



2018–19

# FIRST SERVICE GUIDE

A British Tennis Registered  
Venue's guide to the support  
and benefits on offer from the LTA





## THANK YOU FOR REGISTERING TO BRITISH TENNIS

Over 2,800 tennis clubs and venues across the country register each year to British Tennis and join the LTA, Tennis Scotland, Tennis Wales and the County Tennis Associations in working together to improve tennis in this country. Without your support we would not be able to achieve our goal of getting 'more people playing tennis more often.'

So it is important to say a big thank you to everyone concerned at your venue for firstly registering to British Tennis for 2018-19 and for your ongoing support in helping to improve tennis. In return this guide outlines all of the benefits and support that the LTA offers registered venues to help you run your venue and support you in providing the best possible tennis experience for your players.

The First Service Guide provides a comprehensive summary of all of the programmes, initiatives and support

that registered venues can take advantage of. It provides a summary of each benefit and signposts you to where you can find out more information. However, if you need any help or support then please do not hesitate to get in touch with the LTA nationally, your LTA regional team, Tennis Scotland / Wales or your County Tennis Association; the contact details of which are at the back of this guide.

Thank you for everything that you do for tennis in Britain and good luck for the year ahead.

**Scott Lloyd**  
LTA Chief Executive

# BENEFITS OF VENUE REGISTRATION

Registering your venue to British Tennis entitles you to a whole range of benefits, which are summarised below and detailed throughout the rest of this guide.



## PRIMARY BENEFITS

**Public Liability Insurance - page 11**

Registered venues receive a comprehensive insurance package that for most clubs provides value that exceeds the annual registration fee.

**British Tennis Member Wimbledon Ballot - page 12**

Players at registered venues can join the British Tennis Lite Membership and can access the British Tennis Member Wimbledon Ballot for free.

**ClubSpark - page 14**

A free online venue management tool designed to make it easier to operate all aspects of your venue, including membership, court bookings and coaching programmes.

## FUNDING SUPPORT

**Transforming British Tennis Together - page 17**

Opportunity to apply for facility development funding through the LTA's £125m flagship capital investment programme.

**Grant Finder - page 19**

Access to an online search engine to provide up-to-date information on thousands of grant schemes operating throughout the UK.

**County Funding Opportunities - page 19**

Many County Tennis Associations run their own grant funding programmes to support registered venues, contact your County Association to find out more.



## GROWING YOUR VENUE

**Great British Tennis Weekend - page 21**

Join 1,200 other tennis venues in delivering a GBTW open day event which each year attracts over 55k participants into tennis venues.

**Tennis for Kids - page 22**

A highly successful programme that helps registered venues and accredited coaches support more children in learning to play and enjoy tennis.

**Mini Tennis - page 23**

Over 2000 tennis venues run a Mini Tennis programme to help retain children in our sport.



## RUNNING & ENTERING COMPETITIONS

**County Leagues & Competitions - page 29**

Each County Tennis Association runs county competitions and leagues for all ages. Speak to your County to find out more.

**Team Challenge - page 25**

A fun and flexible team competition aimed at young players who are new or inexperienced to competition.

**Road to Wimbledon - page 26**

Stage a tournament at your venue that feeds into the biggest junior tournament in British tennis.

**Quorn Family Tennis Cup - page 27**

Deliver a fun family competition at your venue taking advantage of LTA support and resources.

**Team Tennis - page 28**

Provides players of all ages with regular league matches in a competitive team environment.



## VENUE SUPPORT

**Business & Legal Advice - page 33**

Access to legal and business advice helpline called Baseline.

**Club Development Workshops - page 33**

Club workshops to support the training and development of clubs on a range of topics.

**Club and Coach Forums - page 34**

Local forums to support registered venues and accredited coaches. Contact your LTA Regional Team to find out more.

**Tennis Equipment Discounts - page 35**

Significant discounts on a range of tennis equipment and court maintenance goods.

**Free Membership to Senior Tennis GB - page 35**

Take advantage of Senior Tennis GB's competitions, funding & support.







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# PRIMARY BENEFITS OF REGISTRATION

There are a large number of benefits and support services that tennis venues can access through their British Tennis Registration, but most venues will cite one of the following as the most important reasons for registering:

- Venue Insurance
- British Tennis Membership
- British Tennis Member Wimbledon Ballot
- ClubSpark

This next section covers these primary benefits in more detail explaining the services that venues can access as part of their registration.



## INSURANCE



### What

As part of Venue Registration we provide venues with a comprehensive insurance package at no additional cost.

