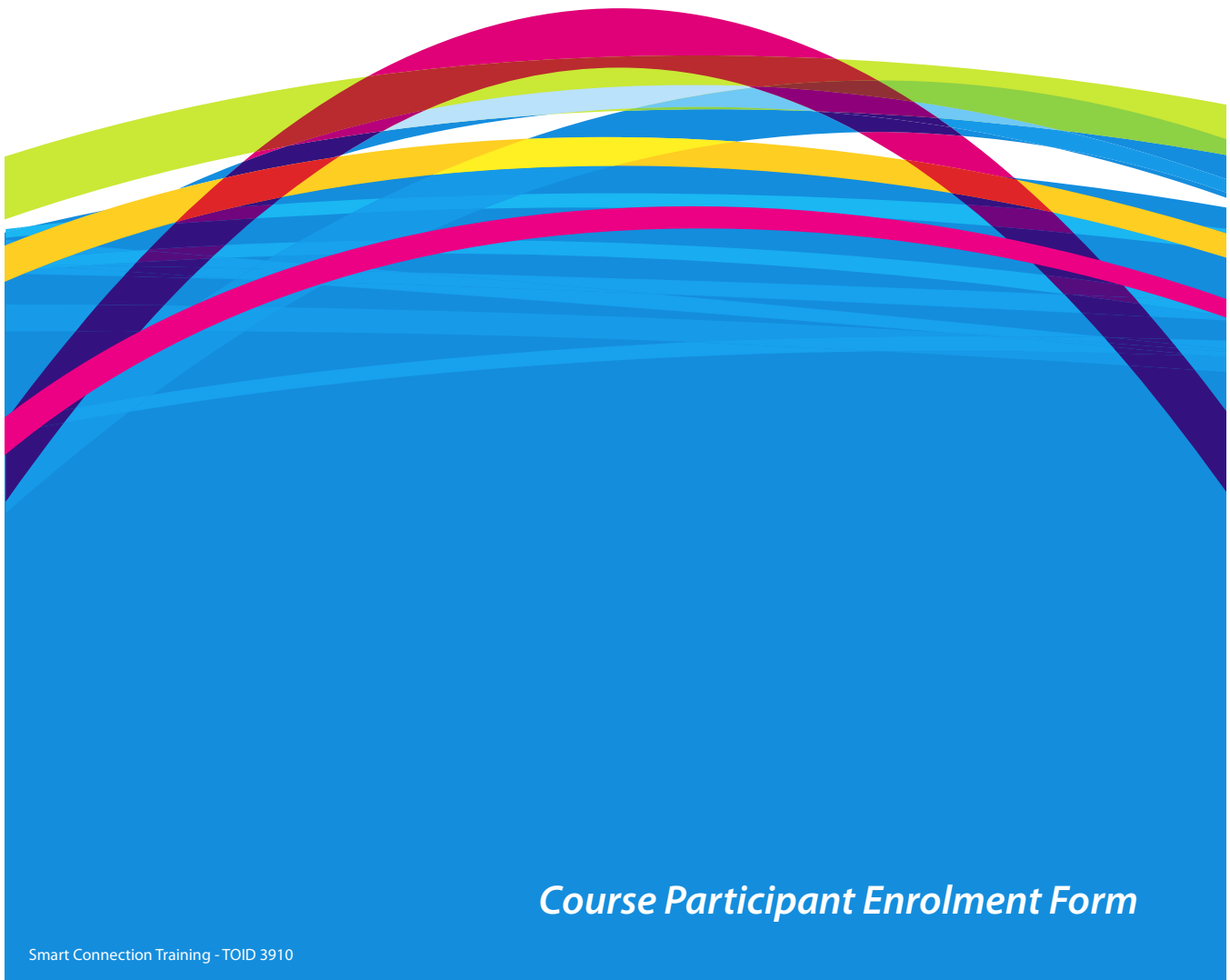




Tennis Australia Community Coaching Course



Course Participant Enrolment Form

Tennis Australia Community Coaching Course

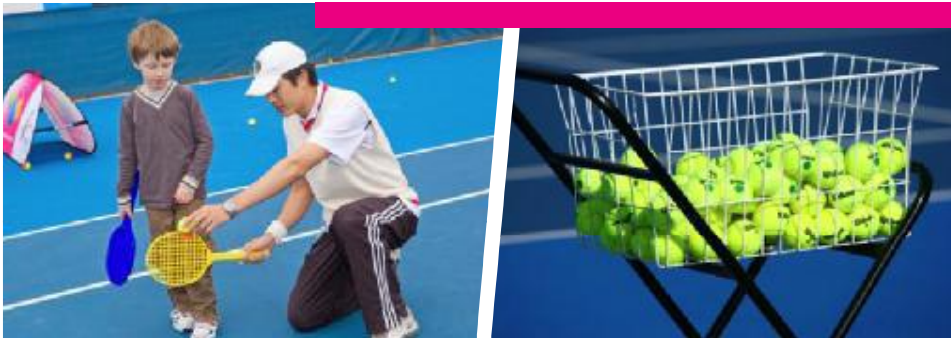
The Tennis Australia Community Coaching Course has been developed by the Tennis Australia Coach Development department in conjunction with a range of educational stakeholders.

The Tennis Australia Community Coaching Course is designed to train coaches to develop the skills of junior tennis players aged 4 – 12 years, with a focus on enjoyment and learner success. The principal focus is to develop the participant's ability to deliver coaching sessions rather than to plan or construct lessons.

This course is therefore suitable for people who would like to begin working under the guidance of a qualified coach. The course is four days in duration.

The primary focus of the course is to develop the participant's ability to deliver coaching sessions, therefore more than 65% of the course hours will be spent on-court and there will be approximately 6 hours of practical coaching with kids.

