



Player Information Pack

September 2011 - Draft

Please note that this is not a finalised copy of the information pack. When certain items are finalised the pack will be circulated again and posted on the BTA website

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This document is for parents and players connected to the Bromley Tennis Academy. There is a lot of information so please read it all carefully. All the information does not apply to everyone now but perhaps will in the future.

It is a dynamic document. The contents will be reviewed regularly and there will be changes or additions from time to time meaning the document will be distributed again.

We welcome your feedback on every aspect of the running of the Centre and the Academy Just talk to Clint , Susan or Sandi anytime

Section 1: INTRODUCTION

WHAT IS THE BTA?

The BTA is an LTA accredited High Performance Centre (HPC) and an integrated part of the Bromley Tennis Centre tennis programme. The BTA provides a programme of tennis training, coaching and fitness for elite players with the aspiration for all players to fulfil their potential. Whilst training sessions are primarily at the Bromley Tennis Centre, there are occasionally sessions at other venues.

The Bromley Tennis Centre is managed by Bromley MyTime, a not-for-profit organisation which manages many leisure facilities, golf centres and health services in Bromley and in other areas, where it is called MyTime Active.

WHO'S WHO AT THE BROMLEY TENNIS CENTRE

There are many people working at BTC to make it operate. Sandi Procter is General Manager and Director of Tennis and has a small team to do administration and man the reception, plus various others who come in to do cleaning, repairs, and maintenance.

Clint Harris is Director of the BTA and works closely with Sandi to manage all aspects of the tennis programme for all groups of players.

There are 7 additional coaches and a coaching apprentice. They are all LTA licensed and CRB checked. Some have a performance speciality and work primarily with BTA players.

The Kent LTA team headed up by Tudor Rowe, is also based at the centre, and the Tennis Centre team and the Kent team work closely together.

For a full set of photos of the team at BTC please look at the notice board by reception

WHO'S WHO AT THE BTA – THE PLAYERS

There are several player categories:

Senior Academy - High Performance 16+

Junior Academy - High Performance 11-16—**full** player package
- High Performance 11-16—**access** player package
- Junior Performance 11-16

Mini Academy - for 10&U Orange and Green players, squads and camps selected in conjunction with Kent satellite clubs and Kent's Talent performance officer.

THE BTA COACHES AND THEIR ROLES

Clint Harris is Director of the BTA and oversees all Academy activity, manages the coaches, the scheduling and looks after finances.

Alastair Filmer is Head Coach of the Junior Academy and takes care of programmes for the High Performance players aged 11-16 year olds. He communicates with the individual coaches of all the players

Nick Cavaday is Head coach of the Men's Academy takes care of the programme for players 16+ and also communicates with other individual coaches

Naomi Cavaday is Head Coach of the Women's Academy in charge of Women's girls tennis and works closely with the other coaches to make sure that girls tennis have an appropriate focus and session content

Mark Hayden and **Mark Ruffle** are performance coaches based primarily at BTC.

John Shepherd and **Martin Whitehouse** are coaches based at Sevenoaks

Harry Bushnell is a coach based at The Parklangley Club

Suzanne Williams Head of the women's Strength and Conditioning.

James Wild Head of the Men's Strength and Conditioning

Paul Dent & **Roberto Forzoni** are Sports Psychologists

Adi Malik and Sally Parsonage are Sports Nutritionist specialist

Karen Ramsey & **Jo Steele** are physiotherapists

Tom Cornish is a Osteopath that works closely with the Strength and Conditioning team

SECTION 2: THE BTA PROGRAMME—HIGH PERFORMANCE

Senior Academy - 16 years and older

Senior (16+) High Performance players are invited and assessed by Nick Cavaday, Naomi Cavaday and the HPC team. Players are world ranked and are fully supported with training sessions, strength and conditioning sessions and tournament planning and monitoring.

The programme is bespoke based on the players commitment to the BTA . We offer a full daytime programme of 4 hours tennis and 2 1 hour fitness sessions Monday to Friday all coach or physical trainer led. All facilities will be made available to players that have a full time programme and will be on our Full package, excluding the squad fee discount, see below. All fees are negotiated through Nick Cavadey, Head of Men's Academy and Naomi Cavaday Head of Women's academy, who will also be responsible for the players .

Junior Academy 11-16 years

The HIGH PERFORMANCE programme includes the following elements:

- At least 4 tennis training squads
- Individual lessons
- Strength and conditioning individually designed for each player
- Functional movement screening
- Tournament programme individually designed for each player
- Sports Psychology sessions
- Topic Presentations eg: nutrition
- Advice on University tennis scholarships in USA and UK
- Access to muscular skeletal screening

Entry to the programme is as follows:

Junior (11-16) High Performance players are invited either following a nomination by a Kent Satellite Club or, by application.

