

COACH ACCREDITATION REGULATIONS

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COACH ACCREDITATION REGULATIONS

INTRODUCTION

1. These are the Coach Accreditation Regulations which govern the registration of and conditions applicable to any individual who is an Accredited Coach.
2. The Coach Accreditation Regulations are administered by the LTA.
3. This is an LTA Regulatory Document for the purposes of the LTA Disciplinary Code.
4. The Coach Accreditation Regulations apply to any application to be registered or renewal of registration as an Accredited Coach. By applying to be registered as an Accredited Coach an individual agrees to be bound by the Coach Accreditation Regulations.
5. An individual will only be registered by the LTA as an Accredited Coach if all relevant eligibility criteria and other conditions have been met to the satisfaction of the LTA in its sole discretion and the applicable fee has been paid. Regulations 18 and 19 set out the options available to the LTA in relation to any application for registration or renewal of registration as an Accredited Coach.
6. Subject to meeting the relevant eligibility criteria, an Accredited Coach may apply to be registered in one of two tiers:
 - 6.1. Accreditation; or
 - 6.2. Accreditation+.
7. Each capitalised term in these Coach Accreditation Regulations will have the meaning given to it in Regulation 47 (Definitions) below.
8. In these Coach Accreditation Regulations, unless the context otherwise requires:
 - 8.1. words denoting any one gender include a reference to any other gender;
 - 8.2. words denoting the singular include the plural and vice versa, and (for the avoidance of any doubt) the terms “they”, “their” and “themselves” may, where the context so admits, refer to the singular rather than the plural;
 - 8.3. the word 'days' will mean calendar days unless specified otherwise;
 - 8.4. a note to a Regulation will be used to interpret that Regulation; and
 - 8.5. words following the terms 'including', 'include', 'in particular', 'for example' or similar expression will be construed as illustrative, will not be exhaustive and will not limit the sense of the words, description, definition, phrase or term preceding those terms.

ELIGIBILITY CRITERIA



9. An individual is eligible to apply to be registered (or to apply to renew their registration) as an Accredited Coach in the relevant tier if they meet (or, as applicable, continue to meet) at their own expense the following eligibility criteria (and provide evidence which is satisfactory to the LTA, at its sole discretion, that they do so):
 - 9.1. the Tennis Qualification Requirement;
 - 9.2. the Criminal Record Check Requirement;
 - 9.3. the Safeguarding Training Requirement;
 - 9.4. the First Aid Certificate Requirement;
 - 9.5. the Residency Requirement;
 - 9.6. the Good Conduct and Integrity Requirement; and
 - 9.7. where the application is for the Accredited+ tier, the CPD Requirement will also apply.
10. Each application for registration (or for renewal of registration) as an Accredited Coach will be assessed by the LTA's Coach Development and Support Team (or relevant replacement team) for and on behalf of the LTA in accordance with these Coach Accreditation Regulations and, in particular, the response to the application will be determined in accordance with Regulations 18 and 19.

RENEWAL OF REGISTRATION

11. It is the responsibility of the Accredited Coach to apply for renewal of their registration as an Accredited Coach in a timely manner.
12. Where an Accredited Coach applies to renew their registration as an Accredited Coach before the end of the current Registration Year, their new registration will run from the end of the current Registration Year, provided that a registration may not be renewed more than one month prior to the end of the current Registration Year unless otherwise permitted by the LTA.
13. If an Accredited Coach does not renew their registration as an Accredited Coach before the end of the Grace Period, their registration will immediately expire. In such situation an individual is free to re-apply for registration as an Accredited Coach at any time thereafter but such individual would be required to apply as if they were applying for registration as an Accredited Coach for the first time and meet the requirements for new applications in accordance with Regulation 9 above.

