

## Tennis Australia Trainee Coaching Course

The Tennis Australia Trainee 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 will be 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 Tennis Australia Trainee Coaching Course has been developed by the Tennis Australia Coach Development department in conjunction with a range of educational stakeholders. The majority of the course content has been adapted from units in the Tennis Australia Junior Development coaching qualification. The course will not include any formal assessment however there will be pre-course and course work to be completed by participants outside the course contact hours. All course participants will receive a certificate of participation but NOT a qualification as it does not include any formal assessments.

### Course Units

Unit No	Unit Name	Hours
1	Apply coaching methods to meet the needs of junior sports players	3
3	Coach junior players to develop fundamental perceptual motor skills	3
7	Coach junior tennis players to develop stroke production and tennis tactics	18

### How to apply

The Tennis Australia Trainee Coaching Course will be conducted on the following dates:

**Saturday & Sunday 21<sup>st</sup> & 22<sup>nd</sup> April and Saturday & Sunday 28<sup>th</sup> & 29<sup>th</sup> April 2012.**

The venue for this course will be:

- **Tennis SA, War Memorial Drive, Adelaide**

If you are interested in applying for the TA Trainee 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 and Talent Development Department  
Tennis SA  
PO Box 43  
North Adelaide 5006 SA

t: (08)7224-8107  
f: (08)8212-6518  
e: [bmclennan@tennis.com.au](mailto:bmclennan@tennis.com.au)  
i: [www.tennis.com.au](http://www.tennis.com.au)

Your application should be returned by **5pm Monday 7<sup>th</sup> April 2012** and any queries should be directed to the Coach and Talent Development Department 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.

## Course schedule

The course schedule is included with this application and is subject to change. If for some reason you are unable to attend a unit within the course then you must notify the Course Coordinator as soon as possible, prior to the course beginning, and seek to determine the next suitable time to attend and complete the unit. There is still an opportunity to complete some units at a later date. On completion of all coaching course units, a course candidate is awarded Tennis Australia Trainee Coach status.

Please note – you must make a commitment to complete all course units. It has been considered that there may be other commitments that may also affect your attendance, however, course candidates must commit to all course units, eg: travel, competitions (pennant) and tournament play.

## Course fees

The TA Trainee Coaching Course fee is **\$440.00** (inc gst).

All candidates 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 Trainee 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](http://tennis.com.au/coaches/membership).

## Number of course candidates

The maximum number of candidates 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.

## Course entry criteria

To gain acceptance into the Tennis Australia Trainee 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 Trainee 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 trainers 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 unit trainer prior to the delivery of the coaching course.
- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires a qualification candidate to complete a Police Check (National Name Check or equivalent) as well as a Tennis Australia Prohibited Person Declaration.<sup>3</sup>
- As part of your application, if you are over the age of 18 years you must obtain and provide Tennis Australia with evidence that you have been screened in SA for Working with Children.
- All candidates must have a current First Aid certificate or proof of intention to undertake same, ie receipt for enrolment in a First Aid course

## Preparation for the course

**Punctuality** – As a courtesy to the course trainers 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 Trainer 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 Trainee Coaching Course refund policy**

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

Fees paid by candidates 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 candidate's place in the course is filled by another person, the candidate will receive a full refund.

## **Recording your performance**

As a course candidate/participant involved in activities relating to Tennis Australia Coach Education Programs such as, but not limited to the Tennis Australia Trainee 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 Trainee 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 SA privacy policy go to [www.tennis.com.au](http://www.tennis.com.au).

## Application checklist

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

- Candidates must be a minimum of 16 years of age to receive the Trainee coaching course participation certificate.
- The required personal fitness level to physically complete the practical requirements of the coaching course.
- Candidate must comply with all requirements of the Tennis Australia Member Protection By-Law.
- National/SA Police Check for People in Child Related Employment (Working with Children Screening)\*  
Please read over the guidelines and instructions located at the link below - <http://www.tennis.com.au/coaches/membership/policies>  
This certificate is required for all course candidates over the age of 18, under 18 not required.
- Member Protection Declaration – to be completed by ALL candidates
- Tennis Australia Code of Conduct – to be completed by ALL candidates
- Current First Aid Certificate – L1 Code HLTF201A or L2 code HLTF301B is acceptable \*
- Completed the application form
- Included the course fee of \$440.00

The application form and checklist should be completed by Monday the **7<sup>th</sup> of April 2012** and mailed, faxed or scanned and emailed, together with course fees, signed Code of Conduct, signed Member Protection Declaration and copies of working with children screening certificate and first aid certificate, to:

Coach and Talent Development Department  
Tennis SA  
PO Box 43  
North Adelaide 5006 SA

\* Complimentary Trainee Membership cannot be issued without BOTH of these documents being received.

