



COACH DEVELOPMENT CENTRES

2023 TENDER PROCESS:
GUIDANCE DOCUMENT



CONTENTS:

1. Foreword
2. LTA Coach Development Centres: An overview
3. Partnership overview: Support and expectations
4. How to apply, the process & key timelines
5. Links to tender submission & supporting documents



FOREWORD

Coaches are the lifeblood of our sport and play a key role to attract and maintain more people in the game. Our coach development and support strategy aims to engage coaches with world-class development and support opportunities, so they can achieve their potential as a coach, and deliver enjoyable on-court experiences for all.

This is achieved largely via our Coach Development Centre (CDC) network, which services thousands of coaches a year through qualifications and continual professional development opportunities. CDCs deliver the first three qualifications on the LTA pathways of tennis and padel, as well as professional development (CPD) workshops, courses, and forums. They also service coaches attaining the highest professional standards through First Aid and Safeguarding training.

Coach Development Centres are partners that are aligned with the LTA's vision, closely connected with leading grass-roots programmes, and driven by inspiring Tutors to deliver 'best in class' coach education environments.

This document provides prospective applicants with information on criteria, timelines and key details in order to submit a tender to join the LTA Coach Development Centre network.

Our goal is to have inspirational coaches growing our game. With this in mind, we encourage all potential coach education operators and centres to apply to partner with us, so together we can make this vision a reality.



Merlin van de Braam
Head of Coach Development & Support

LTA COACH DEVELOPMENT CENTRES AN OVERVIEW

Contents:

- Coach Development Centres Overview
- Hub & Satellite Venues Overview
- Jurisdictions Overview
- Tutor Workforce Overview



COACH DEVELOPMENT CENTRES OVERVIEW

LTA Coach Development Centres (CDCs) are inspirational and transformative environments for the current and future coaching workforce.

The LTA partners with a number of LTA CDCs, to ensure that every region, indeed every tennis county, has dedicated provision of coach education.

The contractual agreements with CDCs grant an exclusive license to deliver qualifications and training from the LTA Official Course Menu.

Centres will be required to operate a 'Hub & Satellite' structure to facilitate quality and availability of coach education for their awarded jurisdiction.

A 'jurisdiction' is comprised of county clusters (one or more counties).

Tender submissions will only be considered for adjacent counties within a county cluster.

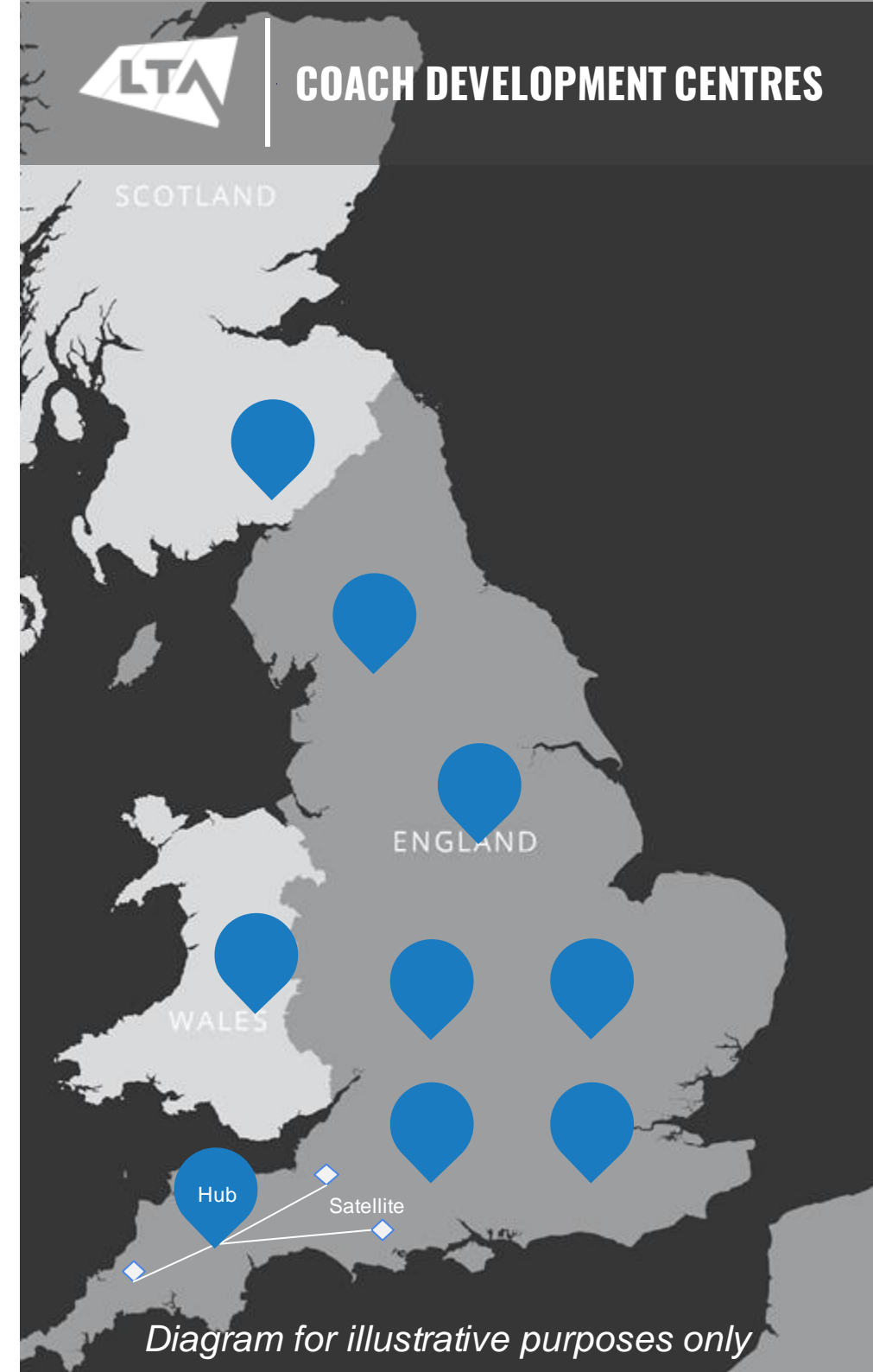


Diagram for illustrative purposes only

HUB & SATELLITE VENUES OVERVIEW

A Coach Development Centre will have a hub venue and multiple satellite venues to ensure the right volume and geographical distribution of courses across their jurisdiction.

Hub Venue:

A hub venue is a CDC's primary and flagship venue. It will be a suitable location to run high quality coach education, and it will house a high quality, inspirational coaching programme.

Satellite Venue:

Satellite venues are facilities spread throughout the counties that comprise a CDC jurisdiction. The venues, and their in-house programmes, will facilitate high quality coach education experiences.

All venues, whether hub or satellite are required to meet LTA Venue registration standards now and for the duration of the contract.



JURISDICTIONS OVERVIEW

- *England is comprised of 38 tennis counties*
- *Scotland (overseen by Tennis Scotland)*
- *Wales (overseen by Tennis Wales)*

For 2023, the LTA are pleased to confirm an open tender process for the following counties:

- Northumberland
- Lincolnshire
- Durham & Cleveland
- Avon
- Leicestershire
- Gloucestershire
- Nottinghamshire

COACH DEVELOPMENT CENTRES

- TENNIS SCOTLAND**
(IN PARTNERSHIP WITH UNIVERSITY OF STIRLING)
All of Scotland
- WE DO TENNIS**
Cumbria, Lancashire, Isle of Man
- TENNIS WALES**
(IN PARTNERSHIP WITH CARDIFF MET UNIVERSITY)
All of Wales
- UNIVERSITY OF EXETER**
Cornwall, Devon, Somerset, Dorset, Channel Islands
- LEEDS BECKETT UNIVERSITY**
Yorkshire
- UCOACH**
Cambridgeshire, Bedfordshire, Hertfordshire,
Middlesex, Hampshire & Isle of Wight, Wiltshire

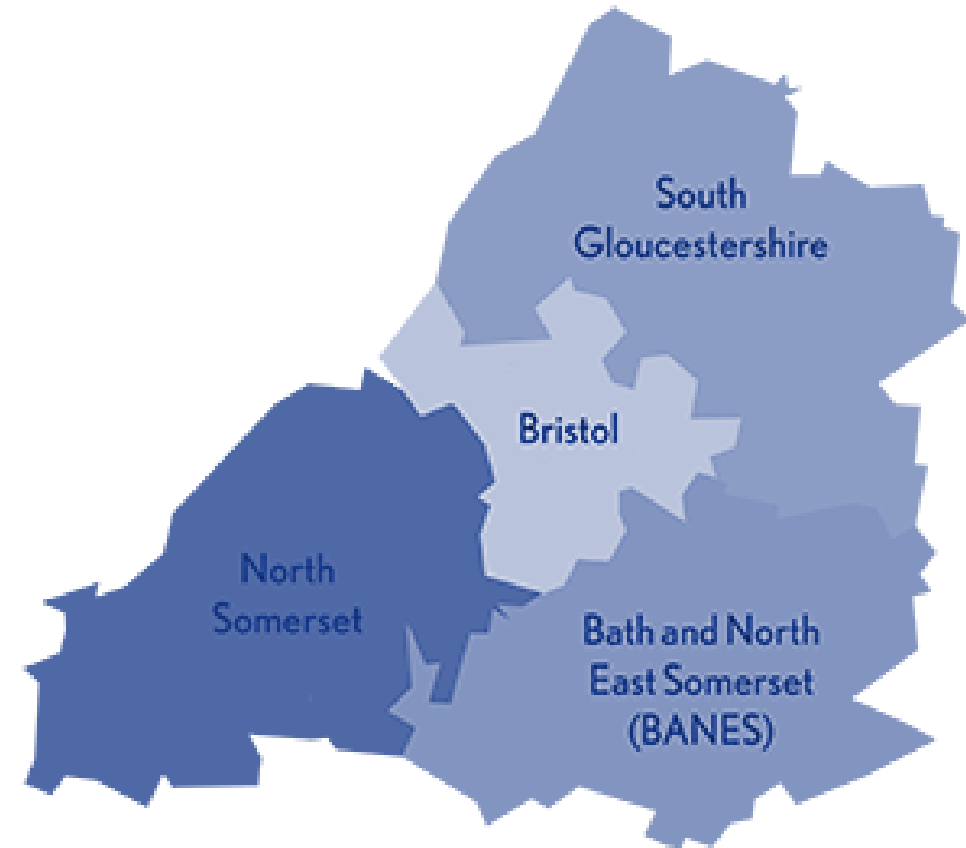


TENNIS
FOR BRITAIN

JURISDICTIONS: THE COUNTY OF AVON

A centre that is awarded the delivery rights in the tennis county of Avon will be responsible for covering the following local authorities:

- Bath and North-East Somerset
- Bristol
- North Somerset
- South Gloucestershire





TUTOR WORKFORCE OVERVIEW

The Tutor is one of the most important ingredients for quality coach education. We want to partner with organisations that have outstanding people at the heart of their business.

To ensure we partner with the right CDCs who can offer the right quality of coach education, centres will be asked to name their core Tutors as part of their tender submission. The Tutors named in the tender submission will not be the only workforce a CDC can utilise but should be those who will deliver the vast majority of qualifications and CPD for that CDC.

All named Tutors should hold the CTS or CTQ qualification (or equivalent if international) and be approved to deliver LTA qualifications.

All named Tutors are required to complete a Tutor form in support of prospective CDC tender submissions. Links are at the end of this document.

PARTNERSHIPS

AN OVERVIEW

Contents:

- Partnership Agreement
- Financial Sustainability & Funding



PARTNERSHIP AGREEMENT

SUPPORT & EXPECTATIONS

The LTA want to partner with organisations to provide genuine value to their coach education business. In return, the LTA will expect centres to agree to best in class operational and education standards. A summary (non-exhaustive list) is provided below of what partnership expectations will be included in the contract between the LTA and an LTA Coach Development Centre.

Advertising support

- LTA Coach Development Centres will have exclusive rights to advertise elements from the Official Course Menu (including qualifications, CPD, First Aid, Safeguarding training) on LTA.org.uk.

Content & Curriculum support

- The LTA will provide exclusive and exhaustive access to a menu of LTA qualifications and CPD. This will include all content, resources, and tutor guides to deliver qualification products 1-3, as well as use of LTA Learn, the learning management system used by the LTA.
- The LTA will provide ongoing Tutor training and support via webinar, online study modules, and face-to-face events, free of charge. Tutors will be required to attend these training events to ensure consistent standards nationally for delivery. A total of two face to face events will be required annually. Webinar and online commitment requirements will vary but will align with key educational updates to the curriculum.

Course licensing

- CDCs will be required to pay a course license fee to the LTA, which is currently set at £400, £300 and £200 for Qualifications 1, 2 and 3 respectively. This will be reinvested into ongoing qualification development to continuously meet the demands of the coaching and tennis industries.

PARTNERSHIP AGREEMENT

SUPPORT & EXPECTATIONS

LTA branded course assets, clothing & equipment

- CDCs will be required to use branded course assets for use on coach education delivery, specifically: roll up banners, court-side pop-ups, event flags, and LTA branded barrier tape.
- Tutors will be required to wear clothing of the official LTA apparel sponsor while delivering LTA coach education.
- CDCs will be required to use specialist disability tennis kit and coaching equipment to support the delivery of the LTA qualification curriculum, including LTA Youth units.
- Where possible, a launch pack will be provided free of charge for the above areas by the LTA.
- Further branded course assets, clothing, course equipment, or replacements (e.g. due to damage) within a contract cycle, will require centres to purchase items. Discount and cost price will be facilitated where possible by the LTA.

Adherence to operational and educational frameworks

- The LTA will provide support to CDCs through clear operational guidelines on how to deliver qualifications and CPD to ensure the learning environments are consistently high quality and welcoming. CDCs will be required to follow these guidelines.
- The LTA will facilitate quality annual planning through regular planning meetings with respective counties and LTA Workforce Development Partners. Attendance at two planning meetings annually will be a requirement for all centres.
- The LTA will operate an External Quality Assurance (EQA) process of unannounced visits, both face to face and desk-based, to ensure that delivery and marking standards are maintained nationally. CDCs will be sent EQA forms to facilitate their own Internal Quality Assurance processes.

FINANCIAL SUSTAINABILITY & FUNDING

LTA Qualifications should be run as financially sustainable courses, and as such there will be no funding provided by the LTA for basic course operations.

Each year the LTA will look to drive strategic priorities in one or more of the following areas:

- Geographical distribution of courses
- Future Tutor workforce
- A more diverse coaching workforce

The grant funding of strategic priorities will vary year to year and be developed in collaboration with the LTA Coach Development and Support Team, the LTA Coach Development Centre, the LTA Workforce Development Partner for the respective region, and the respective county.



HOW TO APPLY

KEY DATES & TIMELINES



See the following pages for information about, and links to, the Tender Submission Form / Tutor Support Form

County	First courses run from
Leicestershire	1 st May 2023
Nottinghamshire	1 st May 2023
Lincolnshire	1 st May 2023
Durham & Cleveland	1 st August 2023
Northumberland	1 st August 2023
Avon	1 st August 2023
Gloucestershire	1 st August 2023

TENDER SUBMISSION CRITERIA

PROGRAMMES & PEOPLE

The LTA want to partner with organisations that can provide inspiring and transformative environments for the future and current workforce. Each tender submission will therefore be reviewed across 5 key areas highlighted in the table headers below (including following page).

