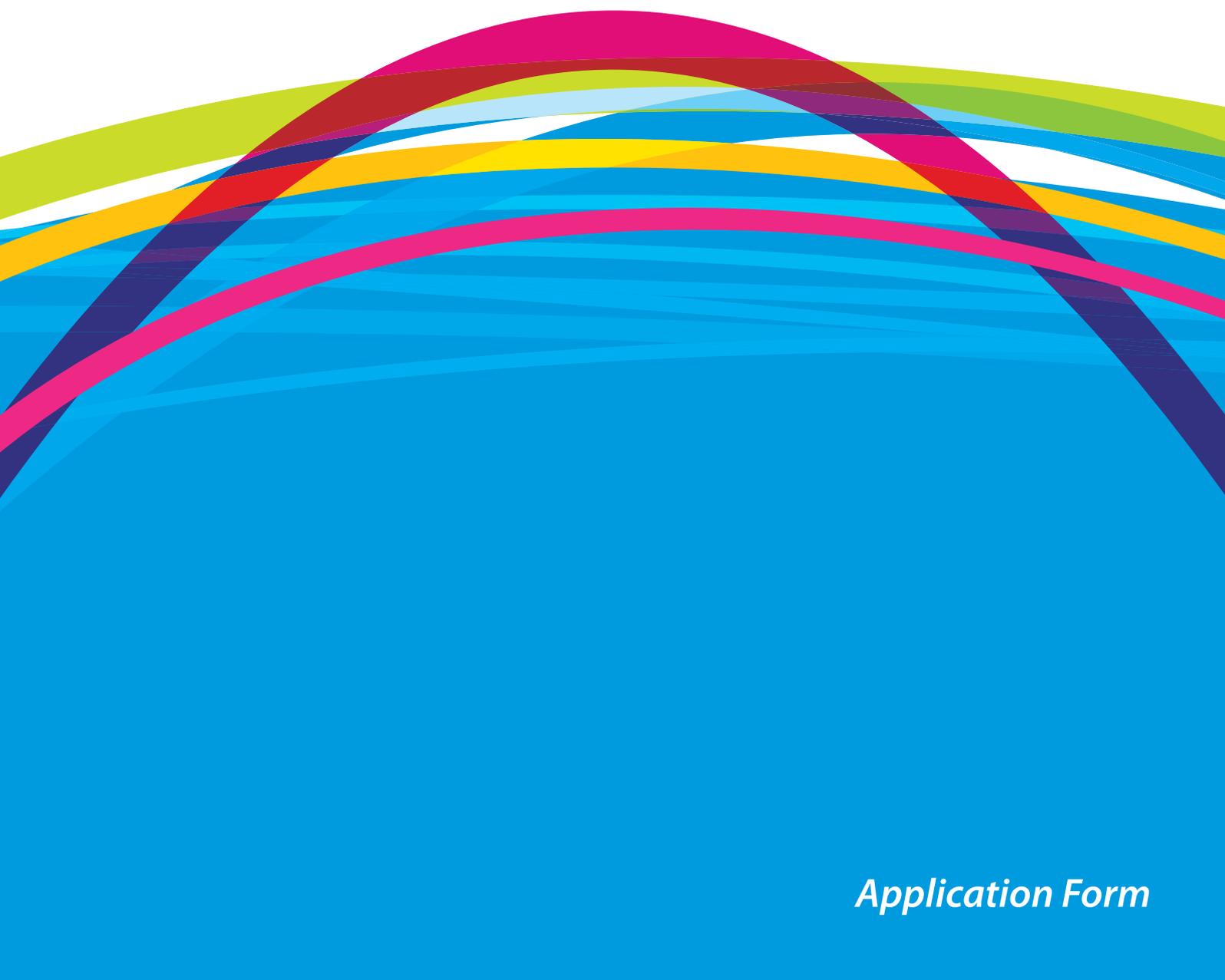


Tennis Australia Community Coaching Course



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 MLC 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 conducted on 22 & 23 March and 29 & 30 March, 2014.