The majority of the course content has been adapted from modules in the Tennis Australia Junior Development (SIS30710 Certificate III in Sport Coaching). All course participants will receive a certificate of participation.



How to apply

The Tennis Australia Community Coaching Course will be conducted from Tuesday October 8th - Friday October 11th, 2013.

The venues for this course will be: Tennis SA, Memorial Drive Tennis Centre, Adelaide, 5006.

If you are interested in applying for the TA Community Coaching Course please carefully read the course entry criteria on the following pages. An application checklist has also been included to simplify the application process. Please return all application forms to:

Coach Development Manager,
Tennis SA,
PO Box 43,
North Adelaide,
SA. 5006

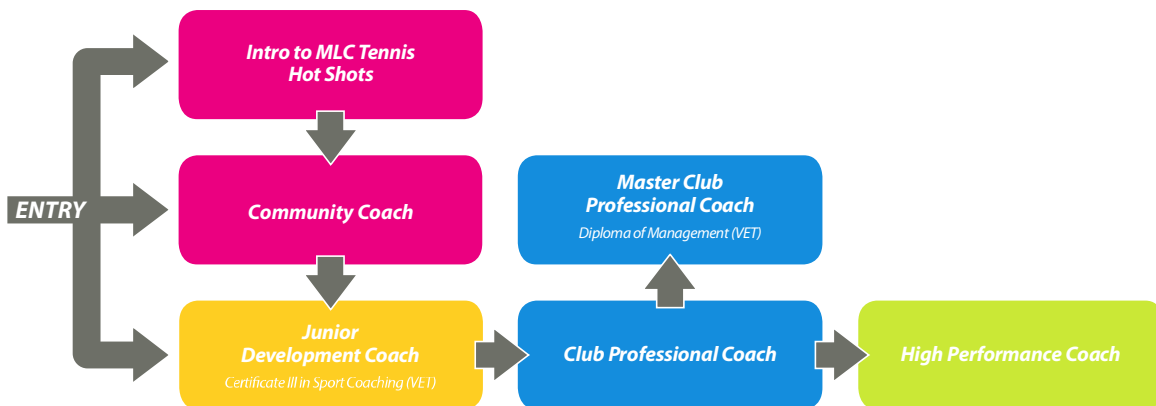
***Your application should be returned
by Thursday September 19th, 2013
and any queries should be directed
to the Coach and Talent Development
Coordinator or Assistant on the
above contacts.***

All applicants will be notified of the status (accepted or not accepted) of their application by phone and/or written correspondence within one week of the closing date.