FURTHER AND ONGOING CONDITIONS

14. In addition to the eligibility requirements set out above, Accredited Coaches are required to comply with certain ongoing conditions.
15. In particular, Accredited Coaches must at all times, and including at the point of application for registration or renewal of registration as an Accredited Coach:
 - 15.1. comply with these Coach Accreditation Regulations, as varied, amended or replaced from time to time;

- 15.2. observe and comply with the LTA Code of Conduct and any directions or guidelines from time to time published by the LTA;
 - 15.3. comply with the LTA Rules and the LTA Disciplinary Code (including for the avoidance of doubt the provisions of the LTA's Anti-Doping Regulations and Anti-Corruption Regulations);
 - 15.4. adhere to the LTA Safeguarding Policies and follow the guidelines laid down from time to time by the LTA;
 - 15.5. carry out their own risk assessment of a venue or coaching situation to ensure that they identify risks to the welfare of all children and adults at risk attending and themselves;
 - 15.6. comply with any deployment principles and/or guidelines issued by the LTA from time to time, including relating to coach competence;
 - 15.7. be, in the view of the LTA, an individual who will uphold the standards in, integrity of and public confidence in the Game, and help to deliver a safe and enjoyable tennis experience, including:
 - a) in the opinion of the LTA, being a fit and proper person to be registered as an Accredited Coach;
 - b) in all dealings with the LTA acting with honesty and respect, and ensuring that all information and documentation provided to the LTA is complete, accurate and not misleading;
 - c) not doing anything which would damage the reputation and good standing of the LTA and/or LTA Coach Accreditation and/or the profession of coaching; and
 - d) immediately upon becoming aware, informing the LTA of any conviction and/or change to the status of their criminal record and/or if they are under investigation or charged by the police for any criminal offence;
 - 15.8. not be subject to any sanction or provisional sanction under the LTA Disciplinary Code which restricts or limits an individual's ability to be, or prevents an individual from being, registered as an Accredited Coach, or otherwise restricts, limits or prevents them from coaching (either temporarily or permanently);
 - 15.9. not be subject to any sanction or provisional sanction by any other tennis or sporting national or international body, and of which they will inform the LTA within seven days; and
 - 15.10. not make or publish or knowingly permit the making or publication of any statement pertaining to their qualifications which is false or misleading and in particular not make or publish or permit the making or publication of any statement the effect of which is to mislead the public into believing that such Accredited Coach is qualified to a higher standard than the qualification which they currently hold.
16. It is the responsibility of each individual to ensure that all information provided to the LTA is up to date and accurate at the point of application so that the LTA may process their application to be registered (or renew their registration) as an Accredited Coach. A failure to do so may delay the processing of the application and/or result in its refusal.

17. It is the responsibility of every Accredited Coach to ensure that the details held in their Coach Secure Area are up to date at all times including ensuring that they update any changes to their contact details.
18. Where the application is for either registration or renewal of registration as an Accredited Coach, the LTA will consider the application and the evidence provided to the LTA by the individual in support of their application in order to decide whether or not (a) all of the relevant eligibility criteria have been met in accordance with Regulation 9 above, (b) the relevant fee has been paid, and (c) registration as an Accredited Coach will be granted. Having done so, the LTA may (at its sole discretion):
 - 18.1. register an individual as an Accredited Coach;
 - 18.2. refuse to register an individual as an Accredited Coach; or
 - 18.3. register an individual as an Accredited Coach but with restrictions on their registration (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In each case, the decision will be communicated to the relevant individual by the LTA's Coach Development and Support Team (or relevant replacement team) for and on behalf of the LTA.

19. If in the opinion of the LTA an Accredited Coach at any time during the Registration Year does not satisfy and/or fails to comply with and/or breaches these Coach Accreditation Regulations (including any of the above ongoing conditions set out in Regulation 15) the LTA may:
 - 19.1. revoke an Accredited Coach's registration; or
 - 19.2. temporarily suspend an Accredited Coach's registration; or
 - 19.3. restrict an individual's registration as an Accredited Coach (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In such a case, the decision will be communicated to the relevant individual by the LTA's Coach Development and Support Team (or relevant replacement team) for and on behalf of the LTA.

20. An individual will provide such additional information as may be required by the LTA in connection with any application for registration or renewal of registration as an Accredited Coach, including providing the names of two independent persons from whom a reference may be sought and to provide such further information including to the qualifications, suitability or training record of any applicant as the LTA may deem appropriate.

