

Tennis Australia

Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

Application Form

Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

The Club Professional coaching course prepares coaches to become head coaching professionals at tennis clubs and centres. The course focuses on coaching tennis and growing a small business. Participants will further develop their ability to plan and deliver coaching sessions with an increased emphasis on developing tactical skills and analysing and correcting technical skills of intermediate players. Applying sport sciences, such as sport psychology, nutrition, strength and conditioning, using technology to analyse performance and planning programs for players of all ages are also covered. The course will provide coaches with the basic tools to grow a small business, such as small business planning and finances, managing risk, providing customer service and customising programs for customers.

Through our collaboration with the Registered Training Organisation (RTO), Smart Connection Training, you are able to enrol with Smart Connection Training to undertake this course as a nationally recognised SIS40512 Certificate IV in Sport Coaching qualification. The role of Smart Connection Training is outlined on p.3. Coaches completing this course are recognised as Tennis Australia qualified coaches.

Course details

The Tennis Australia Club Professional coaching course (*incorporating SIS40512 Certificate IV in Sport Coaching*) will be conducted from:

The venue for this course will be:

To apply for the course, you are required to submit two forms: this Tennis Australia application form (p. 9–13) and also the Smart Connection Training enrolment form (available on the Tennis Australia website). Please read the course entry criteria carefully.

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

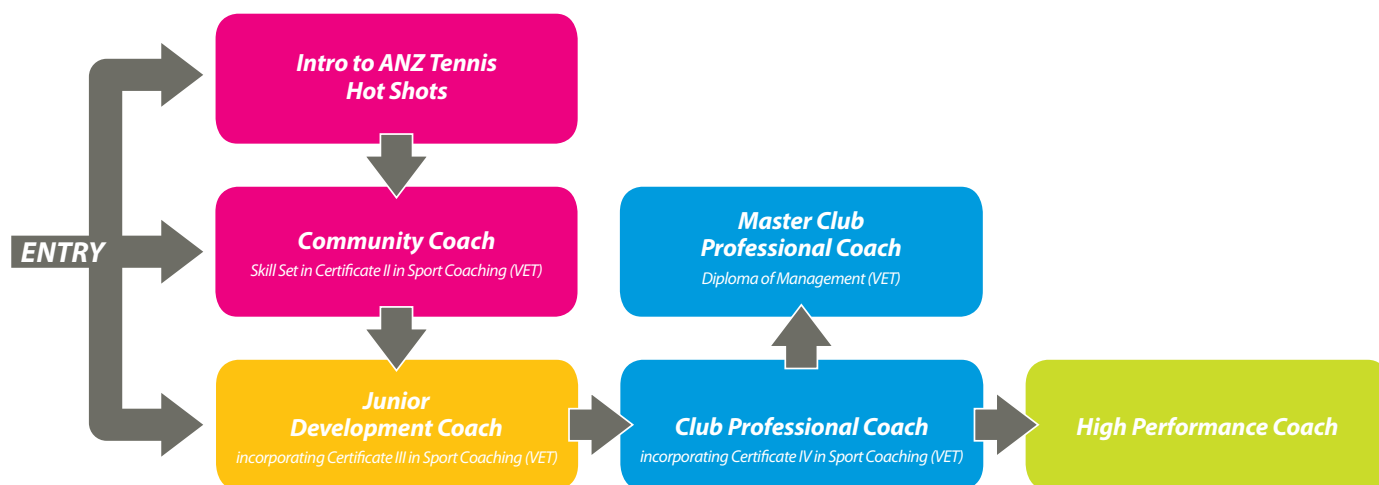
In some instances there are a limited number of positions available in the course. Course applicants will be admitted to the course based on their application and their ability to meet the course entry criteria.

Please return this application form (p. 9–13) and the Smart Connection Training enrolment form to:

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



Tennis Australia Coaching Pathway



Tennis Australia Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

Course structure

Module 1 – Developing players

A. Coaching tennis

Unit 1 SISSTNS410	Coach stroke production for intermediate tennis players
Unit 2 SISSTNS411	Coach tactics for intermediate tennis players
Unit 3 SISSSCO303	Plan and deliver coaching programs
Unit 4 SISSSCO304	Customise coaching for athletes with specific needs
Unit 5 SISXIND408	Select and use technology for sport, fitness and recreation

B. Applying sport science

Unit 6 SISSSPT303A	Conduct basic warm-up and cool down programs
Unit 7 SISSSCO306	Provide drugs in sport information
Unit 8 SISSSCO307	Provide nutrition information to athletes
Unit 9 SISSSCO308	Support athletes to adopt principles of sport psychology
Unit 10 SISSSTC301A	Instruct strength and conditioning techniques
Unit 11 SISSSCO409	Work collaboratively with support personnel