The assessment criteria are as follows:

1. Player is committed to training in at least 4 sessions per week
2. Player's current ranking is top 100 for their respective age group (exceptions may be made for players considered by the coaches to have potential to reach top 100)
3. Player has a minimum of 1 individual lesson per week
4. Player has demonstrated a commitment to a tournament programme applicable to their age
5. Player is a good ambassador for the BTA and supports and contributes to the programme of activities at the Bromley Tennis Centre in ways presented to them individually
6. Player will demonstrate a strong desire to improve and meet goals set and is judged by BTA coaches to have the potential to play successfully at International level

The HIGH PERFORMANCE programme is offered in various packages as follows:

1. THE FULL PACKAGE (For players that fulfil the above criteria)

When players commit to a full package of at least 4 training squads and the strength and conditioning programme, the benefits are as follows:

- 35% discount on training squad fees
- Attendance at Topic presentations
- Sports Psychology group sessions
- Individually designed strength and conditioning programmes
- Free use of the new gym facility and access to individual S&C trainers during the day when available as directed by trainers
- Functional movement screening
- Tournament programme advice
- Priority for BTA coach led tournaments
- Free normal membership at the Bromley Tennis Centre (this gives you discounted court rates and advanced booking opportunities)
- Free BTA clothing currently 2 T-shirts and 1 hoodie

THE BTA PROGRAMME—JUNIOR PERFORMANCE

Players who do not fulfil the criteria for HIGH PERFORMANCE but who play a high standard of tennis and wish to follow a performance tennis programme are offered a similar programme to High Performance players as follows:

2 THE FULL PACKAGE

When players commit to a full package of at least 4 training squads and the strength and conditioning programme, the benefits are as follows:

- Discount on training squad fees—rate of 15% discretionary
- Attendance at Topic presentations
- Sports Psychology group sessions
- Individually designed strength and conditioning programmes
- Free use of the new gym facility and access to individual S&C trainers during the day when available
- Functional movement screening
- Tournament programme advice
- Priority for BTA coach led tournaments
- Free membership at the Bromley Tennis Centre (this gives you discounted court rates and advanced booking opportunities)
- BTA Clothing.

3 THE ACCESS PACKAGE

When players wish to access the Junior Performance programme for 1-2 sessions per week the benefits are as follows:

- Attendance at Topic presentations.
- Sports Psychology group sessions.
- Discount on squad fees at the BTA discretion

Mini Academy. Players train on a Wednesday evening and includes fitness training

BAD WEATHER POLICY

RAIN

All lessons will continue. If it is too wet to play outdoors, other activities will be organised for the players – fitness, mini tennis, sports psychology. Sometimes it will be possible to share a tennis court with another group. Indoor lessons may be asked to squash up to make space for players coming in from outdoor. This does not happen very often so please be understanding.

If this happens 3 or more times we will organise complimentary sessions in the holidays for those affected

SNOW

If the centre closes because of heavy snow or any other reason, players will receive a credit which can be used for lessons the following term or for a court payment. No refunds will be given.

Best ways to find out whether we are open or not

1. TWITTER - follow us at tennisBTC
2. WEBSITE - www.bromleymytime.org.uk is regularly updated
3. FACEBOOK - Bromley Tennis Centre
4. PHONE - last resort because the phones at the centre get very busy. Voicemail greeting will be updated regularly

TENNIS CENTRE MEMBERSHIP

There are various options for membership with a variety of benefits

Membership

Regular BTC membership for all BTA players is as for other players at BTC. The benefits of membership are mainly early booking privileges and reduced court fees. Cost is only £40 pa

This membership is free to players who are on the Full HPC Package and have registered The BTC on the LTA website as their Training centre. This first has to be confirmed on the computer at our reception.

Premier Membership

This is currently no longer available while the membership scheme is being reviewed

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FOOD AND DRINK

We want to encourage players and parents to use the new catering services at the centre but realise that you may be at the centre often and it may become expensive. We now have a dedicated person in the kitchen 11-2 who is very interested in preparing healthy options for you. So we offer the following:

- Tchibo Loyalty card for tea & coffee. Buy 8 and get the 9th free. Your card will be pre-stamped for 2 items to give you a better deal. Please do use this respectfully and for yourself only.

Bringing your own food

You may of course bring in your own food, but we are unable to store these items in the fridges at the centre and food cannot be heated up. This is against Food and Safety Law and would get us into trouble. You can bring food in sealed packages as from a supermarket (eg sushi). It can be stored for the day on the bottom shelf of the reception fridge. Any items left at the end of the day will be thrown away. Please do tell us if you have any suggestions for café items that you would like.

