Tennis Australia

Community Coaching Course

VIC - Melbourne Park (July 2017)

Closing date - 19 June 2017

Course cost - $495 (incl. GST)

Application Form

Tennis Australia Community Coaching Course

A great way to start your coaching journey, the Community coaching course is suitable for those who would like to begin coaching tennis, or who are currently coaching, under the guidance of a qualified tennis coach. This course trains coaches to develop the skills of junior tennis players with a focus on the ANZ Tennis Hot Shots program.

The majority of time during the course is spent on-court with participants actively learning to deliver coaching sessions where players serve, rally and score using modified balls, racquets, nets and courts appropriate to the developmental needs of junior players.

Coaches completing this course are recognised as Tennis Australia trainee coaches. Coaches who complete the Tennis Australia Junior Development and/or the Club Professional courses are recognised as qualified coaches.

Course details

The Tennis Australia Community coaching course will be delivered on:
Monday 3 July to Wednesday 5 July 2017 (3 consecutive days, 100% attendance is compulsory)

The venue for this course will be: **Melbourne Park, Olympic Boulevard, Melbourne VIC 3000**

All applicants will be notified of the status of their application by phone and/or email approximately two weeks after the closing date.

In some instances there are a limited number of positions available in the course. Course applicants will be admitted to the course based on their application and their ability to meet the course entry criteria.

Please return this application form (p. 6–11) to:

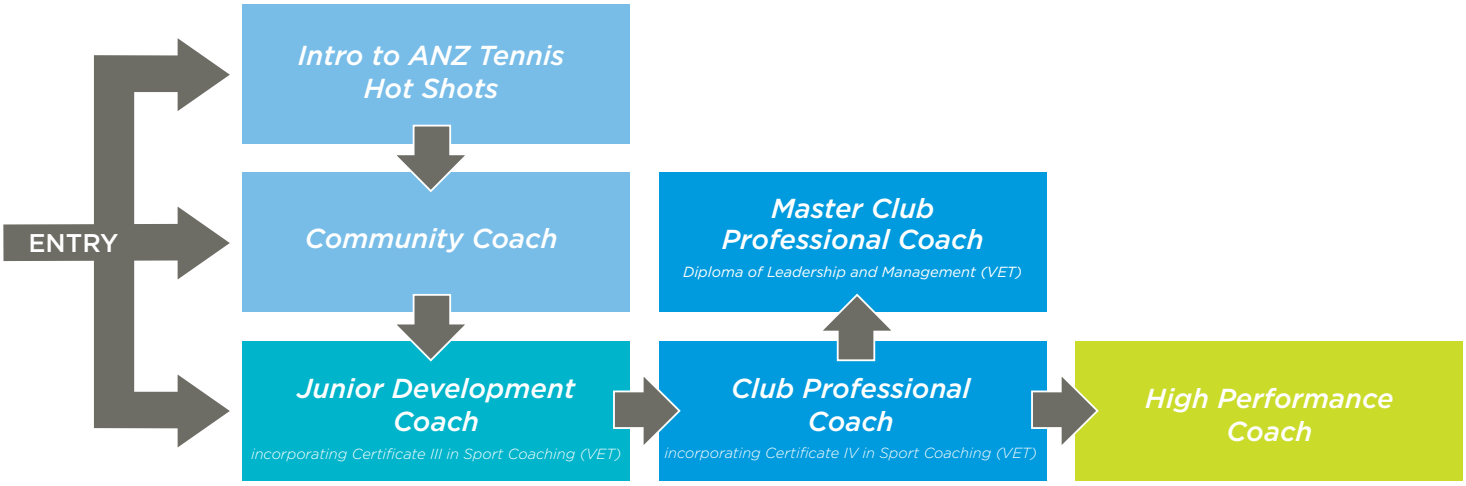
Tennis Australia
Allan Boyle
Locked Bag 6001 Richmond VIC 3121
e: allan.boyle@tennis.com.au
t: 8420 8416

Queries should be directed to the Course Coordinator:

Patrick Landy - 0478 303 813

Applications close 19 June 2017

Tennis Australia Coaching Pathway



Tennis Australia Community Coaching Course

Course structure

Unit 1 Develop and update knowledge of coaching practices
Unit 2 Coach beginner or novice participants to develop fundamental motor skills
Unit 3 Communicate effectively with others in a sport environment
Unit 4 Conduct red stage tennis activities
Unit 5 Develop and update knowledge of tennis development programs