An outstanding track record in, and current delivery of, a grass roots programme and player development at the hub venue

The coaching programme provides a broad and holistic grass-roots offer with scale and quality

Evidence of successful integration of appropriate competition and progression for players

Head Coach/leadership team have a strong and compelling vision for the programme

Coaching team who are qualified and are engaged in their profession

The broader tennis offer provides an inspirational environment to attract and retain participants

Established and integrated connection between coach education and tennis programme elements

Opportunities for employment and deployment of coach graduates are available

Quality and alignment of leadership, administrators, and Tutors

Directors and leadership team have compelling vision for coach education and their business

Administrative staff and team are equipped to deliver quality administration and customer service

Provider can demonstrate ability to match supply and demand for qualification delivery within their jurisdictions

Core Tutor 1 has outstanding qualifications, experience, and training in their field

Core Tutor 2 has outstanding qualifications, experience, and training in their field

Core Tutor 3 has outstanding qualifications, experience, and training in their field

TENDER CRITERIA

CULTURE, ALIGNMENT, FACILITIES, BUSINESS & FINANCIAL HEALTH

CDC culture, vision, and mission alignment with LTA

Shows an understanding of the CDC role within the LTA vision and mission, and the Coach Development and Support Team strategy

Shows a vision for working strategically to open tennis up and bring coach education to new audiences

Supports, and can critically evaluate, evolutions to LTA Coach Education and Delivery

A demonstrable internal culture of development, growth, and personal best

Embraces quality assurance best practice to ensure integrity of LTA Qualifications is upheld

Accessible and quality venues that provide relevant and enjoyable environments for coach education

Primary venue (Hub): Quality venue that provides a relevant environment for coach education

Secondary venues (Satellites): Identified venues that will provide positive coach education environments and are geographically dispersed

All specified venues are LTA Registered venues (compliant with health, safety, safeguarding, accessibility, diversity and inclusion policies)

Robust business and financial health

Satisfactory data protection, GDPR, & personal data processing arrangements

Satisfactory absence of ongoing investigation or serious complaint

Learner feedback logged with the LTA is positive (low number of complaints)

Quality user experience across website and booking capabilities

Satisfactory application to a high standard that demonstrates excellence and attention to detail

DECISION MAKING

Each of the 26 individual criteria within the process will be assessed by an appointed panel.

There are three tender prerequisites that need to be met in order for a tender to be reviewed against the criteria:

- a) 2 years of satisfactory financial accounts (audited if applicable)
- b) satisfactory 3 year financial plan for delivery
- c) satisfactory safeguarding status for all directors, administrative staff and named Tutors

Decision making panel:

The panel will be comprised of members of the LTA Coach Development & Support Team, in addition to coach education and tennis development experts. At least one member of the panel will be external to the LTA. Each interview will comprise of a minimum of 3 interviewers.

KEY CONSIDERATIONS

- ✓ Each organisation should review their own capacity and capability to deliver LTA qualifications based on their alignment and fit with the tender criteria, before making a decision to apply.
- ✓ Ensure you are able to meet the tender 'prerequisites' before beginning.
- ✓ Review the tender submission criteria. This will ensure you are aware of all the information that you will be required to submit. Once submissions open, we recommend preparing most of the information offline before transitioning to the online form, but please note that some of the information will be required to be evidenced via uploaded files and video.
- ✓ Where an organisation is submitting a tender, it must be able to demonstrate how it will get the commitment of the venue (both hub and satellites) to comply with Coach Development Centre obligations set by the LTA.
- ✓ Make initial contact with the relevant Tutors that you wish to name in your tender submission. The Tutors should be aware and comfortable for you to name them on your submission. Named Tutors are also required to complete a Tutor form in support of prospective CDC submissions. Any one Tutor can only be named on a maximum of 5 tender submissions.
- ✓ If further support, information or clarification is required, please contact Coach Education and Qualifications Lead, Isla Smith: Isla.Smith@lta.org.uk

KEY LINKS & DOCUMENTS

If you have made the decision to apply, and you are ready to begin, you can launch all submission forms here [from 17th February 2023](#).

The Coach Development Centre tender submission should be completed by the organisation applying.

[CDC tender submission form. Click here.](#)

The Tutor form in support of a Coach Development tender submission should be completed by the individual Tutors themselves.

[Tutor form in support of CDC tender submission. Click here.](#)

Key Supporting Documents

- For data on available counties - please contact Isla Smith – isla.smith@lta.org.uk