

## Tennis Australia Club Professional coaching qualification

The Tennis Australia (TA) Club Professional coaching qualification has been developed by the Tennis Australia Coach Development department in conjunction with a range of educational stakeholders. The qualification is delivered by Tennis Australia in partnership with Member Associations, eg: Tennis NSW, Tennis SA, etc.

The TA Club Professional coaching qualification is designed to train coaches to become head coaching professionals at tennis clubs/centre. The Club Professional coaching qualification covers stroke production, tactical plans and sport science (biomechanics, psychology, physical conditioning, movement for tennis etc) with a focus on the Encourage (10-12 years) and Enhance (12-15 years) stages of the TA Athlete Development Matrix. It also includes business development units (e.g. logos, advertising mediums, marketing materials, pricing strategies, product options, IT, the internet and email).

### Units of competency

No	Name
1	Apply coaching methods to meet the needs of advanced junior tennis players
2	Undertake coaching activities in accord with professional and legal standards
3	Reflect and improve on professional coaching role and practice
4	Plan coaching programs for advanced junior tennis players
5	Coach advanced junior players in advanced stroke production and match tactics
6	Develop physical and movement skills of advanced junior tennis players and prevent and manage injuries
7	Coach athletes to apply principles of sport psychology
8	Advise tennis players on equipment needs
9	Utilise information technology to enhance a tennis coaching business
10	Apply fundamental marketing and business concepts to a tennis coaching business

### How to apply

The TA Club Professional coaching qualification will be conducted from 17 June, 2012 to 2 December, 2012.

The venues for the face-face session will be:

- State Tennis Centre, Victoria Park Drive, Burswood, WA, 6100 for off-court and on-court presentations/sessions,

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

Callum Beale	t: (08) 6462 8319
Coach & Talent Development Manager	f: (08) 9361 1500
PO Box 116	e: cbeale@tennis.com.au
Burswood WA 6100	i: www.tennis.com.au

Your application should be returned by **Friday 1, June 2012, 5pm** and any queries should be directed to the Coach & Talent Development Manager on the above contacts. All applicants will be notified of the status of their application (accepted or not accepted) by phone and/or written correspondence approximately one week after the closing date.

In some instances there are a limited number of positions available in the qualification. Applicants are admitted based on their application and their ability to meet the 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 qualification in the future, however, this cannot be guaranteed.

## Qualification schedule

The 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 Coach & Talent Development Manager as soon as possible, prior to the course beginning, 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 successful completion of all units, a candidate is awarded Tennis Australia Club Professional coach status.

Please note – you must make a commitment to complete all 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.

## Qualification fees

The TA Club Professional coaching qualification fee is **\$2,200.00** (inc gst).

All candidates are required to pay the coaching course fee prior to commencing the qualification. If payment of this fee is an issue contact the Coach & Talent Development Manager to discuss your circumstances.

The fee includes learner support materials (learner guides), NCAS registration fees and other costs such as facility hire, Learning Facilitator fees, course certificate, assessment costs (includes four course assessment sessions only) and use of equipment as required.

## TA Club Professional coaching qualification refund policy

Upon acceptance of enrolment into the Club Professional coaching qualification, 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:

- For cancellations received in writing more than 30 days before the first workshop, fees will be refunded less a \$100 administration fee.
- For cancellations received in writing, more than 14 days but less than 30 days before the first workshop, fees will be refunded less a \$200 administration fee.
- If cancellation is received less than 14 days before the first workshop, fees will be refunded less an administration fee of \$400.
- If a cancellation is received after the qualification has commenced fees will not be refunded.

## Qualification entry and completion criteria

To gain acceptance into the TA Club Professional coaching qualification 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 TA Club Professional coaching qualification.

Candidates are required to:

- Be a minimum of 18 years of age at the time of Club Professional qualification.<sup>1</sup>
- Have met the competencies of the Junior Development coaching qualification either through completing the qualification or through Recognition of Current Competence.