Module 2 – Growing your business, growing our game

A. Planning to succeed

Unit 12 BSBSMB404	Undertake small business planning
Unit 13 BSBSMB402A	Plan small business finance
Unit 14 SISXCCS404A	Address client needs
Unit 15 SISXCCS402A	Coordinate client service activities
Unit 16 SITXCOM401	Manage conflict

B. Providing opportunities to play

Unit 17 SISXIND405A	Conduct projects
Unit 18 BSBWOR404B	Develop work priorities
Unit 19 SISXIND409	Organise a sport, fitness and recreation event
Unit 20 SISXIND410	Coordinate sport, fitness and recreation work teams or groups
Unit 21 BSBRK401A	Identify risk and apply risk management processes
Unit 22 SISXWHS402	Implement and monitor work health and safety policies

Training is delivered through Victorian and Commonwealth Government funding. Smart Connection Training embraces the Equal Opportunity Act 2010 and students with disability are encouraged to apply and access government subsidised training.

The role of Smart Connection Training

Smart Connection Training is your Registered Training Organisation (RTO). They are committed to delivering a quality training experience to clients and students. Smart Connection Training offers a broad scope of qualifications ranging from Certificate I to Advanced Diploma level qualifications, with three key streams:

- Sport and Recreation
- Fitness
- Business, administration and management

The scope of their registration can be viewed at www.training.gov.au

Smart Connection Training will:

- Maintain systems for recording student enrolments/ attendance, completion, assessments, outcomes (including Recognition of Current Competencies or Prior Learning), results, qualifications issued, grievances and the archiving of records. In the event that Smart Connection Company ceases operations, all records of students' results from the time they became registered will be sent to the relevant government body.

- Supply the relevant government body with delivery details for each course/training package qualification and module/unit of competence in the Scope of Registration. Information on student details including enrolments, participation and completions in accordance with AVETMISS requirements will also be provided.
- Maintain confidentiality of all records.
- Ensure a current copy of the accredited course curriculum/ endorsed training package and information regarding the program of study, availability of learning resources and appropriate support services are available to students.
- Ensure training and assessment occurs within the requirements of the accredited course/endorsed training package and where appropriate, the state or national guidelines for customising courses.
- Obtain written permission from course copyright owners prior to course delivery to use and, if required, customise courses.



Course entry criteria

To gain acceptance into the Tennis Australia Club coaching course (*incorporating SIS40512 Certificate IV in Sport Coaching*) applicants are required to meet the following entry criteria.

Applicants may also be required to complete an initial entry interview with the Course Coordinator.

Candidates are required to:

- Hold a Tennis Australia Junior Development coaching qualification.
- Be a Tennis Australia qualified coach member
- Be currently coaching either full- or part-time.
- Be a minimum of 18 years of age at the time of Tennis Australia Club Professional coaching course (*incorporating SIS40512 Certificate IV in Sport Coaching*)¹.
- Hold a current first aid certificate (which has included CPR certification).
- 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.
- Complete the Smart Connection Training enrolment form².

Notes:

¹ The course may be completed by a candidate who is less than 18 years of age but the candidate will not receive the Tennis Australia Club Professional coaching certificate until such time as this age requirement has been met.

² Form available on Tennis Australia website.

Application checklist

- Complete all sections of application form (p.9–13).
- Complete the Smart Connection Training enrolment form.
- Candidates must be a minimum of 18 years of age to receive the Tennis Australia Club Professional coach certificate.
- Hold a Tennis Australia Junior Development coaching qualification.
- Be currently coaching either full- or part-time.
- Have the required personal fitness level to physically complete the practical requirements of the coaching course.
- Signed Supervising Coach Commitment (p.11). The Supervising Coach MUST be a Club Professional, Master Club Professional or High Performance qualified coach.
- Attach your current current First Aid certificate (which has included CPR).



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.

Coaching practice – supervising coach

Coaching practice is incorporated into “Module 1 – Developing Players”. During the course, candidates must complete 40 hours of practical coaching with intermediate players. Confirmation of these hours is required through the completion of a coaching log sheet provided during the course. These hours must be completed under the guidance of a Club Professional, Master Club Professional or High Performance qualified coach.

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 1:8 for on-court practical sessions.

Assessment

All modules in this coaching course involve assessment. Opportunities to demonstrate competence are many and varied and include observation and demonstration of coaching sessions, projects, 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. Please refer to the Smart Connection Training Student Handbook for more information.

Course completion

Course participants will have 12 months from the course start date to complete all units to a competent standard. If this is not achieved an administration fee of \$350 (incl GST) will be incurred by the course participant. Following receipt of this payment, the course deadline will be extended, but not exceed 24 months from the course start date.