#### **Combined Liability (Public Liability and Professional Indemnity) Insurance**

- £50m limit of indemnity
- Includes competitions, fundraising and social activities
- Includes “multi-sports” cover

#### **Employer’s Liability Insurance**

- £10m limit of indemnity
- Includes cover for volunteers

#### **Director’s and Officer’s Liability Insurance Cover**

- £1m limit of indemnity

In addition we also provide an online risk assessment programme to aid venues in the management of risk at their venue. As part of our insurance scheme we have also negotiated discounted rates on the following two products:

1. **A bespoke tennis venue property insurance scheme**
  - Court Cover
2. **Electrical inspection programme to cover PAT testing**

### Who

The Combined Liability insurance is arranged by Howden. For further information and detail on the insurance cover that is provided please visit: [www.lta-insurance-centre.com/clubs](http://www.lta-insurance-centre.com/clubs)

Court Cover is a specialist tennis club insurance policy, endorsed by the LTA and tailored to the needs of your individual club. For a no obligation quote for your property, please call us on 0121 698 8003 or email [LTA@howdengroup.com](mailto:LTA@howdengroup.com)

To arrange an electrical inspection at the rates negotiated for British Tennis Registered Venues please contact Howden on **0845 0760146**

### How

To access the insurance cover above, your venue needs to be a British Tennis Registered Venue and this is completed through the LTA website. Once you have completed the online Venue Registration, your insurance certificate will be automatically available in the Important Documents page of your admin area of the LTA website.

- If you are a newly registered venue, then your insurance will be valid from the date upon which you complete Registration (i.e. if you complete Registration on 20th December 2018, your insurance cover will begin on that date).
- If your venue was registered in 2017/18, then we provide temporary insurance cover between the period 1st October - 30th November 2018 until you find time to complete your registration (i.e. if you were a registered venue in 2017/18 and you complete Registration on 15th November 2018, then your insurance cover will be backdated so that you are also covered between the period of 1st October - 14th November 2018). However, if a claim is made in relation to your venue and a date in that period, your insurance will only be valid if you complete registration by the 30th November 2018 deadline.
- If your venue is not registered by the 30th November 2018 deadline, then insurance cover will have effectively lapsed on 30th September 2018 (the end of the 2017/18 year), leaving you liable for any claims made from 1st October 2018 onwards.
- If you complete Registration for 2018/18 anytime after the 30th November 2018 deadline (i.e. any date between 1st December 2018 and September 2019), then your insurance cover will NOT be backdated to 1st October, but will instead only be valid from the date on which you complete Registration. This applies even if you have been a registered venue in 2017/18.

We ask that you complete the risk assessment tool before registering your club each year; but it is also available all year round. The online risk assessment tool can be accessed here:

[www.lta-insurance-centre.com/risk-assessment](http://www.lta-insurance-centre.com/risk-assessment)



## BRITISH TENNIS MEMBERSHIP

### What

British Tennis Membership is the LTA's benefits scheme for individual players and fans.

#### There are three tiers available:

- British Tennis Lite Membership
- British Tennis Team Membership
- Child Membership

**British Tennis Lite Membership** is an exclusive free tier available for Juniors (11-17) and Adults (18 plus) who belong to our network of registered venues. Benefits include a British Tennis Rating and access to the annual British Tennis Wimbledon Ballot.

**British Tennis Team Membership** is the full benefits tier that costs just £10 for juniors and £20 for adults. Lite benefits are included plus priority ticket access for Major Events and Davis Cup, #ACE Magazine, 50% discounted Nitto ATP Finals tickets, and offers at the British Tennis Shop.

**Child Membership** for 4-10 years is free and in return for registering, members receive a Mini-Tennis rating so they can start competing plus access to offers at the British Tennis Shop

### How

When a new member joins your venue, if they wish to join British Tennis they can do so direct by visiting [www.lta.org.uk/join](http://www.lta.org.uk/join)

When signing up the individual will first be asked to select either Child, Lite or Team Membership and then will be asked to select the primary venue that they belong to.

Current Lite Members wanting to upgrade to Team Membership should log in to their Members Area and simply click upgrade.

[www.lta.org.uk/member](http://www.lta.org.uk/member)

If you would like to promote British Tennis Membership at your venue, you can access an online toolkit containing useful marketing material and digital assets.

[www.lta.org.uk/member/membershiptoolkit/](http://www.lta.org.uk/member/membershiptoolkit/)

## ACCESS TO THE BRITISH TENNIS WIMBLEDON BALLOT

CHILD MEMBERSHIP IS  
**100% FREE!**

AND INCLUDES MINI-TENNIS RATING  
& ACCESS TO TENNIS GEAR SALES

### When

After a venue completes their registration, all British Tennis Lite Members linked to that venue will have their membership automatically renewed for another year. Those that have upgraded to Team Membership will need to individually renew and pay for their upgrade annually when required. If they decide not to renew to Team, they will automatically be moved onto Lite Membership, provided they are still linked to at least one LTA Registered Venue.

## BRITISH TENNIS MEMBERS WIMBLEDON BALLOT



### What

By being a registered venue you will be eligible to receive an allocation of Wimbledon tickets, for you to ballot to the British Tennis Members associated to your venue.

### When

Access to your venues Wimbledon ticket allocation will be made available to your Ballot Administrator online via the LTA website in early March. Your venue will have until the end of May to complete the ballot for your eligible opted in members.

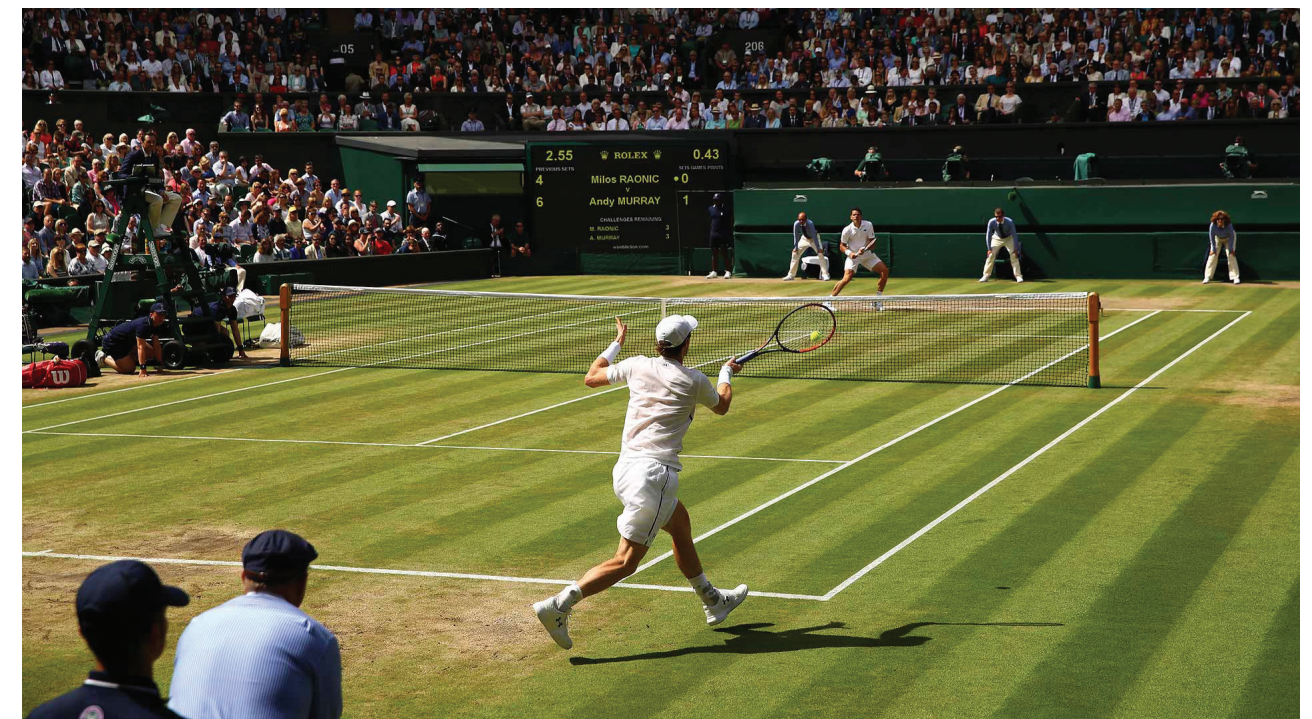
### How

To ensure your venue is eligible to access the ballot, you need to have completed the British Tennis venue registration by the deadline, which for 2018/19 is **30th November 2018** and paid your registration fees by your county association's payment deadline (dependent on your county).

If both of these requirements are met, you will receive an allocation of tickets based on the number of opted in British Tennis Members you have as of the 22nd February 2019. Please note, in order for your members to count towards your ticket allocation and enter your venues ballot, they must be a British Tennis Lite or Team Member, linked to your venue and have opted in by the deadline. Any new members joining your venue after the 22nd February 2019 will not be valid for the 2019 ballot process but will be able to access the ballot the following year, if they are still a registered member of your venue.

For more information on the British Tennis Members Wimbledon Ballot, please visit:

[www.lta.org.uk/wimbledonballots](http://www.lta.org.uk/wimbledonballots)





CLUBSPARK



What

ClubSpark is an online venue management tool designed to make it easier to operate your venue, giving you more time back to spend on court.

Free for all LTA Registered Venues, ClubSpark has been designed to help you manage and promote your membership renewals, court bookings, coaching programme and open days.

Discover SmartAccess with our online access management system, that automates your venues access, bookings, and light controls, allowing your courts to manage themselves in a safe and secure environment.

More and more brilliant features continue to be added to the system based on the feedback from volunteers and coaches at tennis venues all across Britain.

Who

For general advice and guidance on ClubSpark contact your local Regional Office or the British Tennis Services Team.

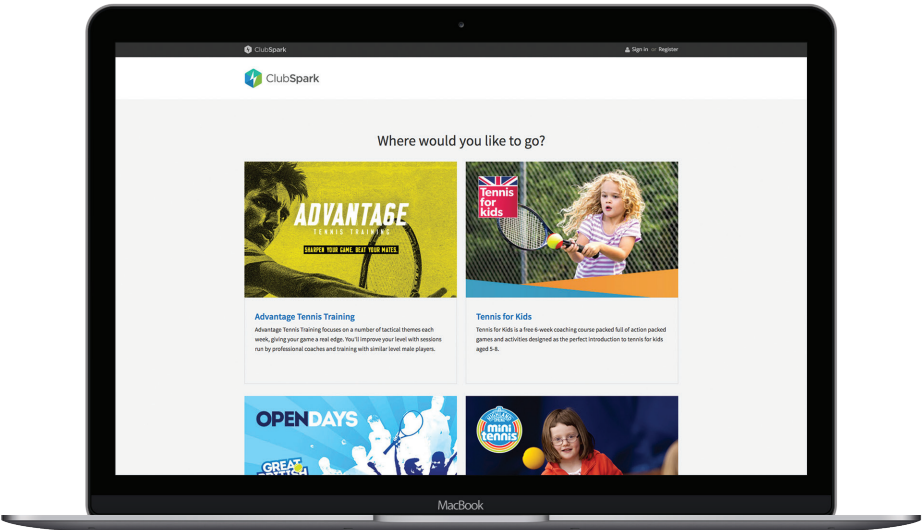
For specific system related enquiries email **support@clubspark.co.uk** or visit the help centre here: **https://sportlabs.zendesk.com**

How

To find out more and start using ClubSpark visit: **www.clubspark.com**

You can register or login using your existing LTA website login details or by creating a new ClubSpark account at **clubspark.lta.org.uk**.

In addition to the website, ClubSpark also has an app that enables you to check in participants for your sessions, enabling seamless administration of your registers. To download the app for free, search 'Clubspark' in either the IOS or Android app store.





# FUNDING SUPPORT

External funding support is crucial for many tennis venues that are keen to develop their tennis facilities or to establish new projects that attract new participants into tennis. The LTA offers registered venues access to various funding support that can help venues deliver their aspirations.

- Transforming British Tennis Together
- Grant Finder
- County Funding Grants

## TRANSFORMING BRITISH TENNIS TOGETHER



The Transforming British Tennis Together initiative aims to generate £250m to be invested into British tennis over the course of the next decade, with £125m being funded by the LTA. Whether you're a club, a local authority, an educational institution, or another tennis provider, we want to help you to come together with other local partners to create the right mix of facilities to get more people playing tennis in your area.

We will operate multiple funds, that will be flexed over time to suit the needs of British Tennis. This approach will allow us to support as many communities as possible to create the right mix of facilities to engage local people in tennis. We are seeking to support the very best project that demonstrate clearly how they will grow participation with the support of our investment. Our funding is provided as a mix of grants and loans as we seek to be a shortfall funder, ensuring our resources can help as many communities as possible.

To find out more about the latest funding round or to register your interest for funding please visit:  
[www.lta.org.uk/tbtt](http://www.lta.org.uk/tbtt)

THIS INITIATIVE  
WILL GENERATE  
**£250  
MILLION**  
OVER THE COURSE OF  
THE NEXT DECADE





## GRANT FINDER

### What

There are thousands of small, medium and large grant schemes operating throughout the UK. It is often very time consuming to find the right scheme for your project so to speed up the process we provide an online search engine. This free to use tool allows you to search through thousands of grant schemes available to help support both capital and revenue projects.

You will be asked some basic questions about your venue and provided a list of the schemes that you might be eligible for. Funding schemes change on a regular basis so we update the information in the tool on a daily basis.

### How

Visit:

**[www.open4funding.co.uk/lta/](http://www.open4funding.co.uk/lta/)** to register and commence your funding search.

## COUNTY FUNDING GRANTS

### What

Many County Tennis Associations operate small funding grants and loan schemes that registered tennis venues in the local area are able to apply for.

### How

These funding schemes differ from county to county and so speak to your County Tennis Association to find out if they provide any funding support along with the details. If your club is Welsh or Scottish it is worth speaking to Tennis Wales or Tennis Scotland to find out if there are any local funding schemes that they would encourage you to apply for.



# GROWING YOUR VENUE

The LTA supports registered venues and accredited coaches with a range of different tennis programmes and campaigns to help you grow and retain participants and members at your venue.

This section provides an introduction to these programmes, but another useful LTA resource that provides more information and case studies on how tennis venues can integrate some of these initiatives into their club is the Growing your Programme resource that can be viewed here:

<https://www.lta.org.uk/globalassets/coach--teach/documents/team-and-programme-development/growing-your-programme.pdf>

The following initiatives are discussed in this section:

- Great British Tennis Weekend
- Tennis for Kids
- Mini Tennis

## GREAT BRITISH TENNIS WEEKEND

### What

Great British Tennis Weekend is a nationally promoted, locally delivered campaign, through which venues open their doors for people to play tennis for free. The primary objective is to provide trial opportunities for new players with the view to attracting and recruiting them to continuing playing at the venue on a regular basis.

We typically promote a number of nationally supported weekends and encourage you to run events on these dates so that you can benefit from the national marketing and promotion that happens ahead of each one.

Along with our national marketing support we provide free promotional materials, resources and prize packs to help you run a great event. We also provide an organisers guide and an online marketing toolkit where you can design bespoke marketing materials to help promote your event in the local community.

In 2018 over 1,000 venues ran one or more GBTW events, with over 50,000 people enjoying free tennis and 45% of those attending signing up to join their local tennis venue.

GBTW is open to all registered venues and we'd love you to be involved!

### How

All you need to do is login or register at [www.clubspark.co.uk](http://www.clubspark.co.uk) and publish a Great British Tennis Weekend event via the Open Days tab. Once published, the public will be able to see your events by visiting [www.lta.org.uk/gbtw](http://www.lta.org.uk/gbtw)

You can download the Organisers' Guide and design bespoke marketing materials by visiting [www.mytennistoolkit.com](http://www.mytennistoolkit.com)

### When

Venues are eligible to run GBTW events at any time from April through to August.