- Comply with all requirements of the Tennis Australia Member Protection By-Law. This requires participants to complete a Police Check (National Name Check or equivalent) as well as a Tennis Australia Prohibited Person Declaration.<sup>2</sup>
- Be a Tennis Australia qualified coach member.
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:
  - The Working with Children check needs to be submitted prior to the starting date of the course to your Coach Development Coordinator.
  - For further information on how to gain your Working with Children check, visit the tennis Australia website [www.tennis.com.au/coachscreening](http://www.tennis.com.au/coachscreening).
- As a minimum, hold a current Basic (Level 1) first aid certificate 4 (check expiry date). Tennis Australia recommends candidates complete the Tennis Australia first aid course tailored for tennis coaching.<sup>3</sup>
- Have a personal fitness level that will enable you to physically complete the practical requirements of the coaching qualification. 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 qualification. This is to be discussed with the Coach Development Coordinator and unit Learning Facilitator prior to the delivery of the coaching qualification.
- Have demonstrated a playing ability to the level of ITN 4 or equivalent. This may be achieved by including all relevant playing ability details in the application form – “Playing experience” section. It should be noted that Unit “Unit 7 – Apply basic biomechanical principles to develop stroke production of beginner to competitive tennis players” includes a session designed to assess playing competence, ability and level.

**Notes:**

<sup>1</sup> The qualification may be completed by a candidate who is less than 18 years of age but the candidate will not receive the official coaching qualification until such time as this age requirement has been met. Candidates under the age of 18 may also be required to take part in a short interview (face-to-face or by phone) designed to brief the candidate on the journey ahead. Completion of this interview does not constitute acceptance or non- acceptance into a qualification.

<sup>2,3</sup> More information on this can be obtained from the Coach Development Coordinator. In some instances the TA Club Professional coaching qualification may actually include a first aid course within it. This should be verified by the Coach Development Coordinator.

## Preparation for the qualification

**Punctuality** – As a courtesy to the Learning Facilitators and other candidates, all candidates must arrive on time. Mobile phones should be switched off or diverted to voicemail during the training.

**Taking notes** – A plethora of material is covered in training. 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 Coach Development Coordinator.

**Contribute** – You will get from the training what you put into the training. By the very nature of a coach training program 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 Coach Development Coordinator or the Unit Learning Facilitator for more information. Where possible, do this at the most appropriate time.

## Number of qualification candidates

The maximum number of candidates in the face-to-face delivery option of the coaching qualification is 24. This ensures quality in delivery and learning experiences. The maximum acceptable Learning Facilitator to participant ratio is 1:8 for on-court practical sessions.

## **Coaching practise – Supervising coach**

Coaching practise is incorporated into “Unit 7 – Coach tennis players in advanced stroke production and match tactics” of the Club Professional coaching qualification. Candidates must complete 60 hours of practical Club Professional level coaching during the Club Professional coaching qualification. Confirmation of these hours is required through the provision of a coaching log sheet. A template log sheet will be provided by the Coach Development Coordinator.

These hours should be completed under the guidance of a suitably qualified coach. If you do not know a coach who you will be able to complete these hours with please tick the appropriate box on the application check list page and the Coach Development Coordinator will help arrange a suitable coach for you to complete your practical coaching hours with.

## **Qualification assessment**

All units in this coaching qualification involve assessment. Learning Facilitators will implement flexible assessment techniques (particularly within the written components) to allow those with special needs to undertake an alternative form of assessment. This provides for workable and suitable alternatives for those applicants seeking distance education. If you reside in a remote location you should discuss distance education with the Coach Development Coordinator/Unit Learning Facilitator at your earliest convenience, prior to beginning the qualification. Should you have any special needs it is highly recommended you bring these to the attention of the Coach Development Coordinator before the start of the qualification.

