

TENNISMARK (+) GUIDANCE

This document is designed to guide venues through the Tennismark (+) accreditation. In addition to this guidance, support is provided through the Help sections within the online Registration process. If you would like further assistance in achieving Tennismark (+), please do not hesitate to contact your local LTA regional office.

SECTION	QUESTION	TENNISMARK CRITERIA	TENNISMARK + CRITERIA
VENUE MANAGEMENT	Have you completed your annual risk assessment? (N.B. the note about risk assessments doesn't appear in the process unless you are eligible for insurance through LTA Registration)	Record shows that your risk assessment is less than 12 months old.	Record shows that your risk assessment is less than 12 months old.
	Do you have any of the following? <ul style="list-style-type: none"> • Constitution • Set of Rules • Trust Deeds • Memorandum of Association • Other 	Yes to at least one of the options.	Yes to at least one of the options.
	Is the above document(s) open and non-discriminatory?	Yes	Yes
	Do you have a sinking fund?	Yes	Yes
	Please indicate which of the following policies you have available to your members and players. <ul style="list-style-type: none"> • Equality and Diversity • Safeguarding Policy • Code of Practice for Working with Children • Recording and Publishing Images • Sun Safety 	Yes to all	Yes to all
	Do you have a short-term development plan?	Yes	Yes
Do you have a medium to long-term business plan?	None	Yes	
WORKFORCE	Please fill in the Management Team table.	<ul style="list-style-type: none"> • Coaches must all be Accredited with the LTA (Registered or Licensed). • Have a Welfare Officer on the management team. • Ensure the Welfare Officer is not a coach at the same venue and that they have a valid DBS and Safeguarding and Protection in Tennis course certificate. 	<ul style="list-style-type: none"> • Coaches must all be Accredited with the LTA (Registered or Licensed). • Have a Welfare Officer on the management team. • Ensure the Welfare Officer is not a coach at the same venue and that they have a valid DBS and Safeguarding and Protection in Tennis course certificate. • Have a Head Coach on your management team who holds a Coach Licence.
	Do you have a role specification for the following management roles? <ul style="list-style-type: none"> • Chairperson • Manager • Administrator • Treasurer • Secretary • Welfare Officer 	Yes to Welfare Officer	Yes to Welfare Officer
	Do you have a contract or service agreement with your Head Coach?	None	Yes
	Do you have a workforce/volunteer safe recruitment plan?	Yes	Yes

SECTION	QUESTION	TENNISMARK CRITERIA	TENNISMARK + CRITERIA
MEMBERS AND PLAYERS	Do you run social events for your members?	Yes	Yes
	How do you communicate with your members? <ul style="list-style-type: none"> • Noticeboard • Website • Facebook • Twitter • E-Newsletter • Magazine • Email • Direct Mail • Text • Phone • Other 	At least two of the options must be ticked.	At least four of the options must be ticked.
COACHING PROGRAMME	How do you welcome new members? <ul style="list-style-type: none"> • Welcome Pack • Induction (without Coach) • Induction (with Coach) • On Court Assessment (with a member) • On Court Assessment (with a coach) • New Member Evenings • New Member Social Tennis • Other 	At least one of the options must be ticked.	At least two of the options must be ticked.
	Do you have a coaching programme?	Yes	Yes
	What coaching did you offer over the last 12 months?	Offer at least one weekly session within all age groups (adult, junior, mini) across two of the three terms.	<ul style="list-style-type: none"> • Offer at least two weekly sessions within all age groups (adult, junior, mini) across all three terms. • Offer holiday camps within two or more of the school holidays.
	Do you have equipment players can access?	Yes	Yes
	Is the programme reviewed termly?	None	Yes
	Are you aware of the talent pathway?	None	Yes
COMPETITION PROGRAMME	Do you run any form of talent identification sessions?	None	Yes
	What competition did you offer last year?	<ul style="list-style-type: none"> • Run fun/informal competitions for both adults and juniors within at least one of the two seasons. • Run social tennis/club nights for adults or juniors in one of the seasons • Run at least one competition for adults and juniors in one of the seasons (Box Leagues, Club Championships, Grade 7 tournaments or AEGON Team Tennis) 	<ul style="list-style-type: none"> • Run fun/informal competitions for both adults and juniors in both seasons. • Run social tennis/club nights for adults or juniors in one of the seasons • Run at least one competition for adults and juniors in both seasons (Box Leagues, Club Championships, Grade 7 tournaments or AEGON Team Tennis) • Run at least one Grade 3, 4 or 5 competition for adults or juniors in one of the seasons.
OUTREACH AND PROMOTION	Please add your local education links in here.	Have at least one relationship with an education establishment	Have at least one relationship with an education establishment