

**To all members – Club by-law**

## **By-law 13 Club Policy towards LTA Qualifications**

**(As agreed by the committee 18/06/2024)**

**Club support towards LTA Qualifications - players, parents, coaches, all**

### **A) Introduction**

The LTA offer opportunities to obtain coaching qualifications at various levels, the first three of which are described below:

#### **1) LTA Coach Assistant Qualification**

**Objective:** As an LTA Coach Assistant, you'll be fully trained to assist a lead coach at any venue. This enhanced two-day qualification is ideal for tennis parents, enthusiasts, or keen players looking for the knowledge and skills to support group coaching sessions, alongside a lead coach.

**Course design:** The course is designed so that sessions run by a lead coach can be run with higher group numbers, or a session with the same group numbers can be run with higher quality. The course learning outcomes are delivered at beginner level and focus on red stage coaching. However, you'll cover basic knowledge and skills that can be applied to any age and level of player. During the LTA Assistant coaching course you will learn:

- Communication, organisation and differentiation skills for group coaching
- Basic tactical, technical, physical and mental development frameworks
- Other key assistant skills, from safeguarding to LTA Youth tennis delivery

**Course structure and assessment:** the qualification is made up of two separate elements - Training and Assessment.

- Training: two days of face-to-face training time, separated by a minimum of three weeks (to provide time for you to get four hours of work experience and time to complete your coursework).
- Assessment: the course doesn't require a Final Assessment because you'll be continually assessed throughout.

#### **2) LTA Instructor Qualification**

**Objective:** LTA Instructors will be trained to lead group coaching – this could be held at any venue. LTA instructors will typically be deployed as part of a large programme, schools outreach initiative, leisure centres or smaller venues that do not have an LTA Coach (Level 3) available.

**Course design:** The course learning outcomes are delivered in the context of beginner and intermediate group coaching, across adults and juniors. However, the course covers basic knowledge and skills that are applicable for any age of player and any level of player. This five-day qualification is ideal for those looking to build on the coaching foundations of the LTA Assistant qualification, enabling you to lead in the delivery of group coaching. During the course you will:

- Be able to provide general coaching advice across physical, mental, tactical and technical domains
- Plan and deliver structured lessons from official LTA Adult and Junior coaching products, e.g., **Cardio Tennis**, **Tennis Xpress**, **LTA Youth**
- Develop more advanced skills in communication and organisation
- Gain knowledge of 'observation and analysis' of players
- Understand basic principles of skill acquisition, safeguarding and player development

**Course structure:** The LTA Instructor course consists of five days of face-to-face training, separated by a minimum of four weeks. This allows time for 8 hours' work experience and 14 hours of online coursework on the LTA Learn platform including Learn units, tests and tasks. The Instructor-course is completed with a final assessment during a real-life lesson of your choice, at a tennis venue of your choice. Assessments are recorded by you (using smartphone equipment) and then submitted virtually by video upload.

On completion of the course, LTA Instructors are formally trained in: Cardio Tennis, Competition Organisation, LTA Youth and Safeguarding.

**Course prerequisites:** For optimal course quality and impact, the LTA Instructor has prerequisites to ensure that the course demands are aligned with your existing knowledge and skills. For LTA Instructor, these are:

- A current or previous rating of 7.1 (post 2003) or higher OR successful completion of an **Instructor Readiness Test**. *The Readiness Test can take up to two weeks to be assessed once submitted - please allow sufficient time for this when signing up for the course.*
- Hold the LTA Tennis Assistant (**or Level 1 equivalent**)
- Be LTA **Accredited** or hold a **DBS/PVG Enhanced Check** with Child Barred List certificate applied for in the past 12 months through LTA/Tennis Scotland (volunteer certificates cannot be accepted).

### 3) LTA Tennis Coach Qualification

The new LTA Tennis Coach Qualification is an 11-day qualification, comprised of nine days' Core Training and two Electives (from a choice of three). If you want to make the move towards a career in tennis coaching, add coaching individuals to your repertoire, or just upgrade your coaching to the next level, this course is for you. During the course you will:

- Gain a developed understanding of observation and analysis and learn how to use this to drive your coaching sessions.
- Improve your players' match play via match charting, statistics, goal setting and game-realistic drills.
- Study and practically use the tactical and technical fundamentals that drive coaching knowledge
- Understand the basics of Strength and Conditioning for tennis and understand how to implement them with players of any standard.
- Practically apply a framework that will enable you to better coach players with disability
- Learn how to build a tennis programme, including how to develop yourself
- Take a deeper look at doubles coaching: roles, considerations, and patterns.