## **Late Submission of assessment tasks policy**

Coaches are to submit all assessment tasks by the nominated deadlines. If an assessment task is not submitted by the deadline (and coaches have not applied for an extension due to extenuating circumstances a minimum of 7 days before the due date), an administration fee of \$50 per month will be paid by the coach for any assessment task submitted after the due date (i.e., if a task is submitted 1-30 days post-due date the fee will be \$50, fee for tasks submitted 31-60 days post-due date will be \$100 etc).

If a coach does not submit an assessment task by 60 days after the due date and has not made contact with the Coach Development Coordinator, a formal interview will be held with the case manager and the coach. Likewise, if a coach does not submit two consecutive assessment tasks by the due dates a formal interview will be held.

Following this interview, if the coach fails to submit an assessment task by the agreed date, his/her place in the qualification will be forfeited and he/she will be required to pay a pro-rata fee for the training completed to the forfeit date.

## **Recognition of Current Competence (RCC)**

Applicants are expected to attend all units. Applicants who believe they have current competence in an area may apply for Recognition of Current Competence. The RCC application form should be completed prior to beginning the TA Club Professional coaching qualification. It should be noted the Tennis Australia RCC process is separate to applying for entry to the TA Club Professional coaching qualification and incurs additional fees. The RCC fees are considerable and some units incur more fees than others. No TA Club Professional coaching qualification units are waived or may be excluded in any other way. For more information about the RCC process please contact your Coach Development Coordinator.

## **What if I fail the qualification?**

No-one “fails” in a competency based training education framework; however, you may be deemed not yet competent (NYC). Candidates who are deemed NYC will be encouraged to complete a range of

activities designed to assist their process of becoming “Competent”. These activities will vary according to the respective unit, performance criteria being assessed and the evidence submitted by a candidate.

## **What happens when I complete all the TA Club Professional coaching qualification units?**

Candidates are awarded the TA Club Professional coaching qualification (TA Club Professional coaching certificate) when:

- They are deemed competent in all units that make up the TA Club Professional Coaching qualification.
- All TA Club Professional coaching qualification Entry Criteria/Pre-requisites has been met.
- All relevant fees have been paid.

## **What about my playing level/skills**

For more information related to the playing level/skill requirements for this coaching qualification refer to the definition of an ITN 4 - available from the ITF ITN website at - <http://www.itftennis.com/itn/>.

## **Complaints handling procedures and appeals**

Candidates with grievances about the conduct of the coaching qualification or those seeking appeals on their assessment process must submit them in writing to the Coach Development Coordinator within 30 days of the completion of the coaching qualification/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.

## **Recording your performance**

As a candidate/participant involved in activities relating to Tennis Australia Coach Education Programs such as, but not limited to the Tennis Australia Club Professional coaching qualification, 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 Club Professional coaching qualification 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/qualifications.

## **More information**

In applying for this coaching qualification 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).

## Application checklist

The following checklist is provided as a summary of the entry criteria for 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 entry criteria then contact the Coach Development Coordinator for assistance and advice.

- Candidates must be a minimum of 18 years of age to receive the Club Professional coaching qualification.
- Attained the Junior Development coaching qualification
- The required personal fitness level to physically complete the practical requirements of the coaching qualification.
- As a minimum, hold a current Basic Level 1 first aid qualification.
- Candidate must comply with all requirements of the Tennis Australia Member Protection By-Law.
- WA Police Check for People in Child Related Employment (Working with Children Screening)\*
  - Working with Children check visit:  
<http://www.tennis.com.au/coaches/membership/policies>
  - Prohibited Person Declaration
  - This certificate is required for all course candidates over the age of 18, under 18 not required.
- Completed the application form - pages 7-11 (including the Coach Supervisor form pages 10 & 11).
  - If you do not know a suitable coach to be your supervisor please tick this box and Tennis Australia will assist you to find a suitable supervising coach.
- Included the fee of \$2200.00 OR Instalment one - \$1200.00 (instalment two / balance remaining - \$1000.00 – due and payable half-way through the course)