In some instances there are a limited number of positions available in the course. Course applicants are admitted to the course based on their application and their ability to meet the course entry criteria/requirements. All efforts will be made to assist applicants who do not currently meet entry criteria to allow them to apply for the course in the future however this cannot be guaranteed.



Tennis Australia Coaching Pathway



Course structure

Units

SISSSCO101	Develop and update knowledge of coaching practices
SISSSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSSDE201	Communicate effectively with others in a sport environment
SISSTNS201	Conduce red stage tennis activities
SISSTNS206	Develop and update knowledge of tennis development programs

These units provide credit towards SIS20512 Certificate II in Sport Coaching and SIS30712 Certificate III in Sport Coaching.

These competencies from the SIS10 Sport, Fitness and Recreation Training Package meet competency requirements for Community Coach - Tennis and will be utilised as the basis for the registration requirements of programs like the National Coaching Accreditation Scheme (NCAS). If you wish to obtain a Certificate of Attainment on completion of the course, an additional \$220 (inc GST) will need to be paid to your course coordinator.



The role of Smart Connection Training

Smart Connection Training is your Registered Training Organisation (RTO). They are committed to delivering a quality training experience to clients and students. Smart Connection offer a broad scope of qualifications ranging from Certificate I to Advanced Diploma level qualifications, with three key streams:

- Sport and Recreation
- Fitness
- Business, administration and management

The scope of their registration can be viewed at www.training.gov.au

Smart Connection Training will:

- Maintain systems for recording student enrolments/ attendance, completion, assessments, outcomes (including Recognition of Current Competencies or Prior Learning), results, qualifications issued, grievances and the archiving of records. In the event that Smart Connection Company ceases operations, all records of students' results from the time they became registered will be sent to the relevant government body.
- Supply the relevant government body with delivery details for each course/training package qualification and module/unit of competence in the Scope of Registration. Information on student details including enrolments, participation and completions in accordance with AVETMISS requirements will also be provided.
- Maintain confidentiality of all records.
- Ensure a current copy of the accredited course curriculum/endorsed training package and information regarding the program of study, availability of learning resources and appropriate support services are available to students.
- Ensure training and assessment occurs within the requirements of the accredited course/endorsed training package and where appropriate, the state or national guidelines for customising courses.
- Obtain written permission from course copyright owners prior to course delivery to use and, if required, customise courses.

Course entry criteria

To gain acceptance into the Tennis Australia Community Coaching Course applicants are required to meet the following entry criteria.

Applicants who best meet the entry criteria below give themselves the best possible opportunity of being accepted into the Tennis Australia Community Coaching Course.

Candidates are required to:

- Be a minimum of 16 years of age.
- Have a personal fitness level that will enable you to physically complete the practical requirements of the Coaching Course. Coaching Course learning facilitators reserve the right to request proof of fitness from a medical practitioner. Candidates who are unable to meet this requirement will undertake alternate activities during the practical components of the Coaching Course. This is to be discussed with the Course Coordinator and Learning Facilitators prior to the delivery of the coaching course.
- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires you to obtain and provide Tennis Australia with evidence of the following:
 - A completed copy of the attached Tennis Australia Prohibited Persons Declaration.
 - An original or certified copy of a Working with Children card, Blue Card or National Police Check (National Name Check or equivalent). This needs to be submitted prior to the starting date of the course to your Coach and Talent Development Coordinator or Assistant. For further information on how to gain your coach screening, visit the Tennis Australia website www.tennis.com.au/coachscreening.

