



# Player Information Pack

January 2011

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## INTRODUCTION

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 with the new parts highlighted

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

### Introducing the 'VIP' Scheme

The document introduces the concept of VIPs with special offers for courts, café and courses. Understandably the offers are limited to very regular users of the centre. Please look out for the offers throughout the document. In brief they are:

#### VIP Premier Membership

- Pay £120 and get special offers for court bookings and costs
- Offer open only to HPC players who play at least 4 times per week at BTC

#### VIP Café offer

- Discount offer the same as staff
- Open only to HPC players who play at least 4 times per week at BTC
- Free

#### VIP course offer

- Special discount offer for Leaders courses and Coaching Assistant courses
- Open to all HPC players who are a member either at Bromley Tennis Centre or one of the clubs in our cluster or performance clubs\*

\*Current cluster performance clubs are: Blackheath LTC, Bromley Cricket Club, Bromley LTC, East Kent Tennis Academy, Jarrett Tennis School, The Parklangley Club, West Heath

## Section 1: **ALL ABOUT THE BTA**

### **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 some BTA sessions at Bromley Cricket Club, The Parklangley Club and Sevenoaks School and Club.

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 CENTRE – THE OPERATING TEAM**

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 is also based at the centre using the office and meeting room, and the Tennis Centre team and the Kent team work closely together.

For a full set of mugshots of the team at BTC please look at the noticeboard by reception

### **WHO'S WHO AT THE BTA – THE PLAYERS**

There are several player categories:

BTA **High** Performance Centre (HPC):  
Senior High Performance 16+  
Junior High Performance 11-16

BTA Performance  
Junior Performance 11-16

BTA Minis  
Mini's 10&U Orange and Green

Entry to the programme is as follows:

#### High Performance

Senior High Performance players are invited and assessed by Nick Cavaday and the HPC team

Junior players are invited into High Performance Juniors either following a nomination by a Kent Satellite Club or, in the case of players outside Kent, by assessment. The assessment criteria are as follows:

1. Player is committed to a weekly comprehensive tennis training programme eg training in at least 4 or more session per week
2. Player's current ranking is top 100 for their respective age group
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

### Junior Performance

Players may be invited for a trial session in a squad and dependent on compatibility, they will be offered a place or be advised of alternatives

### Links with other Kent Clubs

Some HPC players may be based at other tennis centres for a large part of their training programme and with their individual coach. These players have the same benefits as other HPC players and the various coaches communicate with each other on individual player programmes. There is a list of HPC players on the BTC board.

Some players may also play at other clubs, perhaps the club they originally played at. They may also have an individual coach in another club and again the various coaches communicate with each other for the best interests of the player.

## **THE BTA COACHES AND THEIR ROLES**

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

**Alastair** is Junior Coordinator 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** is Senior Academy Coordinator and takes care of the programme for players 16+ and also communicates with other individual coaches

**Mark Hayden** and **Mark Ruffle** are coaches based primarily at BTC. Mark H also coaches at The Parklangley Club

**Simon Dahdi** was a coach with BTC but from 1 Jan 2011 will be the Kent Talent Performance Coordinator. He will work closely with the BTA

**Andy Burgoyne** is a coach based at Bromley Cricket Club

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

**Harry Bushnell** is a coach based at The Parklangley Club

**Suzanne Williams** is the BTA fitness consultant

**Cole Kemp** is a fitness trainer

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

**Adi Malik** is a Sports Nutritionist specialist

**Karen Ramsey & Jo Steele** are physiotherapists

## Section 2: AT THE TENNIS CENTRE

### 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

#### Premier Membership

Additional benefits are free walk-on outdoor and indoor courts. Note that there is limited availability in term time evenings but plenty of available courts in daytimes and school holiday evenings. Cost is only £80

#### Premier Membership VIP - special offer for HPC players only

Players in the Junior or Senior HPC are offered the following membership deal. Please note this offer is not advertised on membership leaflets and is only available to a limited number of players and will be constantly reviewed to check it is working well with other aspects of the centre

For a £120 annual fee ....

- Free walk on courts for indoor and outdoor courts
- For 1 private lesson and 1 buddy hitting session per week you can book an outdoor court 3 weeks in advance free of charge and pay for lights at the normal rate. Should you nearer the time not require a booked court you are asked to cancel it
- For 1 private lesson per week or a match in a postal event you can book an off-peak indoor court 3 weeks in advance. Special rate: £5.00 per hour. Off-peak is Mon-Fri 9-5 and Sat/Sun 5pm-closing
- A block booking arrangement available for off-peak indoor or outdoor courts. You book and pay for one term in advance. Be aware this is dependent on availability of courts and your time may not be available on certain weeks when the LTA or Kent LTA have contract bookings. Fees are as above and are not refundable if you don't use a booked court.
- Payment for floodlights for outdoor courts are applicable at normal rates

NB: Peak time courts indoors are not included in this offer but it is possible for members to book indoor courts 2 weeks in advance in the normal way and at normal rates. Sorry that no deals are available for advance booking of peak time courts – the income from these courts is very valuable to the centre and we do have to look after the roof over our head!

NB: All courts must be paid for at time of booking

### 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:

#### All BTA players and parents of players

- Tchibo Loyalty card for tea & coffee. Buy 8 and get the 9<sup>th</sup> 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.

#### VIP – HPC players who play at least 4 times at BTC

- VIP deal on café items – 20% discount on foods prepared in the kitchen – sandwiches, baguettes, paninis, pastas, baked potatoes, salads etc. This does not include vending, or bought-in items such as muffins, cakes, fruit etc

#### 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.

### VIP Café Terms and Conditions

1. There is a list behind reception of those entitled to VIP discount
2. VIP benefits are not transferable. Parents and siblings are not included. Any VIP discovered ordering food for others will immediately have the benefits removed
3. The VIP scheme is subject to review every 6 months. We will welcome your feedback.

### 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 !!!

### FITNESS AREA

The fitness area on the walkway is primarily for the use of BTA players under the supervision of BTA fitness coaches. It may occasionally be used by other players also under the supervision of a coach.

BTA players may make further use of the equipment as follows:

- Running machines and bicycle
- Swiss ball, dumb bells, medicine balls

Conditions of use:

1. A consent form signed by parents is required for anyone to use the equipment outside of organised training sessions
2. Players and/or parents of players are responsible for their own safety, the safety of others and the equipment
3. All equipment must be safely stored away after use
4. There must be absolutely no using free weights or the weights machine except under supervision
5. No food in the area and drinks only in sealed containers

### CENTRE CLOSURE / SQUAD CANCELLATION

If in extreme weather conditions we have to close the centre or cancel lessons, information will be posted on [www.bromleymytime.org.uk](http://www.bromleymytime.org.uk), facebook and twitter/tennisbtc. It is up to you to check if you think your squad is in doubt. You will receive a credit for any cancelled lessons.

If your squad is outdoors, the wet weather policy is applicable. This is that lessons will go ahead in an indoor space which may mean an available court, mini court or fitness area.

## Section 3: **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](http://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

### 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

### PARENT CONDUCT

Parents of BTA players are also requested to conduct themselves in an appropriate manner whilst both at the centre and when visiting other venues, especially when at tournaments.

## Section 4: 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 HPC players these courses are offered free of charge. Other BTA players 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.

From January 2011 the following will apply 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 1<sup>st</sup>4sport.

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.

VIP and AASE 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)
- VIP 50% discount offer to all HPC players who are a member at BTC or at one of our cluster of performance clubs, and not already funded by AASE

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.

SUBSIDIES

Where subsidies have been granted, players are expected to make a contribution back to the centre and it's programme.



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