This application form should be complete by \_\_\_\_\_

Post your application and fees to:

Callum Beale  
Coach & Talent Development Manager  
PO Box 116  
Burswood WA 6100  
e: cbeale@tennis.com.au

Tennis Australia Ltd.  
 ABN: 61006281125

**Contact details**

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

## Club Professional coaching qualification Payment Tax Invoice

Name: \_\_\_\_\_

Course fee	\$2,000.00
GST (10%)	\$200.00
<b>Total payable</b>	<b>\$2,200.00</b>

**Payment options**

- Include payment of full course fee \$2,200 (Inc GST) or
- Two instalment payments of \$1,200 and \$1,000 (Inc GST) one now and one four weeks after the course start date.

**Payment method**

These include money order, cheque (*cheques 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: “WAcP-yourname” (WAcP-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     
  Diners     
  Amex

Card no:     /     /

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

By signing below, I authorise Tennis Australia to charge my credit card number the TA Club Professional Coaching Course amount of:

- \$2200.00 or  two instalment payments of \$1,200.00 and \$1,000.00.

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

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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.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Tennis Australia Club Professional coaching qualification application form**

*(please print)*

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

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

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

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

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

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

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

Completed Junior Development coaching qualification - location: \_\_\_\_\_ year: \_\_\_\_\_

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 qualification. *(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 Advanced 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 Coach/administrator	Club and Coach	Period, eg: Jan 02-Feb03

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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: Grade B badge, Grade 1 pennant, 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

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**Other:**

How and where did you find out about the TA Club Professional coaching qualification?

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**Other (cont'd):**

Give a brief outline of what you hope to achieve by undertaking the TA Club Professional coaching qualification?

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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 Tennis Australia Club Professional coaching qualification.

I understand this qualification involves competency based training and that all efforts will be made to assist my learning process/journey. I agree to commit to the qualification and the various components of the qualification – 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 Tennis Australia Club Professional Coaching qualification.



Name (*print*): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In applying for this coaching qualification and documenting your personal details Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia or Tennis WA 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.

## Tennis Australia Club Professional coaching qualification Coach Supervisor

(please print)

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

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

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

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

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

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

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

### Coaching experience:

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

Current coaching positions, eg: Head coach at Jonty Tennis Centre	Responsibilities and type of coaching, eg: juniors, adults, squads, tournament level players, 5-7 years, modified juniors, etc..

Past coaching experience		
Coaching position, eg: Head coach, Assistant Coach/administrator	Club and Coach	Period, eg: Jan 02-Feb03

### 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:

Are you a Tennis Australia Certified Coach?      *(please circle)*      Yes      No

Are you a Tennis Australia Coach Member?      *(please circle)*      Yes      No

Are you a member of TCA, ATPCA, USPTA, USPTA, LTA, or other?      *(please circle)*      Yes      No

Other: *(please list)* \_\_\_\_\_

### Supervising Coach understanding and agreement

By completing and signing this application form, I fully understand my role and commitment to \_\_\_\_\_ *(insert course candidates name)* as their Supervising Coach.

I agree to make all reasonable efforts to aid, support, educate and offer experiences to progress the candidates coaching journey. I agree to act professionally, ethically and to abide by the Coaches Code of Ethics at all times.

The Supervising Coach is expected to assist in the following areas:

- Following a coaching/session plan and time management
- Class formation and harnessing a positive environment
- Lesson delivery such as ball feeding, time on-task, contingencies, etc.
- Assistance with analysis and improvement
- Assist in sourcing four competition standard pupils for the three separate assessment sessions. These players should be aged 9 – 16 years.

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

Name *(print)*: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the supervising coach, by documenting your personal details above Tennis Australia agrees to abide by all relevant privacy legislation. For more information on the Tennis Australia or Tennis WA 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.