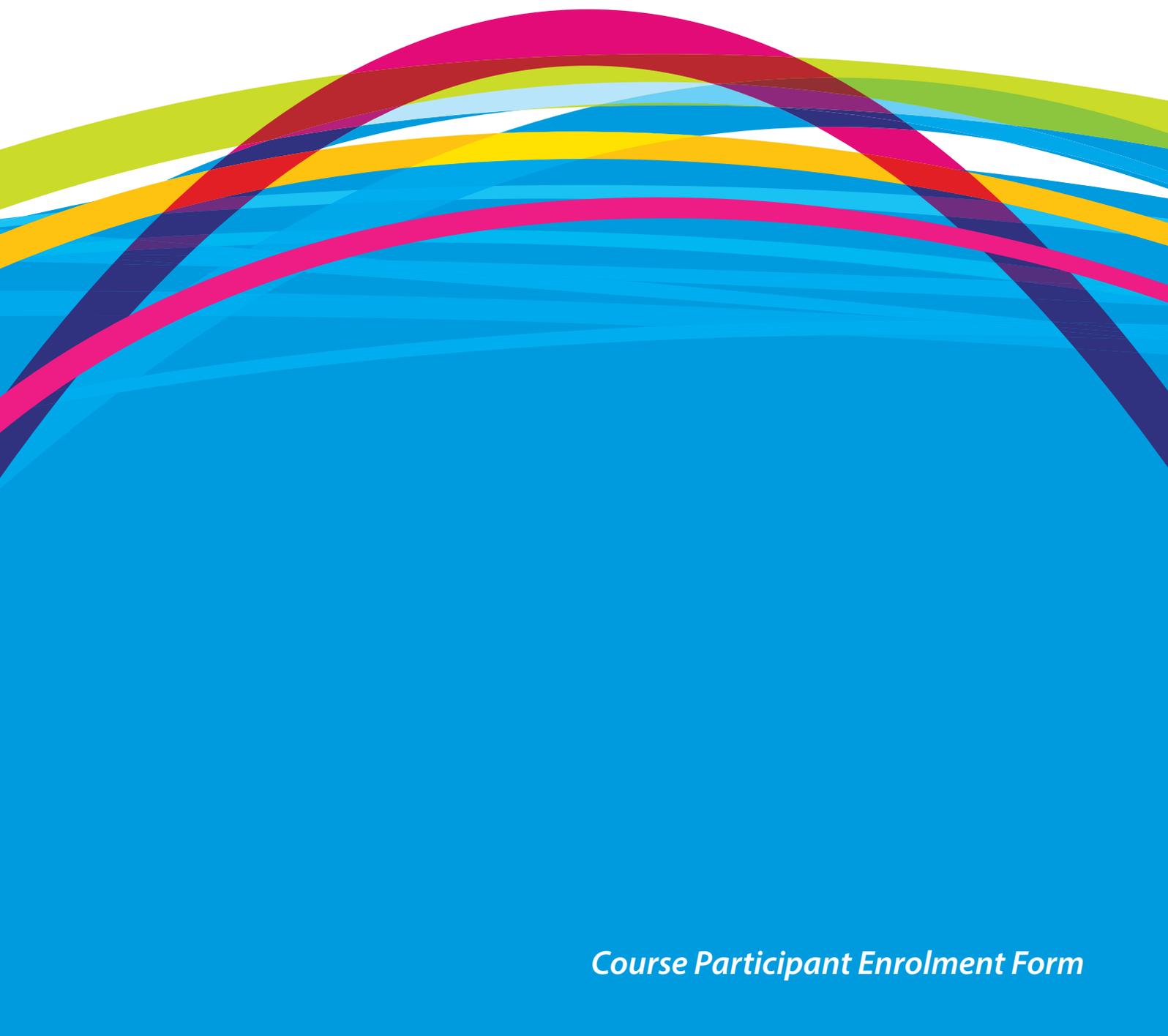




*Tennis Australia*  
***Community Coaching Course***



*Course Participant Enrolment Form*

# Tennis Australia Community Coaching Course

The Tennis Australia Community Coaching Course is designed to train coaches to develop the skills of junior tennis players with a focus on the MLC Tennis Hot Shots program. The course aims to develop the participant's ability to deliver coaching sessions using modified balls, racquets, nets and courts appropriate to the developmental needs of junior players. This course is suitable for people who would like to begin coaching tennis, or who are currently coaching, under the guidance of a qualified tennis coach. The course is four days in duration with the majority of time spent on-court participating in activity-based learning. All participants will receive a certificate of participation on successful completion of the course.