Course schedule

The course schedule is included with this application and is subject to change. Attendance at all course sessions is compulsory. On completion of all Coaching Course units, a course candidate is awarded Tennis Australia Community Coach status.

Course fees

The TA Community Coaching Course fee is \$495.00.

All course participants are required to pay the Coaching Course fee prior to commencing the course. If payment of this fee is an issue contact the Course Coordinator to discuss your circumstances.

The TA Community Coaching Course fee includes learner support materials (learner guides), other Coaching Course costs such as facility hire, trainer fees, course certificate and use of equipment as required.

Tennis Australia coach membership

Course participants who are not already Tennis Australia coach members will receive a complimentary trainee membership. The trainee membership will provide you with the following benefits: insurance, educational resources, exclusive downloads, access to coaching vacancies, the ability to register for the recruitment pool and more. Please note the insurance is only valid when you are coaching at the same venue as a qualified coach.

For more information or to see all member benefits please visit tennis.com.au/coaches/membership.

Number of course participants

The maximum number of course participants in the face-to-face delivery option of the Coaching Course is 24. This ensures quality in delivery and learning experiences. The maximum acceptable learning facilitator to participant ratio is 1:12 for on-court practical sessions.

Preparation for the course

Punctuality — As a courtesy to the course Learning Facilitator and other course candidates, all course candidates are encouraged to arrive on time. Mobile phones should be switched off or diverted to voicemail during the course.

Taking notes — A plethora of material is covered in a coaching course. A number of disciplines and concepts are presented, some of which are interrelated. Some topics may involve documenting diagrams, recording acronyms, use of abbreviations, have extended references and utilise cue words. Candidates are encouraged to record all information that may be deemed useful and discuss any misunderstandings with the Course Coordinator.

Contribute — You will get from the course what you put into the course. By the very nature of a coaching course it is very important to communicate and express yourself and your ideas. Be prepared to challenge your boundaries and use open thought processes.

Ask questions — One of the best forms of learning is to ask. A question that may seem obvious to one person may not be to another. If there are concepts or topics/disciplines that are not absorbed then ask your Course Coordinator or the Unit Facilitator for more information. Where possible do this at the most appropriate time.





Complaints handling procedures and appeals

Candidates with grievances about the conduct of the coaching course must submit them in writing to the Course Coordinator within 30 days of the completion of the coaching course/unit or on receiving notification of their assessment outcome.

All grievances and appeals will be considered by the Tennis Australia Coach Education Appeals Panel, which will inform the candidate of the process they use to consider the grievance and the outcome of the deliberations in writing, within 30 days of receiving the grievance/appeal. The decision of the Tennis Australia Coach Education Appeals Panel will be final and binding.

Tennis Australia Community Coaching Course refund policy

Upon acceptance of enrolment into the Tennis Australia Community Coaching Course, course participant will be expected to pay the fees required prior to receiving resources and any support materials.

Fees paid by course participant may be refunded in the following circumstances and timeframes:

- Notification of withdrawal in writing up to 30 days prior to commencing course - Full refund.
- Notification of withdrawal in writing up to 14 days prior to commencing course (or unit) - 50% refund (of full fee).
- Notification of withdrawal less than 14 days prior to commencing course (or unit) - No refund.

Note: If the participants place in the course is filled by another person, the candidate will receive a full refund.

Recording your performance

As a course participant involved in activities relating to Tennis Australia Coach Education Programs such as, but not limited to the Tennis Australia Community Coaching Course, you consent to Tennis Australia or Member Associations taking, retaining and reproducing your image obtained during your participation in Tennis Australia Coach Education Programs in photographs, electronic images, sound recording and video footage in any promotional, advertising or marketing materials.