Recognition of Current Competence (RCC), Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Applicants are expected to attend all units. Applicants who believe they have current competence, credit transfers or recognition of prior learning in any unit of competency may apply to their Course Coordinator. This process should be completed prior to beginning the Tennis Australia Club Professional coaching course (*incorporating SIS40512 Certificate IV in Sport Coaching*). No units are waived or may be excluded in any other way. For more information about the process please contact your Course Coordinator.

Procedure for appeals and complaints

Tennis Australia and Smart Connection Training actively encourage feedback and dialogue with our course participants, work places and trainers as part of their continuous improvement philosophy. We established an equitable and transparent process for encouraging and dealing with feedback, complaints, grievances and appeals.

Our policy is governed by the following values and principles:

- All course participants students 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.
- Student feedback shall be dealt with in a timely, confidential and open manner and the student shall be kept informed of 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.

Please refer to the Smart Connection Training Student handbook for more information.

Tennis Australia refund policy

Upon acceptance into the Tennis Australia Club Professional coaching course, candidates will be expected to pay the full course fees prior to the first day of the course.

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

- For withdrawals received in writing, after accepting a place in the course but before the first day of the course, fees will be refunded less a \$150 (incl GST) administration fee.
- For withdrawals received after the course start date, no payments will be refunded.



Understanding Vocational Education and Training (VET)

The Tennis Australia Club Professional coaching course incorporates the nationally recognised SIS40512 Certificate IV in Sport Coaching qualification which is part of the Vocational and Education Training (VET) system.

What is Vocational Education and Training (VET)?

- Provides education and training programs specifically linked to employment
- Approx. 1.7 million students (approx 13% of the working age population) take part in vocational education and training each year.
- Operates under national principles and agreements and is jointly managed by Australian state, territory and federal governments, in partnership with industry and training providers
- Consists broadly of four elements:
 - Australian Qualifications Framework (AQF), assuring the quality and portability of the outcomes of the system for its clients;
 - Training Packages, assuring nationally endorsed competency standards and qualifications; and
 - Australian Quality Training Framework (AQTF), assuring the quality of training and assessment services by training organisations and the quality of accredited courses.
 - Registered Training Organisations (RTOs) are the providers of nationally recognised training. Only registered training organisations are permitted to issue nationally recognised qualifications and statements of attainment from training packages. Secondary schools, TAFE colleges, private providers, industry associations, employers, community education providers and universities can all be RTOs.
Source: <http://www.serviceskills.com.au>

For further information visit: www.training.com.au



State and Federal Government Subsidies

The Tennis Australia Club Professional coaching course incorporates the nationally recognised SIS40512 Certificate IV in Sport Coaching qualification. Students completing nationally recognised qualifications may be eligible to receive state and/or federal government funding. If you are interested in finding out more information about apprenticeship/traineeships in sport, please contact your Course Coordinator.

Please note: subsidies vary across states/territories. Only an Australian Apprenticeship Centre (AAC) can provide advice on eligibility for federal government traineeship funding. Your Course Coordinator will be able to provide your Head Coach with your local ACC contact. If you are interested, please make contact with your Course Coordinator at least six weeks before the course start date.



Tennis Australia Club Professional Coaching Course Application Form

Please submit pages 9-13 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: _____



Qualifications/courses completed

Current coaching position (include name of club/centre)

Current number of hours working per week

Responsibilities and type of coaching (e.g. juniors, adults, squads, tournament level players, 5–7 years, modified juniors, ANZ Tennis Hot Shots coaching groups and or competition etc).

Past coaching experience <i>(Coaching position, e.g. Head coach, Assistant Coach/administrator)</i>	Club	Coaching hours per week	Period (e.g. Jan 02–Feb 03)

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 Club Professional qualified): _____

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 intermediate players
- assist in sourcing four players for on-court assessments
- assist in conduct of an event
- submit a third party report which will provide additional evidence of the course participant's competency in a range of areas as demonstrated in their workplace (e.g., conducting an event). A template for this report will be provided)

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

Privacy

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

- I wish to receive further offers from Tennis Australia and other Australian Tennis Organisations regarding other products and services. [optional].
- I wish to receive other offers from third parties who have a relationship with Tennis Australia or other Australian Tennis Organisations about their products and services. [optional].

Name (print) _____ Signature _____ Date _____

Tennis Australia Club Professional Coaching Course

Obligations of the course participant

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

- a. Nominate a Supervising Coach (minimum Tennis Australia Club Professional qualified) prior to commencing the course;
- b. Undertake 40 hours of coaching intermediate players under the guidance of the Supervising Coach during the course;
- c. Attend all sessions of the course;
- d. Be punctual for all sessions;
- e. 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);
- f. Make up any sessions/units missed at an appropriate session during a future course;
- g. Dress and behave in a professional manner during the course;
- h. 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;
- i. Provide players for three on-court assessments (players will be of an intermediate standard);
- j. