

LTA Tennis Venue Registration 2018/19

Welcome to British Tennis Venue Registration 2018-19

This is the portal to register your venue for 2018-19. British Tennis Venue Registration enables your venue to access a number of benefits and services from the LTA that help you to run your facility.

As you progress through the registration questions you can save and come back and complete at a later time – just make sure you click the 'Save and Continue' button on each page.

Click [here](#) to get further **Venue Registration Help** and you can download the **Venue Registration Questions** here if you find it easier to have an offline version to discuss with your management committee.

Thank you for registering to British Tennis and for everything you do in helping to deliver tennis. Good luck for the year ahead!

Minimum Registration Standards

For 2018-19 venues that wish to register to British Tennis will need to meet five minimum standards to help ensure that your venue is providing a safe and inclusive environment for children and adults.

As you go through the Venue Registration process you will be asked to demonstrate how your venue meets the following requirements:

1. Have a **Safeguarding Policy** that has been clearly communicated to all involved at the venue.
2. Have a **Diversity & Inclusion Policy** that has been clearly communicated to all involved at the venue.
3. Have a **Welfare Officer** who has undergone the necessary training.
4. You must ensure that relevant volunteers, staff, coaches and officers of the venue have had a satisfactory **Criminal Records Check**
5. Have completed an annual **Risk Assessment** of your venue and its facilities.

If your venue wishes to access the LTAs Venue Insurance package you will need to complete an **online Annual Risk Assessment**.

Click [here](#) for further information on the **Minimum Standards** and guidance in achieving them.

By completing Venue Registration and declaring that your venue meets the above Minimum Standards you are agreeing to our **Terms & Conditions**. If your venue is found to have falsely declared that you meet these standards your LTA venue insurance will be invalidated and the other registration benefits will be withdrawn.

Recognition: Registered Venues will receive resources and materials to promote that you have achieved Minimum Standards and are a safe and inclusive tennis venue.

Tennismark: With the introduction of the Minimum Registration Standards, the LTA has decided to end Tennismark from 2018-19 as there is significant duplication. Find out more about Tennismark

Contact Information



i Venue and contact information help

The Main Contact is the person that the LTA will use to contact with any information relating to your involvement in British Tennis. You can add and remove Main Contacts in the Workforce section.

Registration County is the County Tennis Association to which your venue is associated to.

Local Authority is the local authority that your venue is located in.

If your County or Local Authority needs to be altered please contact the British Tennis Services Team via info@lta.org.uk or 020 848 77000

[Hide help](#)

Venue Name (to appear on website)

Main Contact(s)

Organisation Name (to appear on invoices & insurance docs)*

Club Email Address*

Website

Registration County

Phone Number*

Local Authority

Organisational Structure



i Organisational Structure help

For further assistance on understanding your organisation type please read the [LTA's Guidance on Club Legal Structure & Status](#) (please note that 'Club' is not a legal status for an organisation). If you still require support then please contact [BASeline Business Advice Service](#), which is a legal and business advice service dedicated for British Tennis Registered Venues. Contact details & information can be found in the [First Service Guide](#).

[Hide help](#)

What type of organisation are you?

Do you have a charitable status?

What is the tenure?

Freehold Leasehold

Is the venue owned AND operated by a Local Authority?

Venues that are owned and operated by a local authority are not eligible for the LTA insurance package, as the appropriate level of cover will be already be provided by the local authority. It is important to ask the local authority to provide evidence of this cover.

Yes No

Are you a nomadic organisation with access to courts on an exclusive basis, less than 15 hours per week for 40 weeks of the year?

Yes No

Do you have any of the following?

- Constitution
- Set of Rules
- Trust Deeds
- Memorandum of Association
- Other

Is the above document(s) open and non-discriminatory?

Yes No

Will your venue be making use of the Public Liability Insurance that the LTA provides as part of the benefits of Venue Registration?
(note: venues that are owned and operated by a local authority are not eligible for the LTA insurance package)

YES - I WISH TO USE THE LTA PUBLIC LIABILITY INSURANCE

NO - I DO NOT WISH TO USE THE LTA PUBLIC LIABILITY INSURANCE

Risk Assessment

Minimum Registration Standard: To register, all venues must complete an annual risk assessment.