By enrolling in the Tennis Australia Community Coaching Course you acknowledge that such photographs, electronic images, sound recording, video footage and other records shall remain the property of Tennis Australia and that Tennis Australia may utilise photographs, electronic images, sound recording, video footage and other records for such purposes as Tennis Australia in its absolute discretion shall think fit (not including commercial use) whether during or after your involvement in Tennis Australia Coach Education Program development/courses.

More information

In applying for this Coaching Course and documenting your personal details, Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia or Tennis Vic privacy policy go to www.tennis.com.au



Application checklist

The following checklist is provided as a summary of the course entry criteria for course applicants. It is included to ensure they give themselves the best possible opportunity for acceptance into the course.

If you are having difficulty meeting the course entry criteria then contact the Course Coordinator for assistance and advice.

- Candidates must be a minimum of 16 years of age to receive the Tennis Australia Trainee coaching course participation certificate.
- The required personal fitness level to physically complete the physical requirements of the coaching course.
- Candidate must comply with all requirements of the Tennis Australia Member Protection By-Law.
 - Working with Children check, Blue Card or Police Check – visit www.tennis.com.au/coachsceening
 - Prohibited Person Declaration
- Completed the application form
- Included the course fee of \$495.00



Course participant enrolment

(please print)

Surname: _____ Date of birth: _____

Given names: _____

Address: _____

State/Territory: _____ Postcode: _____

Email: _____ Mobile: _____

Home phone: _____ Work phone: _____ Fax: _____

Current occupation: _____

My Tennis No. _____

Are you Aboriginal or a Torres Strait Islander? (please circle) Yes No

I am confident I have the required personal fitness level to physically complete the practical requirements of the coaching course.

(please circle) Yes No

Coaching experience:

Outline your tennis coaching experience, eg: Coached juniors and adults at Bloggsville Tennis Club for 2 years under Joe Bloggs registered Tennis Australia Club Professional Coach, or, Coached squad and tournament level players at Jakesville Tennis Centre for 3 years under the guidance of Jake Jacks registered USPTA, LTA DCA Coach.

Current coaching positions, eg: assistant coach at Jonty Tennis Centre under Jim Jackson	Responsibilities and type of coaching, eg: juniors, adults, squads, tournament level players, 5–7 years, modified juniors, etc.	Coaching hours per week

Past coaching experience Coaching position, eg: Assistant Coach/ administrator	Club	Period, eg: Jan 02 – Feb 03





Qualifications:

Please list any University, TAFE, training courses, professional development activities, seminars or workshops you have attended. This may extend to include both tennis and non-tennis or coaching related qualifications.

Course title — qualification, course, seminar, workshop, eg: Cert 4, B Sc., Interior design at TAFE	Organisation, eg: UWA, AIM	Year completed

Other:

How and where did you find out about the TA Community Coaching Course?

Give a brief outline of what you hope to achieve by undertaking the TA Community Coaching Course?

Applicant understanding and agreement

By completing and signing this application form, I fully understand and agree to abide by all terms, conditions, entry criteria/ requirements, policies and appeals framework that make up the TA Community Coaching Course.

I understand this course involves competency based training and that all efforts will be made to assist my learning process/journey. I agree to commit to the course and the various components of the course – unit attendance, assessment tasks, etc.

I understand that in order to receive the coaching certificate I must meet all relevant unit competencies as assessed by Tennis Australia Learning Facilitators.

I also attest all information herein is a true and accurate record and status of my application for the TA Community Coaching Course.

Name (print): _____

Signature: _____ Date: _____

In applying for this coaching course and documenting your personal details Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia privacy policy go to www.tennis.com.au

Please tick this box if you do not wish to receive tennis and coaching related marketing communications either by post or via electronic means, eg: Coach Education newsletters, Coach Membership information, coaching drills, TA Player Development news.



