

Dellcott Family Tennis Club – Head Coach

Purpose of this document

This document provides an overview of Dellcott Family Tennis Club and the club committee's thinking behind the move to hire a new Head Coach and implement a new coaching programme. The document contains a framework of expectations for our prospective Head Coach and his/her coaching team. It sets out the club's expected terms of service, which will supplement and support the separate LTA coaching contract that will be entered into with the Head Coach.

This is not intended to be exhaustive, and may be revised from time to time. It does not cover specific requirements for coaching conduct, lessons, ratios, technique or detailed safeguarding and welfare processes. The club expects coaches to uphold the highest standards of their LTA accreditation and all relevant LTA and club policies.

Club overview

The club's vision is to be 'the home of family tennis' in Welwyn Garden City, 'where everyone can enjoy tennis in an attractive and safe environment'. We aim to cater for all players, whatever their age and tennis ability. Our members enjoy playing tennis socially and the opportunity to develop their skills and technique in informal and organised competitive play and through our coaching offering. The club is run by a committee of volunteers whose priority is to provide the best for members.

In 2024, we celebrated the club's centenary. Located in the heart of the west side of the town, the club has three outdoor hard courts that are well maintained and in use throughout the year despite not being floodlit. In October 2025 we resurfaced all three courts and replaced all the fencing, providing a high quality court space for our members.

We value our loyal and growing membership from local families, currently 374 including c. 110 juniors. Our annual membership subscriptions represent good value compared to other options locally, helping to make tennis more accessible to the community. Members are able to use the courts free-of-charge for social play, with all court bookings made via the LTA's ClubSpark platform. There are various member-led, adult social tennis sessions throughout the week, including a popular Thursday club night and Sunday morning social.

The club enters teams in the Datchworth Summer League (Monday nights; 6 teams), Datchworth Autumn League (Saturday afternoons; 2 teams) and Orchard Ladies League (various times; 2 teams). All members are invited to take part in these teams, with the team selection determined by the club captain in collaboration with the Head Coach. An intra-club tournament is held every year, involving singles, doubles and junior competitions, culminating in a well-attended Finals Day event in late June.

The club's current tennis coaching programme has evolved over many years and has been generally popular with members. Our thriving junior coaching programme benefitted from a COVID bounce and we now have a large cohort of teenagers who have attended coaching sessions for some years. We have a strong partnership with a local primary school and an engaged committee. The coaching programme provides a modest income for the club.

The committee reviewed its long term plans, including how best to meet the club's coaching needs beyond 2025. We believe the time has come for a more ambitious, consistent and comprehensive

tennis coaching programme under the stewardship of a new Head Coach. The individual will be responsible for developing, managing and leading the new coaching programme.

The new programme will harness the skills and build on the work of our current coaching team, including Assistant Coaches and junior Tennis Leaders. The new Head Coach will have the support of the committee to shape the coaching team and utilise the skills and experience of members of the current team. The new programme should offer a well-rounded, dynamic and balanced provision for players of all ages and abilities, particularly in the club, but also in the local community. It should aim to enhance players' skills and confidence in order to compete successfully and with enjoyment in local leagues with particular emphasis on doubles match play techniques.

We anticipate that participation in the future coaching programme will remain at current levels and grow as the offering evolves. The Committee is keen to develop the coaching offering and willing to try new initiatives with the Head Coach to explore opportunities to grow the coaching programme within the membership and the wider community. The objective is to ensure that the Head Coach and club are able work together in partnership to ensure that the club is a thriving, safe and attractive playing environment for current and future members for the next hundred years.

Current coaching programme

The club's formal coaching programme consists of a range of group lessons for both adults and juniors. Individual lessons are also offered.

Full details of our current coaching programme are available on the club's website.

Adults

Throughout the year, the club offers daytime coach-led group sessions during off-peak hours. Adult group coach-led sessions are also offered on Saturdays throughout the year.

During the spring/summer months, additional group coaching is held on Tuesday evenings, targeted at beginners. When coaches have been available, the club has also delivered coaching on Wednesday evenings designed to develop participation in competitive tennis. This has been particularly popular with our female members.

Ad-hoc coaching sessions have also been offered on Sundays; for example with a focus on doubles match-play and tactics to help develop the team players.

Juniors

The main junior coaching programme takes place year-round on Saturday mornings, with group lessons for red/orange/green/yellow ball players. All three courts are made available during a three hour period. The Head Coach will be supported by Coaching Assistants and teenage Tennis Leaders who help run the large group sessions. We regularly have 30 to 40 juniors participating in these weekly sessions.

During the spring/summer months, additional junior coaching has been offered on Wednesday evenings and a coach-led junior club night takes place on Tuesdays. Full/half-day tennis sessions are offered during the Easter and summer holidays, and occasionally during school half-term breaks.

In addition, the coaching team provides club-branded coaching sessions for KS1 and KS2 groups at a local primary school. We see this connection as an important way to build awareness of the club, to introduce new people to tennis and, ultimately, grow the club's membership.