Complete your risk assessment by using the online [Risk Assessment Portal](#)

Our records show that you either haven't completed a risk assessment or that your risk assessment is over 12 months old and is out of date. You therefore won't be eligible for insurance or register your venue. To update your risk assessment or self declaration in order to access insurance please login to the insurance portal [here](#)

If you have updated your risk assessment within the last 12 months but this page hasn't updated, press this button to check:

REFRESH RISK ASSESSMENT

Do you provide information on accidents and emergencies and log incidents?

Yes No

Do you have a sinking fund?

Yes No

Please indicate which of the following policies you have available to your members and players.

Minimum Registration Standard: All registered venues must have a Safeguarding Policy and a Diversity & Inclusion Policy. These policies need to be displayed at the venue and communicated to participants at the venue. Click here to find out more about the [Minimum Standards](#).

Is your venue a park site? If so [click here](#) for more information on how you can meet the Minimum Registration Standards.

Are you a coaching provider operating a venue? If so [click here](#) for more information on how you can meet the Minimum Registration Standards.

Diversity & Inclusion Policy

The venue has communicated & displayed either the Safeguarding Policy, Safeguarding Summary Statement or Park Site Safeguarding Poster (for park venues only)

Safeguarding Policy

The Diversity & Inclusion Policy has been communicated

Do you have a short-term development plan?

Yes No

Do you have a medium to long-term business plan?

Yes No

What are your top three objectives for the year ahead?

Grow Membership

Retain Membership

Improve Facilities

Develop coaching team

Improve tennis programme

On-court success

Improve finances

Improve community links

Recruit volunteers

Improve overall marketing

Please state the URL of any online court booking system you use.

Playing Facilities ?

Court Type	Outdoor & Non-Floodlit	Outdoor & Floodlit	Temporary Indoor	Indoor
Acrylic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artificial Clay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artificial Grass	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grass	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Macadam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Porous Concrete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shale / Blaes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Textile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tarmac	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mini Tennis Courts

Stand alone mini tennis courts need to be listed, however they will not be charged for registration. Please do not list mini courts if the markings are on existing full size courts.

Court Type	Outdoor & Non-Floodlit	Outdoor & Floodlit	Temporary Indoor	Indoor
Mini Orange*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mini Red*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Court Costs

The base price* of the courts selected is €

* Based on the number of courts entered above, and not including any applicable discount, this is the estimated invoice cost for your courts. Please note any discounts will be applied at the Confirmation Page. This cost does not include any additional fees that may be imposed by your county association.

Payment Options*

Please select all payment options available to access the playing facilities at your venue.

- Membership
- Pay and Play
- Sometimes Free
- Always Free

- Toilets
- Bar/Cafe
- Fully Accessible
- Changing Facilities
- Clubhouse
- Accessible - excluding wheelchair
- Function room
- Gym
- Equipment Hire

Are you a multisport venue?

- Yes No

Members and Players



Members

This is the total number of tennis playing members at the venue. If your venue does not have a membership option, please list zero members in each category

Please list all tennis members individually i.e. for family membership list the number of adults and juniors in each family as part of your total.
Commercial / multi sport clubs please enter tennis playing members only not total membership.

Members	Male	Female	Total	Annual fee	Joining fee
Adults (18+ yrs)	<input type="text"/>	<input type="text"/>			
Juniors (11 - 17 yrs)	<input type="text"/>	<input type="text"/>			
Child (10 and under)	<input type="text"/>	<input type="text"/>			

Non-Members

Please state the number of non-members who use the tennis facilities at your venue. This could be pay and play access or programme activity.

For pay and play indoor tennis centres and parks without a membership please estimate the number of people who access your facility on an annual basis. Only count individuals once.
If you have a leisure card system or key fob system please enter the number of people who have access to the leisure card / key fob.