## How to apply

The Tennis Australia Community Coaching Course will be conducted on

The venue for this course will be:

To apply for the course, please complete all sections of this enrolment form. A checklist has been provided on p.5 to ensure you meet all course entry criteria. Forms should be returned to the Course Coordinator by  
Any queries should be directed to the Course Coordinator.

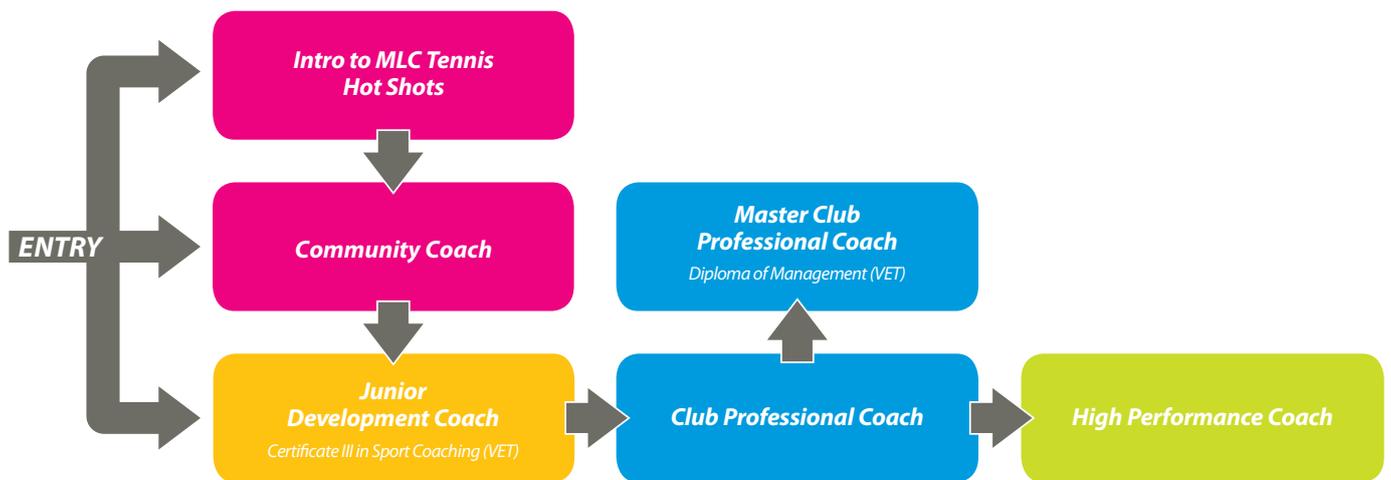


All applicants will be notified of the status (accepted or not accepted) of their application by phone and/or written correspondence within one week of the course closing date.

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

### Units

SISSCO101	Develop and update knowledge of coaching practices
SISSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSDE201	Communicate effectively with others in a sport environment
SISSTNS201	Conduct red stage tennis activities
SISSTNS206	Develop and update knowledge of tennis development programs

These units provide credit towards the SIS20512 Certificate II in Sport Coaching and the SIS30710 Certificate III in Sport Coaching.

If you wish to obtain a Statement of Attainment through our Registered Training Organisation (RTO) Smart Connection Training on completion of the course you will be invoiced an additional fee of \$220 (Inc GST). Your Course Coordinator will provide additional information about this during the course.



## Course entry criteria

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

Applicants who best meet the entry criteria shown below give themselves the best possible opportunity of being accepted.

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 the requirements of the Tennis Australia Member Protection Policy. This requires you to provide Tennis Australia with the following:
  - Complete the Tennis Australia Member Protection Declaration on p.10.
  - Sign the Code of Conduct for coaches on p.11.
  - Working with Children Check (WWCC) or State/Territory equivalent in your respective State/Territory. The State/Territory WWCC requirements vary around Australia and can be found at [tennis.com.au/coaches/membership/policies](http://tennis.com.au/coaches/membership/policies).
  - Your WWCC documentation must be submitted to the Course Coordinator prior to the commencement of the course.

