closely with BUCS to capture all rubber results from BUCS matches, which can then count towards players ratings and rankings. Without all information from each rubber (i.e. final score and both player BTM's) matches cannot count towards ratings, meaning that players lose out on potential ratings wins and ranking points.

Winning team captains (or home team captains in the case of a tie) are required to submit all results and information of the players on both teams by **midday Friday** after the match has been played using the Results Submission app or website.

UTC's and Ambassadors are required to submit their captains with this process in the following ways:

- Ensure that all BUCS players have a BTM. Without a BTM, the players' results can't be submitted. Players can sign up in three ways:
  - On the LTA Website (Registered Universities only)
  - Using the Student Signup Application Form
  - Using the Bulk Sign Up Form (minimum 10 people)
- Ensure that Captains submit their Team Order to BUCS Administrator at your university by the Squad Declaration Deadlines to avoid BUCS Disciplinary points.
- Ensure that all team captains submit their results by the deadline each week (midday Friday after their match). Results can be viewed by logging into the LTA Tournament Software website using the university login details that will be emailed to you.

### BUCS INDIVIDUALS

BUCS Individuals are a series of events aimed at performance players. There are 5 regional qualifying events, with the winners heading through to the BUCS Finals that will be held at Loughborough.

Region	Venue	Date
North	Leeds Beckett University	Saturday 18 <sup>th</sup> – Sunday 19 <sup>th</sup> February 2017
Midlands	Warwick University	Saturday 11 <sup>th</sup> – Sunday 12 <sup>th</sup> February 2017
South West	Exeter Tennis Centre	Saturday 11 <sup>th</sup> – Sunday 12 <sup>th</sup> March 2017
Scotland	TBC	TBC

South East	Bucks Indoor Tennis Centre	25 <sup>th</sup> – 26 <sup>th</sup> February 2017
National Finals	Loughborough University	Thursday 30 <sup>th</sup> March – Sunday 2 <sup>nd</sup> April 2017
<i>*Please note that all dates are currently provisional and subject to change. Confirmed dates will be made available on the BUCS website shortly.</i>		

### TEAM CHALLENGE

To increase the amount of structured competitive opportunity against other universities outside of BUCS, we are introducing a new informal competition format to take place between local universities.

Universities that have applied to take part will have received an email with further details, including the cluster to which their university is assigned to. Universities will compete against other local universities within their cluster organiser at several points throughout the year (roughly once a term). Your Cluster Organiser will be in touch shortly with further details.

### Submitting results

There are two different ways that you can submit your results to the LTA so that they count towards your players LTA ratings, giving your players the chance to improve their rating through a range of competitions.

- 1) Results Manager
- 2) Tennis Tournament Planner (TTP)

### RESULTS MANAGER (RM)

Results Manager is an online tool that you can use to submit your results. To submit your results, you need to log onto your LTA profile and under 'my roles' in the top right hand corner, select 'Results Manager'. Create a new event, ensuring that you select 'university' as the category of competition.

When inputting your results, all players require a British Tennis Membership (for sign up instructions, see BUCS Leagues above'). If you have already inputted a player for a previous match, they will automatically appear on your list of players on the right hand side of the page, making players easy to locate.

Results Manager can also be used on an iPad and other tablets, meaning that results can be submitted at the tennis venue, reducing administration time after the event.

This method of results submission is ideal for Timed Tennis and box league results, can be also used for other competition formats.

#### Next steps...

Please let us know if you would like to use Results Manager and we can then ensure that you have the option of 'Results Manager' on your LTA profile.

### TENNIS TOURNAMENT PLANNER (TTP)

TTP is a software to help you manage your tournaments from start to finish. TTP can be used to:

- Accept entries and payment to your competition online
- Schedule matches based on your court availability
- Seed your players in a non-biased way

- Publish your draw and up to date results online, allowing all players to get up to date information regarding your tournament.
- Email players with their match times

With TTP covering a large amount of the administration jobs related to larger tournaments, it would be ideal to use this software for Club Championships or box leagues.

#### Next steps...

To be able to use TTP, you will need to apply for a TTP licence on the LTA website. There are two requirements that you need to receive your licence:

- 1) **Valid DBS with the LTA** – A DBS is valid for 3 years. Many UTC's and Ambassadors will have a DBS from completing Tennis Coaching Course.
- 2) **Signed Data Protection Form**- A data protection form can be downloaded from our website. Please sign this form and post the form back to the address on the bottom of the form.

## Training Courses and Resources

### COMPETITION ORGANISERS COURSE

A 3-hour workshop aimed at people aged 16-25 years. The course includes guidance on how to plan and run your competition, competition format advice and information on planning a welcome presentation to players and parents. All attendees receive a toolkit to help them start running competitions. The course costs £25. Further information can be found here:

<http://www3.lta.org.uk/Courses/Course/?courseid=1-12CMD21>

### REFEREE COURSES

The first step to refereeing is to attend the Referee Course. This two-day course is held at various venues around the country. Further information can be found here:

<http://www.lta.org.uk/volunteers-officials/Becoming-a-Referee/>.

## Competition Support

If you have any questions regarding University Competition please contact Competition Support on [competitionsupport@lta.org.uk](mailto:competitionsupport@lta.org.uk)