IN 2018 OVER  
**1,000**  
**VENUES**  
RAN GBTW EVENTS AND OVER  
**50,000**  
**PEOPLE**  
ENJOYED FREE TENNIS





## TENNIS FOR KIDS



### What

Tennis For Kids helps encourage more children across the nation to take up tennis. In 2018 over 1000 LTA Accredited coaches ran TFK courses at over 900 registered venues to thousands of new children. Since the programme launched in spring 2016 over 55,000 young people who are new to tennis have started to play.

Tennis For Kids is a six week coaching programme designed for 4-10 year olds. Courses are delivered by trained coaches across the country. The LTA provides high quality training and support to TFK coaches delivered by mentors including Leon Smith, Annabel Croft, Naomi Cavaday and Alfie Hewett. This ensures coaches are equipped to deliver inspiring sessions to all these new children trying tennis for the first time.

Every child that books on to a TFK course receives 6 coaching sessions, a Babolat racket (with 3 balls) and a personalised t-shirt – all for just £25.

The coaching sessions are targeted at beginners and coaches are encouraged to get parents on court too. Every course should have a follow on offer to encourage children (and their families) to continue playing. Many venues have recruited new family memberships through running TFK courses.

### When

In 2018 the LTA introduced some improvements to TFK to ensure the programme evolves and continues to grow. One of these is that coaches can now run as many courses as they like at any point throughout the year to help grow their programme / venue membership.

SINCE LAUNCHING IN APRIL 2016 OVER

# 55,000 NEW CHILDREN

HAVE BOOKED ON TO A TFK COURSE



## MINI TENNIS

### What

Mini Tennis is the LTA's tennis programme for children between the ages of 3-10 years old. Using smaller rackets/courts and slower balls Mini Tennis is a fun and exciting way for children to get into the world of tennis. We provide information and resources for all areas of your Mini Tennis programme.

### How

To start delivering Mini Tennis or for more information on the programme please visit

**[www.minitennis.org](http://www.minitennis.org)**

On the website you will find information and resources and you can also create bespoke marketing materials via our online marketing toolkit on

**[www.mytennistoolkit.com](http://www.mytennistoolkit.com)**

## CREATING LINKS WITH EDUCATION

### What

With nine million children in schools, one million young people in Further Education colleges and over 2 million students in universities, making use of links with education establishments in Britain is important to grow and promote your coaching programme and venue's membership options.

### How

There are a range of guides and other resources to help you build relationships with education establishments on the Tennis Foundation website:

Schools

**[www.tennisfoundation.org.uk/discover-tennis/school](http://www.tennisfoundation.org.uk/discover-tennis/school)**

Colleges

**[www.tennisfoundation.org.uk/discover-tennis/further-education](http://www.tennisfoundation.org.uk/discover-tennis/further-education)**

Universities

**[www.tennisfoundation.org.uk/discover-tennis/universities](http://www.tennisfoundation.org.uk/discover-tennis/universities)**



# RUNNING TENNIS COMPETITIONS

The LTA provides registered venues with support and resources to help run high quality competitions at a range of different ages and standards to support your venue in providing competitive tennis opportunities that meet the needs of your players, whatever their age and playing ability.

This section provides information on:

- County Leagues & Competitions
- Team Challenge
- Road to Wimbledon
- Quorn Family Tennis Cup
- Team Tennis
- Results Manager, Tennis Tournament Planner & Clubspark LTA Competitions App
- Accessing Umpires



## TEAM CHALLENGE

### What

Team Challenge provides an opportunity for players at venues up and down the country to play in one day, team competitions aimed at recreational mini & junior players in club programmes who are currently playing very little or no external competition. Over 12,000 young players took part in Team Challenge competitions across the country in 2018.

Over 200 cluster organisers are in place and this number is growing as more areas are confirmed to run the Team Challenge. Each cluster organiser is expected to contact approx. 3-6 local venues within less than 30 minutes of each other to organise a 2 to 3 hour team competition.

Matches do not count for ratings or rankings with the emphasis being on playing for a team in a local, fun competition. Cluster organisers can run events for Girls, Boys or Mixed teams with the focus being on mini and junior players.

Once a cluster organiser confirms an event time & date, they will be able to receive a free organiser pack which contains a number of resources, and promotional items including certificates and medals to help deliver each event. Events can use the red, orange, green or traditional yellow ball based on the ability and stage of the players that will be involved. Cluster organisers are encouraged to charge a small entry fee per player or per team to recognise the organiser(s) time. For example, each player taking part pays £5 to the organiser on arrival.

### When

Team Challenge competitions can take place any time across the year. Cluster Organisers are asked to avoid key local clashes when scheduling events (e.g. Local leagues, Team Tennis dates etc.). An indoor grant of up to £100 is available for indoor venues who host an event between 1 November and 28 February.