Course entry criteria

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

Candidates are required to:

- Be a minimum of 16 years of age at the time of Tennis Australia Community coaching course[1]
- Comply with all requirements of the Tennis Australia Member Protection Policy. This requires a course candidate to hold a current Working with Children Check (WWCC) or your State/Territory equivalent. The State/Territory WWCC requirements vary around Australia and can be found at **tennis.com.au/coaches/membership/policies.**
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:[2]
    - A copy of a current Working with Children Check (WWCC) card.
    - A signed Tennis Australia Member Protection Declaration (MPD). This declaration is on p.9.
- Maintain a suitable physical fitness level to complete the practical components of the course. If you have any concerns about this component please contact the Course Coordinator to discuss.

Notes:

[1] The course may be completed by a candidate who is less than 16 years of age but the candidate will not receive the Tennis Australia Community coaching certificate until such time as this age requirement has been met.

[2] More information can be obtained from the Course Coordinator.

Application checklist

- ☐ Complete all sections of application form (p. 6–11).
- ☐ Candidates must be a minimum of 16 years of age to receive the Tennis Australia Community coach certificate.
- ☐ Have the required personal fitness level to physically complete the practical requirements of the coaching course.
- ☐ Attach relevant WWCC as required in your state or territory – visit **tennis.com.au/coaches/membership/policies.**
- ☐ Signed Member Protection Declaration (p.9).
- ☐ Payment of $495 (incl GST) course fee.[1]
- ☐ Signed Supervising Coach Commitment Form (p.8) - Supervising coach MUST be a Tennis Australia qualified coach member. If you do not have a supervising coach please contact the Course Coordinator

Notes:

[1] Participants aligned with a Tennis Australia qualified coach member are eligible for a 30% discount. The reduced fee will be $350 (incl. GST).

Compulsory attendance

If accepted into the course, you must agree to attend the face-to-face sessions. In the event of non-attendance you will be required to attend contact days at a future course to make up the sessions missed. If you are unable to attend due to illness a medical certificate is required.

Number of course participants

The maximum number of candidates is 24. This ensures quality in delivery and learning experiences. The maximum Learning Facilitator to participant ratio is 1:12 for on-court practical sessions.

Assessment

All units in this coaching course involve assessment. Opportunities to demonstrate competence are many and varied and include observation and demonstration of coaching sessions, written and oral questioning and written tasks. The Learning Facilitators will implement flexible assessment methods to allow those with special needs to undertake an alternative form of assessment. Should you have any special needs it is highly recommended you bring these to the attention of the Course Coordinator before the start of the course. All assessments are completed during the four days of the course.

Procedure for appeals and complaints

Tennis Australia actively encourages feedback and dialogue with our course participants as part of our continuous improvement philosophy. We established an equitable and transparent process for encouraging and dealing with feedback, complaints, grievances and appeals.

Our policy is governed by the following values and principles:

- All course participants shall have a clear opportunity to express their view on their learning experience, whether positive or negative.
- The process shall be transparent and no course participant shall perceive any disadvantage by expressing their views.
- The complaint shall be dealt with at the level of occurrence with opportunity for escalation to hasten resolve.
- High-risk complaints, including allegations of sexual harassment, discrimination and bullying shall be directed to Tennis Australia.
- Course participant feedback shall be dealt with in a timely, confidential and open manner and the participant shall be kept informed of all progress.
- Course participant feedback will be analysed and trends built into the company's continuous improvement process so all course participants benefit from the learning of the feedback.

Coach Membership

On acceptance into the Tennis Australia Community coaching course you will receive a complimentary Trainee Coach Membership (if you are not already an existing member). Your complimentary membership, valued at $149 (incl. GST), will be valid until the end of the financial year during which the face-to-face component of your course is completed. If you do not complete the course within that financial year you will be required to renew your Trainee Coach Membership to complete the course. The Trainee Coach Membership includes: Insurance: $20 Million Public Liability and $10 Million Professional Identity and Personal Accident Cover plus a wide range of benefits and resources.

For further information about Tennis Australia's services, programs or special offers - hit the net! Our website not only keeps you up-to-date with the latest local, national and international tennis news, it also outlines all Coach Membership services and benefits.

T: 1800 PLAY TENNIS
E: play@tennis.com.au
W: tennis.com.au/coaches

Tennis Australia refund policy

Upon acceptance into the Tennis Australia Community coaching course, candidates are required to pay the full course fees prior to the first day of the course.