DECISIONS AND APPEALS

21. The final decision of the LTA taken in relation to the registration, refusal, suspension, restriction (including by the imposition of conditions on an individual's registration or restricting the duration of the Registration Year), revocation or removal of an individual's registration as an Accredited Coach under these Coach Accreditation Regulations may be appealed but only in accordance with the provisions of Part D (Registration Appeal Regulations) of the LTA Disciplinary Code.
22. The above right of appeal does not apply where any decision in relation to an individual's registration as an Accredited Coach has been taken under the provisions of Part B (Disciplinary Regulations), Part C (Safeguarding Regulations), Part E (Anti-Doping Regulations) and Part F (Anti-Corruption Regulations) of the LTA Disciplinary Code.

HOW TO REGISTER AS AN ACCREDITED COACH AND PAYMENT



23. All applications for registration (or renewal of registration) as an Accredited Coach shall be made online via the LTA's website unless otherwise notified by the LTA.
24. Payment of the relevant fee shall be made online via the LTA's website unless otherwise notified by the LTA.
25. The fees payable for registration (or renewal of registration) as an Accredited Coach are as set out on the LTA's website on the date that the individual makes the application. All charges advertised are in Pounds Sterling.
26. In accordance with the Consumer Contracts Regulations 2013, an Accredited Coach has the right to cancel the contract between them and the LTA at any time during the 14 days starting on the day on which the contract was entered into (i.e. on the day their registration is confirmed by the LTA) and ending 14 days after the day on which the contract was entered into (the **Cancellation Period**).
27. To cancel the contract during the Cancellation Period an Accredited Coach must make a clear statement that they intend to cancel the contract by informing the LTA either via: <https://www.lta.org.uk/about-us/contact-us/> or by sending a letter to 'Customer Support, The National Tennis Centre, 100 Priory Lane, London SW15 5JQ' before the expiry of the Cancellation Period. The cancellation form set out below may be used to cancel the contract, but this is not obligatory:

To: Customer Support Team
Lawn Tennis Association Limited
The National Tennis Centre
100 Priory Lane
London
SW15 5JQ

Or via: <https://www.lta.org.uk/about-us/contact-us/>

I hereby give notice that I cancel my contract of sale in respect of LTA Coach Accreditation with the following details:

Purchased on [INSERT DATE]

Name of coach: [INSERT NAME]

Address of coach: [INSERT ADDRESS]

Date: [INSERT DATE]

28. If an Accredited Coach cancels their registration during the Cancellation Period in accordance with Regulation 27 above they will be refunded any payment received by the LTA for the Registration Year in respect of which they have cancelled. The LTA will make the refund without undue delay and no later than 14 days after the day on which the Accredited Coach informed the LTA about their decision to cancel the contract. The LTA will make the refund using the same means of payment used for the initial transaction, unless the Accredited Coach expressly agrees otherwise, and there will be no additional fees incurred as a result of the refund.



29. If an Accredited Coach requests, uses or accesses any benefits available to them in their capacity as an Accredited Coach during the Cancellation Period the LTA may deduct from the refund referred to in Regulation 28 an amount in respect of the benefits obtained during the Cancellation Period.
30. If an Accredited Coach wishes to cancel their registration after the Cancellation Period has expired, they may do so by informing the LTA via: <https://www.lta.org.uk/about-us/contact-us/>. They will not be entitled to receive a refund from the LTA of any fees paid if they cancel after the Cancellation Period has expired.