### How

For more information and to find local events near you by visiting [www.teamchallenge.org.uk](http://www.teamchallenge.org.uk)

Contact details of each cluster organiser are listed so that you can contact your local organiser.

To register your interest in becoming a Cluster Organiser or to ask any questions please email:

[teamchallenge@LTA.org.uk](mailto:teamchallenge@LTA.org.uk)



IN 2018 OVER

# 12,000 YOUNG PLAYERS

TOOK PART IN TEAM CHALLENGE  
COMPETITIONS ACROSS  
THE COUNTRY.





## ROAD TO WIMBLEDON

THE ROAD TO  
WIMBLEDON



### What

Road to Wimbledon is the biggest junior singles tournament in British tennis and gives all 14U players the opportunity to progress through to compete on the world famous grass courts at Wimbledon.

Local clubs and parks are encouraged to stage a fun event for their U14 members that have an LTA Rating of between 10.2 and 7.1. For stronger rated players (6.2 or higher), there is the Road to Wimbledon International event, which players can enter directly.

### When

We open for registration in December/January each year and venues organise their event between April and mid-June. Qualifying players have the opportunity to progress to County finals and ultimately the All England Club for the National Finals in August.

### How

Details of how to enter are available here:  
[www.LTA.org.uk/roadtowimbledon](http://www.LTA.org.uk/roadtowimbledon)



## QUORN FAMILY TENNIS CUP



### What

The Quorn Family Tennis Cup provides families with the opportunity to play tennis in an informal, fun competition run by their local club. There are two events:

- 1. Red Ball Event** – an opportunity for tennis venues to run a competition using the Mini Tennis red ball during February, March or April. In this event a child aged 10&U plays doubles with an adult family member. Winning pairs from each venue are invited to attend a festival day linked to an LTA grass court event in May or June.
- 2. Yellow Ball Event** – during September we run a number of regional tournaments where juniors aged 11-18 can play doubles on a full court with an adult family member. Successful pairs qualify for the National Finals in October.

### How

Information on the Quorn Family Tennis Cup can be found at:

[www.LTA.org.uk/Quorn-Family-Tennis-Cup](http://www.LTA.org.uk/Quorn-Family-Tennis-Cup)

### When

Red Ball Sign Up – **January / February**  
Yellow Ball Entry Period – **July / August / September**

If you have any questions please email;  
[familytenniscup@LTA.org.uk](mailto:familytenniscup@LTA.org.uk)



## TEAM TENNIS

### What

Team Tennis is a singles and doubles team competition for LTA Registered venues. It aims to provide players of all ages (8&U – Open) with regular league matches, against similar standard players in a fun competitive team environment.

Fixtures consist of four singles and two doubles rubbers in most events. Approximately 10,000 fixtures take place each season across Great Britain involving 6,000 teams and over 26,000 players. Each league has a dedicated organiser who is the point of contact for each team captain throughout the competition.

### When

Team Tennis takes place from the opening weekend in April through to July.

- Entry Period: **December and January**
- Draws & Fixtures Released: **February**
- Organisation of Fixtures: **March**
- League Season: **April to July**

### How

Information on Team Tennis can be found at:  
**[www.LTA.org.uk/Team-Tennis](http://www.LTA.org.uk/Team-Tennis)**



## COUNTY LEAGUES & COMPETITIONS

### What

County leagues and competitions are at the heart of British Tennis - we estimate over 100,000 people participate. Your local County Association works extremely hard organising fixtures, publishing results and supporting team captains.

As a registered venue we would encourage you to take advantage of these fantastic competitions to provide your members with fun, local, team based competition.

### When

It is likely that there are many different types of local leagues running in your County at different times of the year. In many Counties there will be a summer and winter league, as well as a variety of formats e.g. Men's Doubles or Mixed Doubles.

### How

You can find out more about your local leagues by contacting your **County Association**.

## RESULTS MANAGER

### What

Results Manager is a software tool that allows Competition Organisers to record and publish Grade 7 or ungraded competitions and submit results directly onto the LTA's database. Grade 7 competitions are usually internal events for members and those who play in squads at your venue.

The tool provides you with a quick and easy process to set up events and automatically send results to the LTA.

### How

To use Results Manager please complete the application form available here:

**[www.lta.org.uk/resultsmanager](http://www.lta.org.uk/resultsmanager)**

Results Manager is available to LTA Accredited coaches, Competition Organisers, Referees and recognised officials at LTA Registered Venues.

WE ESTIMATE OVER  
**100,000 PEOPLE**  
PARTICIPATE IN COUNTY LEAGUES



## CLUBSPARK LTA COMPETITIONS APP

### What

The ClubSpark LTA Competitions App has been created for Competition Organisers who want a simple way to run competitions. The app can be used for all recreational competitions including British Tennis Festivals, Club Championships, Road to Wimbledon Club Challenge, box leagues, competition in your coaching programme and much more.