The venue for this course will be:

To apply for this course, please return this application form (p. 6–11) to:

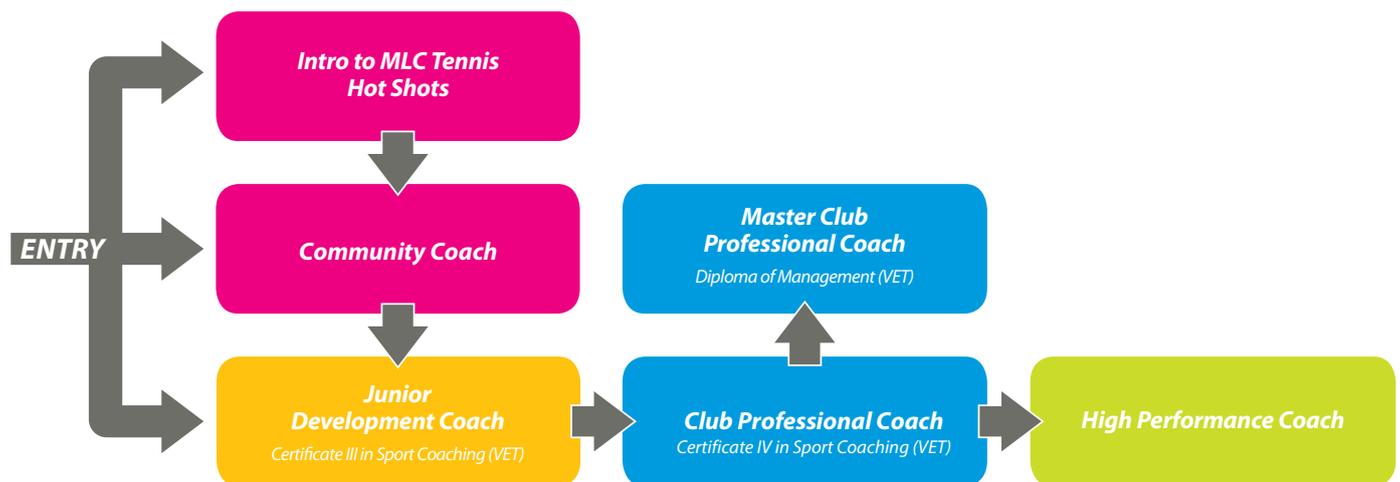
***Your application should be returned
by
and any queries should be directed
to the Course Coordinator.***

All applicants will be notified of the status of their application by phone and/or written correspondence 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.



Tennis Australia Coaching Pathway



Tennis Australia Community Coaching Course

Course structure

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



The Community coaching course is a nationally recognised SISSS00051 Tennis Community Coach skill set consisting of five units of competency which provide credit towards a SIS20513 Certificate II in Sport Coaching.

Through our collaboration with the Registered Training Organisation (RTO), Smart Connection Training, you are able to obtain a Statement of Attainment on successful completion of the course for an additional fee of \$200 (GST exempt). 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 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 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.
- As part of your application, you must obtain and provide Tennis Australia with evidence of the following:²
 - An original or certified copy of a current Working with Children Check (WWCC) or State/Territory equivalent in your respective State/Territory.
 - 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 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) enrolment fee.¹
- Signed Supervising Coach Commitment - supervising coach must be a Tennis Australia qualified coach.

Notes:

¹ Applicants who are working under the supervision of a Tennis Australia qualified coach member are eligible to pay a reduced course fee of \$350 (incl GST). This is a member benefit for Tennis Australia qualified coach members.

Compulsory attendance

If accepted into the course, you must agree to attend all of 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, peer assessment, role plays and portfolios of evidence. 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 and Learning Facilitators as part of our continuous improvement philosophy. We have 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.