BENEFITS

31. Any benefits that are made available to Accredited Coaches are at the discretion of the LTA and subject to withdrawal or amendment at any time without notice. For the avoidance of any doubt, any such benefits will only be made available for so long as an individual is and remains an Accredited Coach.
32. The LTA shall decide (at its sole discretion) which benefits respectively fall within the Accreditation and Accreditation+ tiers.
33. Full details of any relevant benefits package from time to time may be found on the LTA website.
34. Whilst efforts are made to ensure that any benefits provided by third parties (e.g. discounts) will be delivered and be of a suitable standard, the LTA is in no way responsible for such benefits, which will remain the sole responsibility of such third parties. The LTA makes no representation, warranty, recommendation or endorsement of the goods and services provided by such third parties and each Accredited Coach accepts that none is given or implied.
35. Only for so long as they are and remain registered by the LTA as an Accredited Coach, an Accredited Coach may:
 - 35.1. describe themselves as being either, as applicable, “LTA Accredited” or “LTA Accredited+” depending on the tier for which they have been registered by the LTA but on written material of any description these words must be accompanied by a statement of their highest coaching qualification and/or the level associated with that qualification; and
 - 35.2. use any logo created for the purposes of identifying an individual as an Accredited Coach (as notified to them by the LTA from time to time) on their website, social media or any stationery or promotional literature and in accordance with any conditions of use notified to them by the LTA from time to time.
36. An Accredited Coach may not use the logo, name or initials of the LTA, save as explicitly provided in Regulation 35 above.
37. If an Accredited Coach holds a qualification that was not awarded by or on behalf of the LTA, even if such qualification has been accepted by the LTA for the purposes of being registered as an Accredited Coach, the Accredited Coach may not hold themselves out as holding a qualification awarded by the LTA.
38. Registration as an Accredited Coach does not entitle an Accredited Coach to attend or vote at general meetings of the members of LTA.

39. Registration as an Accredited Coach is non-transferable and any benefits may only be used by the relevant Accredited Coach.

CRIMINAL AND OTHER PROCEEDINGS

40. The fact that an Accredited Coach has been convicted of a criminal offence, issued with a formal police caution, sanctioned for an anti-doping offence or corruption offence by the relevant body, or had any sanction issued against them in terms of the LTA Disciplinary Code or by any other tennis or sporting national or international body, shall be deemed to be conclusive evidence of the conviction, caution or sanction and of the facts and circumstances surrounding it.

41. Notwithstanding the fact that an Accredited Coach may not be charged formally with a criminal offence or may be charged but subsequently not be brought to trial or may be acquitted, the LTA shall nevertheless have the right to instigate or continue action against the Accredited Coach with regard to the matter concerned in accordance with these Coach Accreditation Regulations (which may include taking the actions set out in Regulation 19 above) and/or the LTA Disciplinary Code.

DATA PROTECTION

42. The LTA confirms that it will process the personal data of any individual who applies to be registered as an Accredited Coach in accordance with the LTA Privacy Policy (a copy of which may be found on the LTA's website), the UK General Data Protection Regulation and the Data Protection Act 2018 (all as amended and superseded at any time).

GENERAL

43. All applications for registration (or renewal of registration) as an Accredited Coach are subject to these Coach Accreditation Regulations whether or not such applications result in the registration of an individual as an Accredited Coach and all registrations are issued subject to these Coach Accreditation Regulations which constitute a binding contract between each Accredited Coach and the LTA.

44. Nothing in these Coach Accreditation Regulations shall create a partnership, joint venture or relationship of employer and employee or principal and agent between the LTA and an Accredited Coach; and an Accredited Coach must not hold themselves out as an employee, officer, agent or partner of the LTA (except where a formal written agreement documenting such an appointment exists which, for the avoidance of doubt, does not arise upon registration as an Accredited Coach).

45. These Coach Accreditation Regulations, the LTA Code of Conduct, the LTA Disciplinary Code, any application form, and the LTA's current prices and contact details, set out the whole agreement relating to registration as an Accredited Coach by the LTA. Nothing said by any LTA or registered venue representative on the LTA's behalf should be understood as a variation of these Coach Accreditation Regulations or as an authorised representation about the nature or quality of any goods/services offered by the LTA. Except for fraud or fraudulent misrepresentation by an LTA employee, the LTA shall have no liability for any such representation being untrue or misleading.