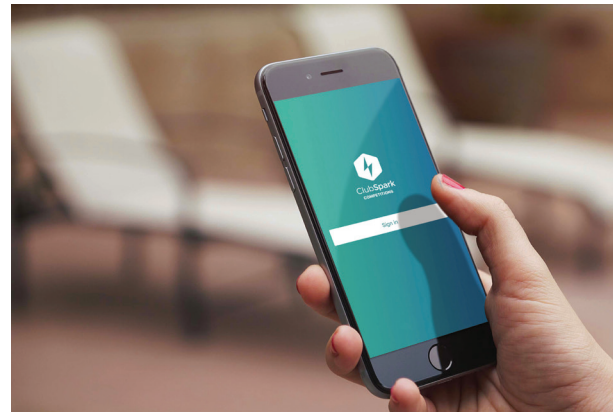
The app allows users to create competitions, lookup registered British Tennis Members to add to events and create draws with the following draw formats – round robin, compass, matchplay and elimination from their Android or iOS device.

You can share the draw sheets and if required submit results directly to our database for British Tennis Ratings purposes.

### How

Users will need to be an LTA Results Manager to login to the app. To become a Results Manager please complete the application form available here:

**[www.lta.org.uk/clubsparkcompetitionsapp](http://www.lta.org.uk/clubsparkcompetitionsapp)**



The ClubSpark LTA Competitions App

## TENNIS TOURNAMENT PLANNER

### What

Tennis Tournament Planner (TTP) is a competition planning and management tool which can be used, free of charge, by LTA Registered Venues and tournament organisers to administer Grade 1 – 6 competitions.

TTP provides a step by step approach to running tournaments, including multiple draw types, access to the British Tennis Membership database and a website where results can be published. If you use TTP your tournament can also be added to the LTA website so players can find, enter and pay for your competitions online.

### How

To use TTP you will need to:

- Have a valid DBS
- Have completed a Data Protection Agreement form
- Apply for a free licence (licences last a calendar year and will be renewed each January)

Further guidance can be found here:

**[www.lta.org.uk/ttp](http://www.lta.org.uk/ttp)**

## ACCESSING UMPIRES FOR COMPETITIONS

### What

Having LTA licensed umpires for your club finals day or club open tournament can add a sense of excitement and professionalism to a competition and make it special for the players.

### How

Complete a Request for Officials form here:

**[www.LTA.org.uk/CompetitionResources](http://www.LTA.org.uk/CompetitionResources)**

and send it into the LTA Officiating team using:

**[officiatingsupport@LTA.org.uk](mailto:officiatingsupport@LTA.org.uk)**

The cost to the venue is £30 per umpire per day.





# SUPPORTING YOUR TENNIS VENUE

The LTA provides registered tennis venues with a range of other supporting resources to help you in running your venue effectively. This ranges from advice and guidance in running the business aspects of your venue to discounts on tennis equipment.

This section covers the following:

- Business & Legal Advice
- LTA Club Development Workshops
- Club and Coach Forums
- British Tennis Awards
- Tennis Equipment Discounts

## BUSINESS & LEGAL ADVICE

### What

As a registered venue you have access to a free specialist business and legal advice telephone helpline called the **BASeline Business Advice Service**. BASeline can provide valuable guidance and advice to help venues on an assortment of different business-related topics that affect tennis venues, from taxation queries, financial management subjects, legal concerns, HR issues amongst many other business and legal concerns that arise when running a venue.

On the LTA website we also provide a range of guidance documents and templates that can assist you in running your venue effectively. By visiting [www.lta.org.uk/venuemanagement/support-your-venue/](http://www.lta.org.uk/venuemanagement/support-your-venue/) you will find guidance on taxation, sponsorship and information on the different legal structures that clubs can adopt.

### How

To access support from the BASeline Business Advice Service, you simply need to call their helpline, the number for which is **0344 571 7986**. You will need to quote the membership number, which is **X1232KC79BB5**.

BASeline also provides registered tennis venues with an online portal that gives further support, resources and templates. This can be accessed through the following link: <https://araglegal.secureclient.co.uk/arag>. Where it asks for a 'Voucher Code' you should insert the above membership number.

## LTA CLUB DEVELOPMENT WORKSHOPS



### What

The LTA provides a series of Club Development Workshops to support people who are involved in running tennis clubs and venues to learn more about subject specific areas to help them in undertaking their duties at their club to the best of their abilities.

These Workshops are no more than 3 hours in length and are organised by your LTA regional team, using subject experts to deliver the training workshops. The LTA have established Club Development Workshops to cover the following areas:

- Club Funding & Fundraising
- Club Governance
- Club Marketing
- Managing your Coach Relationship & Running an Effective Tennis Programme
- Social Media & Digital Promotion

### How

To find out more about these workshops and to book onto a course then visit:

<https://www.lta.org.uk/coach-teach/courses/#!/?format=Workshop&cat=19>

If a particular workshop is not scheduled to run in your area then please speak to your LTA regional team to express your interest as they might be able to arrange a workshop for you.



## CLUB AND COACH FORUMS

### What

The LTA in conjunction with County Tennis Associations run local forums each year that registered venues can attend to find out more information and ideas to support the development and running of your venue. These are good opportunities to discuss problems and issues affecting your club with both LTA officers and other local tennis venues, as well as picking up new ideas that could benefit your venue.

The LTA runs two types of forums:

- 1. Club Forums:** these are aimed at committee members and managers of the tennis venue and are focussed on the business, operations and development of your club.
- 2. Coach Forums:** these are aimed at supporting coaches, providing information and support to help coaches develop their coaching programme.