## Course schedule

The course schedule is included with this application form and is subject to change. Attendance at all course sessions is compulsory. On successful completion of all coaching course units, the course participant is awarded Tennis Australia Community Coach status.

## Course fees

The TA Community Coaching Course fee is \$495.00 (inc GST).

**Please note:** Applicants eligible for the **Free Coaching Course** offer to staff of Tennis Australia coach members are not required to pay course fee.

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

The Course fee includes learner support materials (course workbook), and 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 about member benefits please visit [tennis.com.au/coaches/membership](http://tennis.com.au/coaches/membership).

## Number of course participants

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

## Preparation for the course

**Punctuality** — As a courtesy to the Learning Facilitator and other participants, all course participants 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. Participants 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 your Learning Facilitator for more information. Where possible do this at the most appropriate time.

## Assessment

All units in this Coaching Course involve assessment. Opportunities to demonstrate competence for assessment are many and varied and include observation of coaching sessions, written or oral questioning, peer to peer assessment, role plays and portfolios of evidence. The Learning Facilitators are qualified in the Certificate IV in Training and Assessment or its equivalent and are continually monitored to ensure the assessment approach meets the latest benchmarks. Facilitators will implement flexible assessment techniques (particularly within the written components) 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.

## 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 participants 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 time frames:

- 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 participant's place in the course is filled by another person, the participant 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 privacy policy go to [tennis.com.au](https://www.tennis.com.au)

## Application checklist

The following checklist is provided as a summary of the course entry criteria.

If you are having difficulty meeting these criteria, please contact the Course Coordinator for assistance and advice.

- Candidates must be a minimum of 16 years of age to receive the Tennis Australia Community Coaching Course participation certificate.
- Candidates must have the required personal fitness level to physically complete the physical requirements of the coaching course.
- State/Territory Working with Children Check (WWCC) or State/Territory equivalent.
- Completed Member Protection Declaration (p.10).
- A signed Code of Conduct for coaches. (p.11).
- Completed application form.
- Course fee of \$495.00 (inc GST).

*Please note:* Applicants eligible for the **Free Coaching Course** offer to staff of Tennis Australia coach members are not required to pay course fee.

# Course participant enrolment

(please print)

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

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

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

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

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

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 Tennis Australia Club Professional Coach.

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

<b>Past coaching experience &amp; coaching position</b> <i>(eg: Assistant Coach/administrator)</i>	<b>Club</b>	<b>Period</b> <i>(eg: Jan 02 – Feb 03)</i>





## 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 IV, B Sc., Cert III in fitness)	Organisation (eg: UWA, AIM)	Year completed

## Other:

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

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

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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 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](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.



## Course participant supervising coach details

### Supervising coach information

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Tennis Australia Coach Qualification (*Must be minimum Junior Development qualified*): \_\_\_\_\_

Current TA Coach Member:    Yes    No                      My Tennis number: \_\_\_\_\_

### Supervising Coach understanding and agreement

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 support, educate and offer experiences to progress the participants coaching journey.

I agree to act professionally, ethically and to abide by the Coaches Code of Conduct at all times.

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

1. Provide session plans for coach to follow.
2. Group management.
3. Lesson delivery such as time on-task and modifying activities.
4. Assist in sourcing two players aged 3–5 years for the Fundamental Perceptual Motor Skills (FPMS) activities.
5. Assist in sourcing four red players for the one on-court assessment. These players should be able to maintain a basic rally on a red court and be aged between 6–8 years.

Should I have any questions and queries I will direct them to the Course Co-ordinator and work with them in making the Coaching Course experience as fulfilling as possible for the course participant.

Signature \_\_\_\_\_ Name (*print*) \_\_\_\_\_ 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 policy go to **[www.tennis.com.au](http://www.tennis.com.au)**



## Contact details

Private Bag 6060  
 Richmond, Vic 3121  
 P: 03 9914 4000  
 F: 03 9650 1040

## Tax invoice

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

Course fee	\$450.00
GST (10%)	\$45.00
<b>Total payable</b>	<b>\$495.00</b>

*Please note:* Applicants eligible for the **Free Coaching Course** offer to staff of Tennis Australia coach members are not required to pay course fee.

## Payment options

Include payment of full course fee \$495 (inc GST)

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: “VicCommunityCC-yourname” (Vic CommunityCC-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 \$495.00 (inc GST)

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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# 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.*