46. These Coach Accreditation Regulations and each dispute or claim arising out of or in connection with them (including non-contractual disputes and claims) shall be governed by and construed in accordance with the laws of England and Wales. These Coach Accreditation Regulations require the LTA and Accredited Coaches to submit any such dispute or claim relating to registration, refusal to register, restriction, revocation or suspension of registration to the Registration Appeals Division of the Judicial Panel under and in terms of Part D of the LTA Disciplinary Code.

DEFINITIONS

47. The following definitions will apply in these Coach Accreditation Regulations:

“Accredited Coach” means an individual who is registered as such by the LTA or one of its group companies in accordance with the Coach Accreditation Regulations;

“Coach Secure Area” means an Accredited Coach’s online LTA profile containing details of their registration as an Accredited Coach;

“CPD Credit” means a credit or point awarded by a training provider (which may, but need not, be the LTA) for undertaking continuing professional development and which the LTA (in its sole discretion) has deemed to be satisfactory for the purposes of these Coach Accreditation Regulations and any registration made under them;

“CPD Requirement” means that the individual has been awarded a minimum of 15 CPD Credits in the 12 months prior to the date that their completed application for registration as an Accredited Coach in the Accredited+ tier is validly submitted to the LTA. If an Accredited Coach holds more than 15 current CPD Credits when their application for renewal of registration as an Accredited Coach in the Accredited+ tier is validly submitted to the LTA, then they may carry forward any CPD Credits in excess of 15 (up to a maximum of 6) to the next Registration Year if such CPD Credits were awarded in the 12 months prior to such date of submission;

“Criminal Record Check” means an enhanced disclosure of the relevant person's criminal record history and a barred list check from the Disclosure and Barring Service and/or a Protecting Vulnerable Persons scheme check from Disclosure Scotland (or any successor organisations carrying out the same or a similar role) unless otherwise agreed by the LTA and/or any related or equivalent check which may lawfully be required by the LTA or which may from time to time be required by any applicable law;

“Criminal Record Check Requirement” means:

- a) in respect of a new application for registration as an Accredited Coach (including where an individual is making an application for registration after a Grace Period has expired), that the individual has completed and provided to the LTA, at their own expense, a Criminal Record Check which has been reviewed by the LTA in advance of the LTA processing the application and has no entries or, if it has any entries, the response to the application will be determined in accordance with Regulations 18 and 19. The date of issue of the Criminal Record Check must be within the 12 months prior to the date that their completed application for registration as an Accredited Coach is submitted to the LTA; or
- b) in respect of an application for renewal of their registration as an Accredited Coach:

- (i) that the individual has completed and provided to the LTA, at their own expense, a Criminal Record Check which has been reviewed by the LTA in advance of the LTA processing the application for renewal and has no entries or, if it has any entries, the response to the application for renewal will be determined in accordance with Regulations 18 and 19. The date of issue of the Criminal Record Check must be within the 3 years prior to the date that the application for renewal of their registration as an Accredited Coach is validly submitted to the LTA; and
- (ii) if the Criminal Record Check referred to in paragraph (b)(i) above has been carried out more than 12 months prior to the date that their completed application for renewal of their registration is validly submitted they must complete an online declaration which has been reviewed by the LTA in advance of the LTA processing the application and has no entries or, if it has any entries, the response to the application will be determined in accordance with Regulations 18 and 19.

“First Aid Certificate Requirement” means that the individual has successfully completed (and passed the assessment), at their own expense, an approved first aid course within the three years prior to the date that their completed application for registration or renewal of their registration as an Accredited Coach is validly submitted to the LTA. For the purposes of these Coach Accreditation Regulations an approved first aid course means one of the following:

- a) a tutor led “*Emergency First Aid at Work (EFAW) course*” (duration 1 day);
- b) a tutor led “*First Aid at Work (FAW) course*” (duration 3 days);
- c) a tutor led “*Paediatric First Aid (PFA) course*” (duration 2 days); or
- d) any other tutor led first aid course which is confirmed by the LTA as an approved first aid course for the purposes of these Coach Accreditation Regulations;