Tennis Australia refund policy

Upon acceptance into the Tennis Australia Community coaching course candidates will be expected to pay the fees required 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 \$100 (incl GST) administration fee.
- For withdrawals received after the course start date, no payments will be refunded.

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 \$109 (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: 03 9914 4191

e: coachmembership@tennis.com.au

w: tennis.com.au/coaches



Tennis Australia Community Coaching Course Application Form

Please submit pages 6–11 to:

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: _____

Business name: _____ Website: _____

Uniform size:

Women's

size 8 size 10 size 12 size 14 size 16

Men's

Small Medium Large X Large XX Large

Coach screening

Coach screening is an essential requirement for all Qualified and Trainee coach members. Each State/Territory has its own legislation and it is necessary to fulfil the requirements for the State or Territory in which you are working. Please provide your Working with Children (WWC) check number and expiry date or submit your current original or certified copy of your National Police Certificate.

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

This section must be completed

Relevant for Western Australia, Queensland, Victoria, New South Wales and Northern Territory	Relevant for Tasmania, South Australia, and Australian Capital Territory
WWC check number (NSW, WA, Vic, Qld (blue card), NT (Ochre card))	National Police Certificate
Full name as printed on card or certificate	<input type="checkbox"/> Sent the current original (or certified copy) to Tennis Australia.
Number (as above)	All original and certified National Police Checks will be returned once sighted.
Expiry date _____ / _____ / _____	

Current coaching positions, e.g.: Assistant coach at Jonty Tennis Centre under Jim Jackson

Responsibilities and type of coaching, eg: MLC Tennis Hot Shots, teenagers, squads, Cardio Tennis.

Past coaching experience Coaching position, eg: Head coach, Assistant Coach/ administrator	Club	Coaching hours per week	Period, eg: Jan 12–Feb 13

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 coach qualification (Must be minimum of a Junior Development qualified coach):

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.
- assistance with analysis and improvement of technical and tactical skills of junior players

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

When you provide personal information you agree that this will be used by Tennis Australia and other Australian Tennis Organisations under the terms of our privacy policy located at www.tennis.com.au/privacy and that you may be sent information.

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 official third parties of Tennis Australia and other Australian Tennis Organisations.

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]

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 (minimum Tennis Australia Junior Development 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 session 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 (if applicable).

Coach Membership terms and conditions

I understand and agree:

1. If my application for Coach Member is accepted, I will be subject to and bound by all relevant Tennis Australia policies and By-Laws (as developed and/or amended by Tennis Australia from time to time) including, but not limited to the Member Protection Policy (incorporating the Coaches Code of Conduct) and the Anti Doping Policy. These policies are available at www.tennis.com.au/coaches/membership/policies and www.tennis.com.au/about-us/about-tennisaustralia/policies
2. In order to protect the integrity and safety of the sport of tennis, I acknowledge and agree that all Coach Membership applicants must comply with and meet Tennis Australia's screening requirements and any insurance eligibility requirements before their Coach Membership application is processed and accepted and insurance is provided. I understand that Qualified and Trainee coach members must meet the Australian WWC or National Police Check requirements that apply to them and all Qualified, Trainee and International Coach Membership must meet read, complete, sign and return a Member Protection Declaration when requested by Tennis Australia.
3. As a Coach Member I must: (a) act in a professional and lawful manner at all times; (b) promote and support Tennis Australia's programs and activities (c) not do, or have previously done, anything that may, in Tennis Australia's reasonable opinion, bring Tennis Australia or the sport of tennis into disrepute; and (d) only use Tennis Australia's branding and coaching materials in relation to Tennis Australia endorsed activities and not for any other purpose,
4. Tennis Australia reserves the right to reject my application for Coach Membership, accept my application but impose certain conditions, and/or suspend or cancel my existing coach membership during the term based on any of the following: (a) the results of Tennis Australia's screening processes or information about criminal activities that Tennis Australia subsequently becomes aware; (b) my failure to meet Tennis Australia's membership and insurance requirements; (c) my breach of a policy or by-law referred to in item 1 and/or my breach of this agreement, provided that decision is not contrary to any applicable laws.
5. Coach Membership fees are non-refundable (even if a membership is suspended or cancelled) and Coach Membership is personal and not transferable.
6. A Qualified Coach Member must have coaching qualifications recognised by Tennis Australia. You must provide evidence of your qualifications with your application if you are not an existing Tennis Australia Coach Member.
7. A Trainee Coach Member must coach at the same venue as, and under the supervision of, a Qualified Coach Member. Trainees must complete a coaching course recognised by Tennis Australia within four years of first applying for Trainee membership.
8. If joining Tennis Australia Coach Membership for the first time, a pro-rata portion of the annual membership payment will be accepted (as calculated by Tennis Australia). Pro-rata payments are not otherwise applicable or accepted.
9. Tennis Australia reserves the right to vary or amend these terms and conditions during the term for operational, business, security or safety purposes at any time by providing at least 30 days written notice.