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

- For withdrawals received in writing, after accepting a place in the course but before the first day of the course, fees will be refunded less a $50 (incl. GST) administration fee.
- For withdrawals received after the course start date, no payments will be refunded.

Tennis Australia Community Coaching Course Application Form

Please submit pages 6–11 to:

Melbourne Park - July 2017

Tennis Victoria - Allan Boyle
Locked Bag 6001
Richmond 3121
e: allan.boyle@tennis.com.au t: 8420 8416

Participant details

Title *(please circle)*: Mr Miss Ms Mrs

Last name: _____ **First name:** _____

Address: _____

Suburb: _____

State: _____ **Postcode:** _____

Email: _____

Home phone: _____ **Mobile:** _____

Date of birth: _____ **Sex:** ☐ Male ☐ Female ☐ Aboriginal ☐ Torres Strait Islander

Do you speak another language? If yes, please state _____

Which of the following categories best describes your current coaching commitment, both on-court and off-court?

☐ Full-time (more than 25 hours) ☐ Part-time (less than 25 hours) ☐ Inactive ☐ Retired

My Tennis (Coach Membership) number *insert (if currently a Tennis Australia coach member)* _____

Coach screening

Coach screening is an essential requirement for all Tennis Australia coach members. Each State/Territory has its own legislation and it is necessary to fulfil the requirements for each State or Territory in which you are working. Please provide your Working with Children (WWC) check number and expiry date. Include a copy of your WWC check with your application.

Visit ***tennis.com.au/coachscreening*** for more information.

This section must be completed

Working with Children Check in Victoria - attach a copy of the card to this application
Full name as printed on check:
Check Number:
Expiry date:

Current coaching positions *(e.g. Assistant coach at Jonty Tennis Centre under Jim Jackson).*

Responsibilities and type of coaching *(e.g. juniors, 5–7 years, ANZ Tennis Hot Shots coaching groups and or competition etc.)*

Past coaching experience *(Coaching position, e.g. Assistant Coach/administrator)*	**Club**	**Coaching hours per week**	**Period** *(e.g. Jan 14–Feb 16)*

Current playing and highest playing level	**Competition name**	**State/Territory**

Course participant supervising coach details

Supervising coach information

Title *(please circle)*: Mr Miss Ms Mrs

Last name: _____ **First name:** _____

Address: _____

Suburb: _____

State: _____ **Postcode:** _____

Email: _____

Home phone: _____ **Mobile:** _____

My Tennis (Coach Membership) number: _____

Tennis Australia qualified coach member: _____

Supervising coach commitment

By completing and signing this application form, I fully understand my role and commitment to _____ as their supervising coach.
(insert course participant's name)

I agree to make all reasonable efforts to provide support and offer experiences to progress the course participant's coaching skills.
I agree to act professionally, ethically and to abide by Tennis Australia's National Policies, including the Member Protection Policy and the Coaches' Code of Conduct at all times.

The supervising coach is expected to assist the course participant in the following areas:

- session planning
- group and time management and communication
- session delivery and catering for the needs of individual players in each group.

Should I have any questions and queries, I will direct them to the Course Coordinator and work with them in making the coaching course experience as fulfilling as possible for the course participant.

Privacy

To assist us in the provision of products and services, we need to collect personal information about you. When you provide personal information you agree that this will be used by TA and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at ***tennis.com.au/privacy***, which contains information about how you may access and seek correction of your personal information or complain about a breach of your privacy, and how we will deal with that complaint. If you do not agree, you must not provide your personal information, and you may be unable to access all of our products and services. TA and other Australian Tennis Organisations may disclose your personal information to other parties, including our related companies, other Australian Tennis Organisations, and third parties who provide us services. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas, including to the USA and the Netherlands and as otherwise specified in the Tennis privacy policy. TA and other Australian Tennis Organisations may use and disclose your personal information for direct marketing purposes regarding the products and services you are signing up to receive, unless you opt-out (which you can do at any time in accordance with the tennis privacy policy), and for facilitating further offers if you tick one of the boxes below.

- I understand that I may receive communications regarding tennis programs and activities from Tennis Australia and their Member Associations.

☐ I wish to receive further offers from Tennis Australia and other Australian Tennis Organisations regarding other products and services.

☐ I wish to receive other offers from third parties who have a relationship with Tennis Australia or other Australian Tennis Organisations about their products and services.