Contact details

Private Bag 6060
Richmond, Victoria, Australia, 3121
p: 03 9914 4000
f: 03 9650 1040

Tax invoice

Name: _____

Course fee	\$450.00
GST (10%)	\$45.00
Total payable	\$495.00

Payment options

- Include payment of full course fee \$495 (Inc GST)
- Pay additional \$200 for statement of attainment

These include money order, cheque (payable to Tennis Australia), direct deposit or credit card.

Direct deposit (internet funds transfer) to Tennis Australia - BSB: 013006 BSB – Acc No: 835672673. Please ensure your fund transfer deposit is adequately identified using a clear reference – eg: “VicTrainee-yourname” (VicTrainee-jbloggs) and retain the receipt of payment to give the Course Coordinator. If you do not provide a reference, Tennis Australia will not be able to track your payment.

Date _____ Reference ID _____

Credit card (please circle and print clearly):

Visa Mastercard Amex

Card no: / /

Expiry _____ / _____ CCV number:

By signing below, I authorise Tennis Australia to charge my credit card number the TA Community Coaching Course fee of \$440.00

Name on card (please print) _____

Signature _____ Date _____ / _____ / _____

Please note: Credit card payments will incur an administration surcharge of 3%

Tax Invoice: This document is a tax invoice for GST purposes when fully completed and payment made. Therefore please retain a copy for tax purposes.

Tennis Australia Ltd. ABN: 61006281125

Member protection declaration

Tennis Australia has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with Tennis Australia's activities. As part of this duty of care and as a requirement of the Tennis Australia's Member Protection Policy, Tennis Australia and Australian Tennis Organisations must inquire into the background of:

- persons who are appointed or seeking appointment with children under 18 years of age (whether employed, contracted or otherwise) as a coach, team manager, tournament director or umpire; and
- persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age

I, _____ (name)

of _____ (address) Date of Birth _____ / _____ / _____

Sincerely declare:

1. I do not have any criminal charge or investigation pending before the courts.
2. I do not have any criminal convictions or findings of guilt for or related to, violence, child abuse, serious sexual offences or offences related to children.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. To my knowledge there is no other matter that the Australian Tennis Organisation may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President or appointed person within the Australian Tennis Organisation engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 4] above has changed for whatever reason.

Declared in the State/Territory of: _____ on _____ / _____ / _____ (date)

Signature _____

OR

I, _____ (name)

of _____ (address) Date of Birth _____ / _____ / _____

Sincerely declare:

That, I have the following to disclose [please provide details of the offence for which you are unable to make the above declaration, including the nature of the offence, when it was conducted and any disciplinary action or penalty imposed as a result of the offence]

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child or ward. I confirm and warrant that the contents of the declaration provided by my child or ward are true and correct in every particular.

Name: _____

Signature: _____ Date: _____ / _____ / _____



Community Coaching Course SA Schedule October 2013

The Community Coaching Course consists of 1 module consisting of 5 units.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Module</i>	<i>Venue</i>
1	8 th Oct-13	9.00am - 5.00pm	Module 1 – Coaching Tennis	Tennis SA
2	9 th Oct-13	9.00am - 5.00pm	Module 1 – Coaching Tennis	Tennis SA
3	10 th Oct-13	9.00am – 5.00pm	Module 1 – Coaching Tennis	Tennis SA
4	11 th Oct-13	9.00am – 5.00pm	Module 1 – Coaching Tennis	Tennis SA

Note: This course schedule is subject to change. To maximise the outcomes of the course candidates should attend all sessions. If for some reason you are unable to attend a session then you must notify the Course Coordinator as soon as possible prior to the course, and seek to determine the next suitable time to attend the session.



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4	11 th Oct-13	9.00am – 5.00pm	Module 1 – Coaching Tennis	Tennis SA

Note: This course schedule is subject to change. To maximise the outcomes of the course candidates should attend all sessions. If for some reason you are unable to attend a session then you must notify the Course Coordinator as soon as possible prior to the course, and seek to determine the next suitable time to attend the session.