Non-Members	Male	Female	Total
Adults (18+ yrs)			
Juniors (11 - 17 yrs)			
Child (10 and under)			

British Tennis Members

Team Members	Male	Female	Total
Adults (18+ yrs)			
Juniors (11 - 17 yrs)			
Total			
Lite Members	Male	Female	Total
Adults (18+ yrs)			
Juniors (11 - 17 yrs)			
Total			
Child Members (10 and under)	Male	Female	Total
Child Paid			
Child Free			
Total			

Customer Service

Do you run social events for your members?

- Yes No

How do you communicate with your members?

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Noticeboard | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Text |
| <input type="checkbox"/> Website | <input type="checkbox"/> Magazine | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Email | <input type="checkbox"/> Other |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Direct Mail | |

How do you welcome new members?

- | | | |
|--|--|---|
| <input type="checkbox"/> Welcome Letter | <input type="checkbox"/> On Court Assessment (with a member) | <input type="checkbox"/> New Member Social Tennis |
| <input type="checkbox"/> Induction (without Coach) | <input type="checkbox"/> On Court Assessment (with a coach) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Induction (with Coach) | <input type="checkbox"/> New Member Evenings | |

How do you accept payment for membership fees? (Please select all that apply)

- One off payments (e.g. full annual subscription)
 Installments (e.g. monthly direct debit)

Venue Management > Facilities > Members & Players > **Workforce** > Coaching Programme > Competition Programme > Outreach & Promotion > Health Check

Criminal Records Checks - Self declaration

You must ensure that relevant members of your workforce have a satisfactory criminal record check – if you are unsure if a check is required please head to this link where information is available <https://www.lta.org.uk/about-us/safeguarding-protection/venue-minimum-standards/>

If you do have any questions in this area please ask. It is a complex subject and you cannot be expected to know the requirements in depth, we are here to help. Please contact us on 02084877000 or DBS@LTA.org.uk

Please tick here to confirm that all relevant members of your workforce have an appropriate criminal record check, please note that the LTA will be randomly auditing venues.

- I confirm that all relevant members of your workforce have an appropriate criminal record check

Management Team ?

i Management Team help

In the table below you can add/remove/change your venues' Main Contact/s. Please ensure this contact is subscribed to all relevant LTA communications and can forward this information to relevant parties (committee, club members) as appropriate.

Minimum Registration Standard: You must ensure that all relevant people at your venue have a satisfactory Criminal Records Check (such as a DBS check or PVG Scheme). Click here to find out more about this [Minimum Standard](#).

Note: please be aware that if you allocate anyone Web Admin access (checkbox below) they will receive a copy of all automated Registration correspondence and will also have access to LTA registration for your venue.

[Hide help](#)

First name	Last name	Hours	Status	Web Admin	View and Edit Role(s)
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Welfare Team



Welfare Team help

Minimum Registration Standard: You must have a Welfare Officer who has undergone the necessary training and fulfils the duties of the role. The Welfare Officer should not be a coach at the club.

The Welfare Officer must have a satisfactory Criminal Records Check
The Welfare Officer must have attended a minimum of an LTA Safeguarding & Protection in Tennis course (or equivalent)

Click here to find out more about this [Minimum Standard](#)

Is your venue a park site? If so [click here](#) for more information on how you can meet the Minimum Registration Standards.

Are you a coaching provider operating a venue? If so [click here](#) for more information on how you can meet the Minimum Registration Standards.

Known issue: please be aware if you add a new contact with the role Welfare Officer, this will not appear in the table straight away, however it does save against your venue record. To check this has saved, after clicking on the Save and Continue button, please return to this page via the Back button and you will see the contact and role displayed in the Welfare Team table. If you have any concerns, please contact info@lta.org.uk

[Hide help](#)

First name	Last name	Hours	Status	Web Admin	DBS/PVG	Safe guarding	View and Edit Role(s)
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Added a Welfare Officer, but can't see them?