“Game” has the meaning given to that term in the articles of association of LTA, which (as at the date of this issue of the Coach Accreditation Regulations) means tennis in Great Britain, the Channel Islands and the Isle of Man, including the games of lawn tennis (including wheelchair tennis) and padel tennis, and derivate forms of them, and any virtual version of a tennis competition (e-tennis) which virtual version is or may be owned, organised and/or managed by the LTA and/or any other member of the LTA group, but for the avoidance of doubt excluding the games of real tennis and rackets;

“Good Conduct and Integrity Requirement” means:

- a) in respect of a new application for registration as an Accredited Coach, that the individual meets the requirements set out in Regulations 15.7, 15.8, 15.9 and 15.10; or
- b) in respect of either (i) an application for renewal of their registration as an Accredited Coach, or (ii) a new application for registration as an Accredited Coach made after a Grace Period has expired, that the individual meets all of the requirements set out in Regulation 15;

“Grace Period” means a period of two months immediately following the expiry of the relevant Registration Year;

“LTA” means Lawn Tennis Association Limited, a company limited by guarantee and registered in England and Wales (company number 07459469);

“LTA Code of Conduct” means the code(s) of conduct issued by the LTA (or, where applicable, the LTA group) from time to time; including the code of conduct found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time, incorporating (amongst other things) the LTA’s disciplinary regulations, safeguarding regulations, registration appeal regulations, anti-doping regulations and anti-corruption, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Rules” the governing document described as the “Rules” of the Company as in force from time to time, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Safeguarding Policies” means the policies and related documents published or issued by the LTA from time to time in relation to safeguarding or child protection matters, including the “LTA Safeguarding Policy” (<https://www4.lta.org.uk/globalassets/about-lta/safeguarding/british-tennis-safeguarding-policy.pdf>) as updated from time to time;

“Registration Year” means the period from the date on which the application for registration or renewal of registration as an Accredited Coach is confirmed by the LTA up to the day immediately preceding the anniversary of such date or, if earlier, the date on which the registration is revoked or expires;

“Residency Requirement” means that the individual carries out coaching activities in person in Great Britain, the Channel Islands and/or the Isle of Man and/or is ordinarily resident in Great Britain, the Channel Islands and/or the Isle of Man;

“Safeguarding Training Requirement” means

- a) in respect of a new application for registration as an Accredited Coach (including where an individual is making an application for registration after a Grace Period has expired), that the individual has successfully completed (and passed the assessment), at their own expense, an approved tutor led safeguarding training course within the three years prior to the date that their application for registration as an Accredited Coach is submitted to the LTA. For the purposes of these Coach Accreditation Regulations an approved tutor led safeguarding training course means one of the following:
 - (i) a tutor led “*LTA Level 1 Safeguarding & Protection in Tennis course*”;
 - (ii) a tutor led “*UK Coaching - Safeguarding & Protecting Children (Online Classroom) course*”; or
 - (iii) any other tutor led safeguarding training course which is confirmed by the LTA as an approved safeguarding training course for the purposes of these Coach Accreditation Regulations; or

- b) in respect of an application for renewal of their registration as an Accredited Coach, that the individual has successfully completed (and passed the assessment), at their own expense, an online “*Safeguarding in Tennis Together (Coaches) course*” within the three years prior to the date that their application for renewal of their registration as an Accredited Coach is validly submitted to the LTA, except that, if the last course that an individual completed was online then they must have completed an approved tutor led course as set out in paragraph a) above.

If an individual has completed an alternative course, they may apply for this to be approved as equivalent by the LTA. More information on approved alternative courses may be found on the LTA website; and

“Tennis Qualification Requirement” means:

- a) for the purposes of the Accreditation tier, that the individual holds a tennis or padel coach qualification awarded by or on behalf of the LTA at level 1, 2, 3, 4 or 5; or
- b) for the purposes of the Accreditation+ tier, that the individual holds a tennis or padel coach qualification awarded by or on behalf of the LTA at level 3, 4 or 5; or
- c) where the individual holds a tennis or padel qualification that had not been awarded by the LTA, that prior to processing the application for registration the LTA has determined in its sole discretion that such qualification is sufficient for the purposes of registration as an Accredited Coach and the relevant tier in which the individual may be registered.