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

When you provide personal information you agree that this will be used by Tennis Australia and other Australian Tennis Organisations under the terms of our privacy policy located at www.tennis.com.au/privacy and that you may be sent information.

- 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 official third parties of Tennis Australia and other Australian Tennis Organisations.

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: _____

Course fee	\$450	Course fee - Tennis Australia coach member staff	\$318.18
GST (10%)	\$45	GST (10%)	\$31.82
Total payable	\$495	Total payable	\$350

Payment method

These include money order, 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 – eg: "STATEcc-yourname" (STATEcc-jbloggs) 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 the member benefit fee of \$350 (incl GST) for staff of Tennis Australia coach members.

Name on card (*please print*) _____

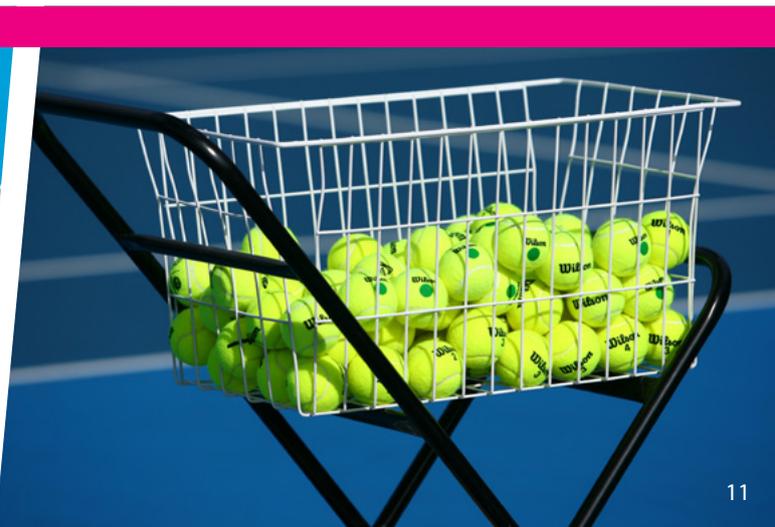
Signature _____ Date _____/_____/_____

Please note: All credit card payments will incur an administration surcharge of 3%.

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.



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





Tennis Australia Community Coaching Course

MLC School, Burwood, Sydney

22 & 23 March and 29 & 30 March, 2014

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Module</i>	<i>Venue</i>
1	22-Mar-14	9.00am - 5.00pm	Module 1 – Coaching tennis	MLC School
2	23-Mar-14	9.00am - 5.00pm	Module 1 – Coaching tennis	MLC School
3	29-Mar-14	9.00am – 5.00pm	Module 1 – Coaching tennis	MLC School
4	30-Mar-14	9.00am – 5.00pm	Module 1 – Coaching tennis	MLC School

Course overview

Module 1 – Coaching tennis

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

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.