[Refresh](#)

Coaching Team



Coaching Team help

We recommend that clubs use LTA Accredited Coaches, as these are coaches who the LTA ensures have a satisfactory Criminal Records Check and up-to-date safeguarding and first aid training. These coaches will also have insurance to coach. You can find out if a coach is accredited by putting their name in our [Find a Coach Tool](#)

[Hide help](#)

First name	Last name	Hours	Status	Web Admin	DBS/PVG	Safe guarding	Accreditation		View and Edit Role(s)
							Coach	Official	

Add or remove a key contact

You can only add members to your Workforce if they are already British Tennis Members. Use the lookup tool below to find your member and give them a role. You can search by first name, last name or BTM number. You can invite members to become British Tennis Members via the Members & Players section.

To remove a person, remove all their roles from above.

Please note they will not disappear from the page until the "save and continue" button has been clicked.

Member name

[Add Contact](#)

Management Activity

Do you have a role specification for the following management roles?

- Chairperson
- Manager
- Administrator
- Treasurer
- Secretary
- Welfare Officer

Do you have a contract or service agreement with your head coach?

- Yes No

Does your head coach sit on your management team?

- Yes No

Do you have a workforce/volunteer safe recruitment plan?

- Yes No

Coaching Programme

Do you have a coaching programme?

Yes No

What coaching did you offer over the last 12 months?

Type	Autumn Term		Winter Term		Summer Term	
	Yes	Sessions per week	Yes	Sessions per week	Yes	Sessions per week
Tots/Pre School	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mini Tennis Red	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mini Tennis Orange	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mini Tennis Green	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Rally Awards	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Other reward and recognition system	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Junior Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Cardio Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Adult Drills	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Adult Beginners	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tennis Xpress	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
touchtennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disability session	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Wheelchair Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Learning Disability Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Visually Impaired Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Deaf Tennis	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Miss-Hits	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tennis Tuesdays	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
School Holiday Camps	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Do you have any other activities on your coaching programme?

Yes No

Players on the Tennis Programme

Please state the number of players who are currently on the tennis programme at your venue. This should include players who take part in group or individual coaching, attend classes such as Mini Tennis, Cardio Tennis or Tennis Xpress or who take part in competitive activity. The figures stated below should include both members and non-members.

Please state the total number of adults, juniors and minis who are currently part of the organised programme at the facility.

Please only count individuals once.

Activity that takes place on courts outside your facility, but is run by your coach or you as a Venue should be included if it is not on behalf of another registered venue who will record the figures.

If you do not have a coaching or competition programme at your venue, then please enter 0 (zero) into the columns.

	Male	Female	Total
Adults (18+ yrs)	<input type="text"/>	<input type="text"/>	
Juniors (11 - 17 yrs)	<input type="text"/>	<input type="text"/>	
Minis (10 and under)	<input type="text"/>	<input type="text"/>	

Programme Development

Who manages the coaching programme?

Coaching sessions inclusive (open to disabled people)

Yes No

Is the programme reviewed termly?

Yes No

Are you aware of the LTA talent pathway?

Yes No

Do you have equipment players can access?

Yes No

Do you run any form of talent identification sessions?

Yes No

Venue Management Facilities Members & Players Workforce Coaching Programme **Competition Programme** Outreach & Promotion Health Check

Competition Programme

Do you have a competition programme?

Yes No

Do disabled people play in your competitions?

Yes No

What competition did you offer last year? (1st Oct 2017 - 30th September 2018)

Competition	Junior (18 and under)		Adult (19 and over)	
	Winter	Summer	Winter	Summer
Fun Informal Competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Tennis (Club Nights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Box Leagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Club Championships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County and District Leagues / Cup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aegon Team Tennis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road to Wimbledon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competition in your Coaching Programme (Grade 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 6 Tournaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 5 Tournaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 4 Tournaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade 3 Tournaments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open Days

We are unable to currently display Open Days you have held this year using the Open Days website.
Please select yes to the question below if you have run any Open Days in the past year.

Did you run any other Open Days? (Optional)

- Yes No

Will you be running any Open Days next year? (Optional)

- Yes No