Future coaching programme

The committee is keen to develop the coaching programme and work with the new Head Coach, while acknowledging parts of the current programme are popular with members. Key factors in shaping the committee's view of the proposed programme will include meeting members' coaching needs, enhancing the club's ability to compete in local leagues, and ensuring adequate court availability for members especially during peak hours.

We are particularly keen for the programme to be structured in a way that aligns closely with the LTA's guidelines and provides greater consistency as players progress through their tennis development.

We are also open to expanding the coaching programme to make use of any LTA court availability during the autumn/winter months at the nearby Gosling Sports Park, which has more than ten indoor courts. The Head Coach would be expected to take the lead in looking into the feasibility of offering an indoor programme. Similarly, we would like the Head Coach to work with the Committee to develop ties with other local schools and groups, such as Scouts/Guides leveraging the extensive network the committee has developed.

The committee is responsible for approving any changes to the coaching programme and would seek to review proposals from the Head Coach in a timely manner. Our aim is to sign off the initial programme for the 2026 spring/summer season in early 2026.

Junior club tournament

An annual junior club tournament is to be organised by the coaching team with support from the committee, with the date(s) agreed between the two parties. The tournament should be inclusive for all levels of junior play and the cost of participation should ensure it is accessible. The club will consider requests for support, such as the provision of trophies.

The club is open to developing more junior match-play opportunities. This may take the form of intra-club or inter-club competitions, subject to the committee's approval. We would expect the coach to take the lead in liaising with other local tennis clubs.

Head Coach

The Head Coach must be an LTA level 3 accredited plus tennis coach, as a minimum.

Marketing

The Head Coach will have primary responsibility for marketing the different sessions as part of the coaching programme. It will be their responsibility to lead the outreach with local schools and community groups to generate participation. The club will provide the coaching team with access to the club's noticeboards and will facilitate appropriate use of other channels of communication with the membership, including social media, e-mail and the website.

Equipment

The Head Coach and coaching team will provide all coaching equipment wherever possible. The club has a limited supply of equipment that is to be used on site only and should only be used to supplement the coaching team's own equipment. Secure on-site storage can be made available.

Court bookings

All coaches will be responsible for booking sessions 7-30 days in advance using the ClubSpark court booking system. If a session is not going ahead, it must be cancelled from the booking system to release the court for general use. Appropriate access to ClubSpark will be granted to the coaching team to facilitate this.

Cancellations

In the event that sessions are cancelled due to the coach not being available or due to bad weather, players must be informed with as much notice as possible. In this event, players should be fully refunded or provided with a credit for like-for-like coaching at a convenient future date. It may be that a suitably qualified alternative coach from our coaching pool is available to cover the session, particularly in the case of holiday cover.

Terms and conditions

The coaching team should have a clear set of terms and conditions, to be published on the club website, so that both the coach and players have clarity on where they stand.

Register of participation

A register must be taken at all coaching sessions and the number of attendees reported back to the club. This data is used by the club both to help us understand coaching participation rates and to ensure non-members are paying the appropriate amount.

We use ClubSpark for managing the coaching programme, including as the register.

Reporting

A quarterly report on participation in sessions should be provided to the committee. From time to time, the Head Coach will be invited to attend committee meetings to discuss the state of the coaching programme and consider proposals for amendments.

An annual coaching report and attendance at the club AGM (usually April) is also expected.

Pricing

Prices for coaching sessions are to be set and managed by the Head Coach. The committee will use structured member feedback to assess whether high quality coaching is being offered at an accessible and competitive rate. Coaching should generally be available in a block booking or on a pay-as-you-go basis. The prices may differ for each of these options.

Financial model

A payment to the club is expected for the use of courts for all coaching which takes place on our courts. This payment is subject to negotiation and annual review, but likely to be a simple hourly rate per court, paid into the club's bank account monthly. The rate may vary for group and individual coaching sessions. Any surcharge levied on non-member participation will also be owed to the club.

The coaching programme is open to members and (in most cases) non-members alike, with a surcharge levied on non-members as a means of encouraging them to join the club (payable to the club).

Safeguarding and welfare requirements

The club prides itself on strong safeguarding and welfare policies and procedures. We expect coaches to work with the committee and its dedicated Welfare Officer to ensure high standards are maintained. We require that:

- all coaches are fully LTA accredited; • no coaching is permitted in so-called 'grace periods' when insurance lapses;
- current Enhanced DBS Certificates are shown to our Welfare Officer;
- all coaches have an up-to-date coaching profile, including current photograph, displayed on our website and in the clubhouse;
- all coaches have a documented supervision policy and take responsibility for the completion of risk assessments for coaching sessions and events in line with LTA and insurance requirements; and,
- all events use an agreed register to track attendance and ensure that any special medical needs and allergies are captured.

If you are interested in applying, please send a copy of your CV with a covering letter to contact@dellcott.com