Name *(print)* _____

Signature _____ Date _____

Member Protection Declaration

(to be completed by the course participant)

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 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; (paid or volunteer) and
- persons appointed or seeking appointment to a role in which they are likely to have individual and unsupervised contact with players under 18 years of age

I, …… (name)

……(address) Date of Birth……/……/……

SINCERELY declare:

1. I do not have any criminal charge 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) Born ……/……/……

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]

Name:……

Signature:…… Date: ……/……/……

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: ……/……/……

Tennis Australia Community Coaching Course

Obligations of the course participant

On being accepted into the Tennis Australia Community coaching course, I consent to being bound by and agree to:

a) Nominate a Supervising Coach (Tennis Australia qualified) prior to commencing the course;
b) Attend all sessions of the course;
c) Be punctual for all sessions;
d) Inform the Course Coordinator by phone or email if unable attend any sessions due to illness (a medical certificate may be requested by Course Coordinator);
e) Make up any sessions/units missed at an appropriate time during a future course;
f) Dress and behave in a professional manner during the course;
g) Maintain a suitable physical fitness level to complete the practical components of the course. If you have any concerns about this component please contact the Course Coordinator to discuss;
h) Complete all assessment tasks during the course;
i) Pay all course fees by the due date.

Coach Membership terms and conditions

I understand and agree that:

1. I am bound by all relevant Tennis Australia Limited (TA) policies (as developed or amended by TA from time to time) including, but not limited to, the Member Protection Policy, the Coaches Code of Conduct, the Anti-Doping Policy, the Uniform Tennis Anti-Corruption Program, Cardio Tennis and Hot Shots program terms and conditions, made available to me at tennis.com.au/coaches/membership/policies.
2. I acknowledge that in order to protect the integrity and safety of the sport of tennis I must comply with:
   (a) TA's screening requirements – which require all Australian coach members to obtain and maintain local Australian Working With Children Checks and where requested by TA, complete and sign annual Member Protection Declaration forms; and
   (b) TA's insurance eligibility requirements – which, among other things, require Qualified Coaches to maintain current first aid certification and Trainee Coaches to be supervised in all tennis coaching activities by Qualified Coaches.
3. TA may reject my application for Coach Membership, accept my application but impose certain conditions, or suspend, or cancel, my Coach Membership during the membership term based on any of the following:
   (a) my breach of these Conditions or any policy referred to in Condition 1 above;
   (b) the results of TA's screening processes, my failure to deliver screening documents, or TA otherwise becoming aware of other information about actual or alleged criminal activities; or
   (c) my failure to meet TA's insurance eligibility requirements.
4. As a Coach Member I must:
   (a) act in a professional and lawful manner at all times;
   (b) promote and support TA's programs and activities to the greatest extent practicable;
   (c) not do, or have previously done, anything that may, in TA's reasonable opinion, bring TA or the sport of tennis into disrepute.
5. I must not use TA's Tennis Logo in any advertising or promotional material unless authorised by TA in accordance with a Licence Agreement for use of the Tennis Logo.
6. TA-branded uniform, equipment (including uniform and equipment offered to me for discounted purchase) and proprietary coaching course materials (including materials hosted on the 'Bounce' online platform) provided to me by TA from time to time:
   (a) must not be on-sold, deface or repurposed in any way;
   (b) may only be used in the delivery of tennis activities promoted or endorsed by TA (and not for delivery of tennis activities promoted by other tennis organisations).
7. I understand that Coach Membership fees are non-refundable (even if a membership is suspended or cancelled) and Coach Membership is personal and not transferable.
8. If I am 'Trainee Coach' Member, I must only:
   (a) coach under supervision of Qualified Coach Members (to ensure insurance eligibility); and
   (b) demonstrate reasonable progress towards 'Qualified' status by completing a coaching course recognised by TA within four years of commencing Trainee Coach membership.
9. To be eligible for 'Qualified' or 'Business Package' Coach Membership, I must have coaching qualifications which are recognised by TA (and must be able to provide evidence of my qualifications upon request by TA).
10. To be eligible for 'International' Coach Membership, I must have a residential address outside of Australia (and will provide proof or residence to TA upon request).
11. I have read and understood the details of the insurance cover provided to me and described at www.tennis.com.au/coaches/membership/insurance. I accept that any additional insurance cover is my sole responsibility.
12. TA may amend these Conditions at any time during the membership term for operational, business, security or safety purposes and will email me if an amendment occurs.
13. I consent to TA, its State-based Member Associations and government and commercial partners taking, retaining and reproducing my image and likeness in any way pertaining to my membership or involvement in tennis. I agree that any such images or likeness may be used by any of these parties in reporting or marketing materials including online publications without any further notice or payment to me.