In addition to the 11 days' training, you will complete circa 43 hours of remote coursework:

- 15 hours on a Player Development Project, improving a player over a period of 8 weeks
- 10 hours of Qualification Experience
- 10 hours of online units and tests with Subject Matter Experts
- 4 hours of demonstration and feeding tasks
- 2 hours spent on the ITF online library of coach education
- 2 hours on a Group Coaching Task

**Duration of the course:** The course is 11 days, comprised of nine days' Core Training and two Elective days. Once complete, coaches book and submit a video-based Summative Assessment of an individual lesson. The Core Training is split into modules of two or three days, and each has a pre-module remote session, which is delivered via Collaborate on LTA Learn by your course Tutor. Coaches must attend all face-to-face and remote sessions. The final assessment is a real-life lesson, with a player and venue of your choosing, which you will capture on video using a smartphone. For more details, please see the **Assessments** page.

**Course prerequisites:** For optimal course quality and impact, the LTA Tennis Coach has prerequisites to ensure that the course demands are aligned with your existing knowledge and skills. For LTA Tennis Coach, these are:

- Hold the LTA Instructor qualification (**or Level 2 equivalent**)
- Be LTA **Accredited** or hold a **DBS/PVG Enhanced Check** with Child Barred List certificate applied for in the past 12 months through LTA/Tennis Scotland (volunteer certificates cannot be accepted). A DBS can be accepted if you are on the Update Service - **see here for more details**. Please note that it may take at least eight weeks for a DBS to be processed and you must hold a valid LTA DBS certificate upon booking.
- Have (or have had) a rating of 6.1 (*post 2003*) or better, have successfully completed the **Coach Readiness Test** or have previously completed a Play Test (at a minimum of Grade 1).

#### **4) Other LTA training/qualifications (Competition Organiser, Welfare officer, etc.).**

## **B) Costs and financial support**

The LTA qualifications are provided by a range of service providers offering the courses. Currently, the LTA Coaching Assistant course costs at least £250 and the LTA Instructor Course (without electives) costs £425. The LTA Tennis Coach qualification rises to £975 (without electives).

The current stated policy of **Tennis Cornwall** is for contribution costs to be shared a third each between county, club and the person themselves.

**Penzance Tennis Club** offers support and encouragement to any member who wishes to obtain these coaching qualifications and become involved at the club in the coaching of others to play tennis. Coaching Assistants are a valuable addition to the Club Coaching Team in their delivery of coaching programmes and the promotion of tennis in the community.

Any Penzance Tennis Club member wishing to pursue an LTA qualification by this route is to gain approval from Penzance Tennis Club committee in writing prior to submitting their application. If financial assistance is agreed by Penzance Tennis Club committee and minuted, the grant is to be paid on successful completion of the course. Each application will be determined on its own merits.

The individual is also advised to approach Tennis Cornwall in advance to confirm that Tennis Cornwall agrees to similar financial assistance.

## **C) Purpose of Policy**

To implement a fair, equitable and consistent approach to providing a club contribution to a club member towards the cost of obtaining LTA coaching awards.

The club contribution will be made to the club member on successful completion of the coaching qualification after agreement by the club finance sub-committee. The club will offer a third of the cost

of obtaining a LTA Coaching Assistant and LTA Instructor qualification. A further third of the cost may be claimed from Tennis Cornwall.

A claim may be made by the person achieving the qualification or their parent. Any claim for a contribution must be supported by evidence of previous and ongoing commitment to assisting the Club Coaching Team with their coaching programmes. This requirement can be satisfied by confirmation of the commitment from any of the Club Coaches.

The cost of obtaining the LTA Tennis Coach qualification and higher levels rises significantly and these levels are aimed at those who pursue a career in tennis coaching. Therefore, contributions towards the costs of obtaining the LTA Tennis Coach qualification and higher qualifications will be considered by the Club committee on a case-by-case basis, considering the merits of each claim on the basis of the ongoing benefits to the Club coaching programme. The Club Committee reserves the right to decline a claim for a contribution towards LTA Tennis Coach and higher qualifications.

## **D) Review**

This policy will be reviewed by the Club Committee to ensure it serves the needs of the Club, its members, its finances and to ensure it is fit for purpose in line with any legal requirement. A review will be triggered by all the following factors:

- Every two years from the date of implementation
- Any substantial change in the costs of obtaining LTA Coaching qualifications
- Any change in the policy commitment by Tennis Cornwall to contribute a third of the costs
- A request accompanied by grounds for the request, from a Club Member to review the policy
- Review proposed by a Committee member
- Changes in relevant legislation and LTA policy