### How

Both Club and Coach Forums are usually held in the autumn period, but contact your local **LTA Regional Team** to find out when forums are planned to be held in your area.



## BRITISH TENNIS AWARDS

### What

The British Tennis Awards provides you with an excellent way of thanking volunteers and coaches at your venue by nominating them for an award. You can also nominate the venue itself, with a £5,000 facilities grant awarded to the national winner. There are a total of 10 categories, recognising the truly outstanding efforts that so many unsung heroes contribute towards developing tennis in their local communities.

Winners are judged and awarded prizes at a County, Regional and National level and being nominated can mean a huge amount. County winners receive a certificate and voucher prize whilst Regional winners receive tickets to Major Events and an on-court trophy presentation. National finalists are treated to an exciting awards ceremony at Wimbledon and given Centre Court tickets.

### When

Nominations for the British Tennis Awards are open from September to November (note: Please check your County Tennis Association nomination deadline as some Counties close early)

### How

To find out more about the various categories and the nomination process and timeframes please visit here:

<https://www.lta.org.uk/news/british-tennis-awards>

The LTA also provides a range of advice and guidance to help venues in recruiting and retaining volunteers, to find out more please visit:

[www.lta.org.uk/tennisvolunteer](http://www.lta.org.uk/tennisvolunteer)



## TENNIS EQUIPMENT DISCOUNTS

### What

The LTA in conjunction with the Tennis Industry Association (TIA) have established some excellent discounts on a range of tennis equipment from a number of leading suppliers across UK that are only accessible to registered tennis venues. Discounts are at least 20% off for registered venues and in many cases the discount is greater.

The TIA and LTA will continue to extend the range of products and services that registered venues can take advantage of.

### How

To find out more about these excellent offers and how to take advantage of them then please visit the TIA website and download the 'Advantage' brochure:

<https://www.tiauk.org/page/club-offers>

GET AT LEAST  
**20% OFF**  
TENNIS EQUIPMENT FROM A RANGE OF  
LEADING SUPPLIERS ACROSS THE UK

## SENIORS TENNIS GB

### What

Seniors Tennis GB works in partnership with the LTA to develop and increase tennis participation for players 35 years of age and over. Seniors Tennis run a range of competitions and teams, as well as administer a small grants programme to help venues attract and retain older players in the game.

British Tennis Registered Venues are eligible to become members of Seniors Tennis GB for free and to take advantage of all of the services on offer.

### How

To find out more about Seniors Tennis GB visit here:  
<https://www.lta.org.uk/play-compete/competing/seniors-tennis/>



# KEY CONTACTS

If you have any questions about this guide, its content or anything at all about British Tennis, please refer to the below to see who to contact.

**British Tennis Services Team**

T: 020 8487 7000  
E: [info@lta.org.uk](mailto:info@lta.org.uk)

To speak directly to a regional LTA team, please use the below contacts:

Region	Office 1	Office 2
<b>NORTH</b> E: <a href="mailto:north@lta.org.uk">north@lta.org.uk</a>	LTA North, David Lloyd Leeds, Tongue Lane, Moortown, Leeds, LS6 4QW T: 0208 487 7040	
<b>MIDLANDS</b> E: <a href="mailto:midlands@lta.org.uk">midlands@lta.org.uk</a>	LTA Midlands, Dan Maskell TC, Loughborough University, Loughborough, LE11 3TU T: 01509 226 722	LTA Midlands, Edgbaston Priory Club, Sir Harry's Road, Edgbaston, Birmingham, B13 8RD T: 0121 440 2456
<b>EAST</b> E: <a href="mailto:east@lta.org.uk">east@lta.org.uk</a>	LTA East, Hills Road Sports & TC, Purbeck Road, Cambridge, CB2 8PF T: 01223 210 111	LTA East, Bucks ITC, Holmers Lane, High Wycombe, HP12 4QA T: 0208 487 7290
<b>SOUTH WEST</b> E: <a href="mailto:southwest@lta.org.uk">southwest@lta.org.uk</a>	LTA South West, David Lloyd Southampton, Frogmore Lane, Southampton, SO16 0XS T: 02380 738 550	
<b>LONDON &amp; SOUTH EAST</b> E: <a href="mailto:southeast@lta.org.uk">southeast@lta.org.uk</a>	LTA South East, National Tennis Centre, 100 Priory Lane, Roehampton, SW15 5JQ T: 0208 487 7204	LTA South East, Bromley TC, Newstead, Avebury Road, Orpington, BR6 9SA T: 0208 487 7290
<b>TENNIS SCOTLAND</b> E: <a href="mailto:info@tennisscotland.org">info@tennisscotland.org</a>	177 Colinton Road, Edinburgh, EH14 1BZ T: 0131 444 1984	
<b>TENNIS WALES</b> E: <a href="mailto:tenniswales@tenniswales.org.uk">tenniswales@tenniswales.org.uk</a>	South Wales, Francis House, No. 2 Drake Walk, Waterfront 2000, CF10 4AN T: 02920 463335	