Tennis Australia Ltd.  
 ABN: 61006281125

**Contact details**

Private Bag 6060 Richmond, Victoria, Australia, 3121  
 Phone: 03 9914 4000  
 Fax: 03 9650 1040

## Trainee Coaching Course payment Tax Invoice

Course fee	\$400
GST (10%)	\$40.00
<b>Total payable</b>	<b>\$440.00</b>

**Payment options**

Include payment of full course fee \$440 (Inc GST)

**Payment method**

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

**Direct deposit** (internet funds transfer) to Tennis Australia - BSB: 013006 – Acc No: 835672673. Please ensure your fund transfer deposit is adequately identified using this **clear reference - "SATrainee-(insert your name)"** 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     
  Diners     
  Amex

Card no:     /     /

Expiry \_\_\_\_\_ / \_\_\_\_\_      CCV number:

By signing below, I authorise Tennis Australia to charge my credit card number the TA Trainee 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.

**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: ...../...../.....

## **Code of Conduct for coaches**

(adapted from the International Tennis Federation Code of Ethics for coaches)

As a Tennis Australia coach member or a coach appointed by Tennis Australia, a Member Association, an Affiliated Organisation, a Member Affiliated Organisation, a Regional Association or an Affiliated Club you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Tennis Australia, a Member Association, an Affiliated Organisation, a Member Affiliated Organisation, a Regional Association or an Affiliated Club and any role you hold within Tennis Australia, a Member Association, an Affiliated Organisation, a Member Affiliated Organisation, a Regional Association or an Affiliated Club.

1. Treat all students with respect at all times. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
2. Provide feedback to students and other participants in a caring manner, sensitive to their needs. Avoid overly negative feedback.
3. Recognise students' rights to consult with other coaches and advisors. Cooperate fully with other specialist (e.g., sport scientists, doctors, physiotherapists etc)
4. Treat all students fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and any other condition.
5. Encourage and facilitate students' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the students in decisions that affect them.
7. Determine, in consultation with students and others, what information is confidential and respect that confidentiality.
8. Encourage a climate of mutual support among your students.
9. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
10. At all times use appropriate training methods which in the long-term will benefit the students, and avoid those which could be harmful.
11. Ensure that the tasks/training set are suitable for the age, experience, ability and physical and psychological conditions of the students.

12. Be acutely aware of the power that you as a coach develop with your students in the coaching relationship and avoid any sexual intimacy with students that could develop as a result.
13. Avoid situations with your student that could be construed as compromising.
14. Actively discourage use of performance-enhancing drugs, the use of alcohol and tobacco and any illegal substance.
15. Respect the fact that your goals as a coach for the student may not always be the same as that of the student. Aim for excellence based upon realistic goals and due consideration for the student's growth and development.
16. Recognise individual differences in students and always think of the student's long-term best interests.
17. Set challenges for each student which are both achievable and motivating.
18. At all times act as a role model who promotes the positive aspects of sport and of tennis by maintaining the highest standards of personal conduct and projecting a favourable image of tennis and of coaching at all times.
19. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your students.
20. Encourage students and other coaches to develop and maintain integrity in their relationships with others.
21. Respect other coaches and always act on a manner characterised by courtesy and good faith.
22. When asked to coach a student, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.
23. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
24. Know and abide by the tennis rules, regulations and standards, and encourage students to do likewise. Accept both the letter and the spirit of the rules.
25. Be honest and ensure that qualifications are not misrepresented
26. Be open to other people's opinion and willing to continually learn and develop.
27. Place the safety and welfare of athletes above all else. (Version—TA MP By-Law-25/03/10)

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Name

Signature

Date

Note: Seek legal advice if you are unsure of your status.

## Tennis Australia Trainee coaching course application form

(please print)

Surname: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Given names: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

email: \_\_\_\_\_ mob: \_\_\_\_\_

ph hm: ( ) \_\_\_\_\_ ph wk: ( ) \_\_\_\_\_ fax: ( ) \_\_\_\_\_

Current occupation: \_\_\_\_\_

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.

### Past coaching experience

Coaching position, eg: Assistant

Club and Coach

Period, eg: Jan 02-Feb03

Coach/administrator

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**Coaching experience: (cont'd)**

Tournament results of players that you have coached (coached for a minimum of 1 year).

Tournament name	Player	Result	Coaching period, eg: Aug 01-Dec 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

**Playing experience:**

Current playing level, eg: Tennis West Tennis League, International Tennis Number (ITN).

Current playing level	Competition name	State/Territory

**Highest playing level and year:**

Highest playing level	Competition name and year	State/Territory

**Other:**

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

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**Other (cont'd):** Give a brief outline of what you hope to achieve by undertaking the TA Trainee Coaching Course?

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Please list any other comments that you feel may be relevant, eg: experiences that may have contributed to your coaching and/or personal development.

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**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 Trainee 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 qualification 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 Trainee 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](http://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.