EDUCATION SUPPORT

There are 2 computers on a hot desk in the office for coaches and BTA players to use. Only HPC players are allowed to use the hot desks because of the time spent at the centre training etc. The conditions of use are as follows:

- Only PCs on the hot desks can be used – not the PCs on other desks
- Only to be used when other staff are in the office. If they leave they will ask you to leave
- Staff have priority if there is high demand for the PCs
- Only to be used for work related to school or tennis or AASE projects
- Not to be used for Facebook or internet surfing unrelated to above
- Please turn off the PC after use
- Please leave the hot desk clean and tidy and put all your rubbish in the bin
- Please do not use the office area as a social area. If the meeting room is free you can go in there to spend time with friends. Same rules apply about leaving it clean and tidy
- If players leave a mess or leave the computers on, there will be forfeits !!!

Section 3: **THE NEW GYM**

The use of the new gym facility is yet to be confirmed so this section will be confirmed as soon as possible.

For the time being the information is as follows:

1. Strength & Conditioning sessions

These are organised and led by the BTA fitness trainers Suzanne Williams and James Wild. Players on a FULL PACKAGE will be tested at the beginning of the year and an individually designed programme is given to each player. All players will be required to complete a 'Physical Activity readiness' questionnaire which, for Under 18s, will also have to be signed by parents

Players are asked to follow this programme carefully and with commitment.

For most players their strength and conditioning activity will be largely in sessions led by the trainers. In some cases there will be a request from the trainers for players to do some training activity outside of these sessions.....

2. Individual use of the gym

For players on a FULL PACKAGE the gym area will be available free of charge. Players must have done an induction and must follow the code of conduct at all times. Where players do not follow the code of conduct we will not hesitate to impose a ban.

3. Other players and parent use of the gym

This is yet to be decided but it is likely that we will make the facility available for other players and parents to use. There will be a pay-as-you-go fee and a need for an induction . Please look out for notices if you are interested

Section 4: **PLAYER CONDUCT**

PLAYER CONTRACTS

All High Performance Players are required to complete and sign a BTA player contract.

ANTI DOPING POLICY

The BTA follow the ITF anti doping policy. Copies of this can be found on the ITF website at www.itftennis.com/antidoping or the BTA office has a hard copy any player or parent can access. Please talk to Clint if you have any queries.

FACEBOOK

All players are asked to be careful using social networking sites. Do not put anything on a site that may offend someone else. Do not put anything on that will make people think that you are behaving irresponsibly. You must always be professional. Players who are funded in any way (which includes many of you) can have funding removed if the BTA or the LTA finds any unprofessional behaviour displayed. Remember this can reflect on your reputation as a current or future professional player. Also be aware that coaches are not allowed to be 'friends' with players who are 16&U.

This is made clear in your BTA contract. If there is anything you don't understand about this or you are not sure what is reasonable please ask Sandi.

ROUND THE CENTRE CONDUCT

As frequent users of the centre you are asked to conduct yourself professionally and respectfully. Here are some examples:

- Put your tennis bags in the bag area under the news and results board
- When you leave a seated area put tables and chairs back tidily and take empty plates, cups etc back to reception
- Put your rubbish in a bin
- Drinks on court only to be water and in sealed containers
- After a coaching session help the coach leave courts clean and tidy for the next user – take your rubbish, pick up tennis balls, put away singles sticks and other equipment
- Be friendly and respectful to all the staff and help them to do their jobs
- If anyone wants paid work doing such things as court cleaning there may be opportunities if you are 16+. Ask Sandi
- It would be great if you can help with mini tennis red occasionally or better still regularly. You will find this great for your confidence plus it will likely inspire some of you very young players.

AWAY FROM THE CENTRE CONDUCT

All the above applies equally to your conduct at other tennis centres. People know that you are from BTA and it is important for the reputation and ultimately the success of the BTA that you are a good example

Section 5: OPPORTUNITIES

CLOTHING

The BTA have HEAD clothing branded BTA for players to buy at the following prices:

Girls/Ladies	Grey jog bottoms	£15.00
Boys/Men	Navy blue Tracksuit bottoms	£15.00
Girls/Ladies	Navy blue zipped hoodie	£20.00
Boys/Men	Grey hoodie	£20.00
Boys/Girls	White T-Shirt	£10.00

Please note that we can logo any clothing of your own for £3.00 per item and that we can order any colour hoodie or T-shirt. Allow 2 weeks for any customised orders

HEAD EQUIPMENT AND RACKETS

Head rackets are the official supplier for the centre and BTA players have preferential rates on rackets and other items when purchasing rackets through the centre. Please talk to Greg McNally

STRINGING

Mike Harding is BTC's official stringer. He offers discounts for BTA players and you are encouraged to use him, though not obliged. It is not permissible for any other stringer to do business in the centre.