Consent – use of image

I consent to my image or likeness being taken, retained and reproduced by or on behalf of Tennis Australia. I acknowledge that all photographs, video footage, television footage, electronic images, sound recordings and other records, images and recordings (Records) that are obtained by or on behalf of Tennis Australia and that include my image, voice or likeness, shall remain the property of Tennis Australia at all times. I consent to use of the Records by Tennis Australia, its Member Associations (for example, Tennis Victoria) and/or its commercial sponsors, suppliers and other partners in any way, including but not limited to, in hard copy, electronic and online publications, without any notice or compensation to me or my assigns. I agree that there will be no restriction as to which Records are used, when those Records are used, how those Records are used, or the number of times the Records are used.

Please tick the box if you DO NOT :

☐ Consent to the use of your image as set out above.

Privacy

To assist us in the provision of products and services, we need to collect personal information about you. When you provide personal information you agree that this will be used by TA and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at ***tennis.com.au/privacy***, which contains information about how you may access and seek correction of your personal information or complain about a breach of your privacy, and how we will deal with that complaint. If you do not agree, you must not provide your personal information, and you may be unable to access all of our products and services. TA and other Australian Tennis Organisations may disclose your personal information to other parties, including our related companies, other Australian Tennis Organisations, and third parties who provide us services. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas, including to the USA and the Netherlands and as otherwise specified in the Tennis privacy policy. TA and other Australian Tennis Organisations may use and disclose your personal information for direct marketing purposes regarding the products and services you are signing up to receive, unless you opt-out (which you can do at any time in accordance with the tennis privacy policy), and for facilitating further offers if you tick one of the boxes below.

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☐ I wish to receive further offers from Tennis Australia and other Australian Tennis Organisations regarding other products and services.

☐ I wish to receive other offers from third parties who have a relationship with Tennis Australia or other Australian Tennis Organisations about their products and services.

Agreement to terms and conditions

By signing and submitting this application form I accept and agree to be bound by the above terms and conditions.

Name *(print)* _____

Signature _____ Date _____

Parent/guardian name *(if course participant is under 18 years)*: _____

Signature _____ Date _____

Community Coaching Course Payment

Tax Invoice

Tennis Australia
ABN: 61006281125

Course participant name: _____

	Coach Member benefit price*	Standard price
Course fee	$318	$450
GST (10%)	$32	$45
Total payable	**$350**	**$495**

*This price applies if course participant is aligned with a Tennis Australia qualified coach member.

Payment method

These include cheque *(cheques payable to Tennis Australia),* Electronic Funds Transfer (EFT) or credit card.

EFT to Tennis Australia - BSB: 013-006 – Acc No: 835672673.
Please ensure your funds transfer credit is adequately identified using a clear reference – "VIC-MPJuly-CCC-yourname" and retain the receipt of payment to submit to 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

Card no: ☐☐☐☐/☐☐☐☐/☐☐☐☐/☐☐☐☐

Expiry _____/ _____ CCV number: ☐☐☐

By signing below, I authorise Tennis Australia to charge my credit card number the Tennis Australia Community coaching course fee of $495 (incl. GST) or member benefit price of $350 (incl. GST).

Name on card *(please print)* _____

Signature _____ Date _____ / _____ / _____

Tax Invoice: This document will be a Tax Invoice for GST purposes when fully completed and payment made. Therefore please retain a copy of this page for your records.

Tennis Australia
Olympic Boulevard
Melbourne, VIC 3000
Private Bag 6060
Richmond, VIC 3121

Community Coaching Course

Schedule 2017

Victoria – Melbourne Park, Olympic Boulevard, Melbourne VIC 3000

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

Day	Date	Time	Module	Venue
1	Monday 3 July	9.00am - 4.00pm	Module 1 – Coaching Tennis	Melbourne Park
2	Tuesday 4 July	9.00am - 4.00pm	Module 1 – Coaching Tennis	Melbourne Park
3	Wednesday 5 July	9.00am – 4.00pm	Module 1 – Coaching Tennis	Melbourne Park

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.