BTA TEAMS

Teams are formed for the AEGON Team Tennis Premier Competition in association with our linked Satellite clubs. Some players may play for their club teams and in some cases we put BTA teams together. Selection will be based on rating and then ranking in the respective age group as applicable. Matches are scheduled between April and June and are at weekends and players must be available if you wish to be selected. There will be a match fee for home matches to cover various costs including a match tea.

BTA COACH LED TOURNAMENTS

BTA HPC players will be invited to play in domestic and overseas tournaments, as a group with a BTA coach. Selection for these events will be based on the each player's appropriate level for the tournament chosen.

TENNIS LEADER ACADEMY

For players aged 13 +, courses for the LTA Tennis Leader Awards are offered 3 times per year. We offer 3 modules

1. module 1 communication and organisation – 3 hours
2. module 3 buddy hitting – 2 hours
3. module 4 competition assistant – 2 hours

For all full package players these courses are offered free of charge. Others pay normal rates

Leaders are then invited to be part of the Leader Academy which includes:

- opportunities to help with mini red sessions and tournaments
- opportunity to do buddy hitting sessions
- a get-together at the beginning of every term to have a fun training session, play mini red and have a pizza and chat
- priority on further opportunities to become a paid sessional worker at the centre – operations, reception, competition assistant etc – 16+ only
- good for the CV and we are happy to write references

NB: if you Under 16 you may not be paid for any Leader Academy hours. When you reach 16 there is possibility if payment for some activities. Doing hours as a Leader is considered to be a contribution to the centre and therefore the bonus scheme mentioned in player contracts

BE A BUDDY HITTER OR HIT WITH A BUDDY HITTER

Everyone in the BTA is encouraged to have practice hits with another player. In some cases this is done with a player of a higher standard, called a buddy hitter.

The following applies for buddy hitting:

- Buddy hitters must have completed the Tennis Leader Award core module and buddy hitting module OR the Level 1 Coaching Assistant course
- Parents who want to arrange a buddy hitter for their player should do so through their coach – either the individual coach or the squad coach. Coaches will be given a list of players who can be buddy hitters
- Parents/players provide tennis balls
- Parents understand they take full responsibility for the sessions. Remember that buddy hitters are not insured.
- Buddy hitters follow the instructions of the coach and report back to the coach after each hitting session
- Arrangements for day, time and court are between the hitter and the parent of the player. Parents book the courts and pay for them. VIP Premier members have some booking benefits which enable them to book courts ahead
- Payment is not endorsed by the centre if a buddy is under 16 but if you wish you can make arrangements between yourselves please use £5 per hour as a guide.
- Payment for buddies 16+ is again an arrangement between yourselves. Please use £7 per hour as a guide for Tennis Leaders and to £10 to those who Level 1 coaching assistants.
- A list of approved buddy-hitters is on the Coaches & Leaders Board

LEVEL 1 AND LEVEL 2 COACHING COURSES

The centre is a recognised provider of Level 1 and 2 coaching courses under an organisation called 1st4sport.

You can do Level 1 when you are 16 years old. It is a 3 day course with module 1 of 2 days, and then an assessment day 4 weeks later. Between the 2 modules you need to do 3 hours work experience with a coach in mini tennis. Our mini red coaches are experienced with helping level 1 candidates.

You can do Level 2 when you are 17 and have become a registered coach with the LTA. This is 2 modules of 2 days and then an assessment day.

Full Package players have the following discounts for Level 1 and Level 2

- AASE players are funded for 50% of the fees by the AASE scheme (changeable so always check with LTA)
- 50% discount offer to all full package players

ABTO (Association of British Tennis Officials)

Referee courses are run locally 1-2 times per year. You must be aged 16+. Day 1 is about rules and formats, followed by work experience assisting a tournament referee on 4 occasions followed by day 2 which includes a rules test. Courses are organised by the Kent team and are free. Once you are a referee you can earn about £70 per day running WCTs etc

THE AASE PROGRAMME (Advanced Apprentice in Sporting Excellence)

For players aged 16-18 years, who have completed GCSE's and want to continue in education alongside tennis training. Players must be a 6.1 rating or better and are committed to at least 16 hours of training per week, some of which is subsidised. You follow normal courses for 'A' levels or other educational qualifications at school or college. The programme offers four free terms of up to 10 hours per week of tennis activities.

THE LTA COACH APPRENTICE SCHEME

This is for players who have left school at 16 or at 18 and who have left full time education and want to become a tennis coach. It's an 'earn while you learn' opportunity. You work at the centre with a schedule of lessons as an assistant coach, some administration responsibilities and some operational duties. You must be a Level 1 coach before you start and your further qualification courses are funded – Level 2 and Coach Qualification. You are given a variety of learning and training opportunities by the centre, Bromley MyTime and by the LTA, plus a personal mentor. The programme is tailored for each individual as needed.



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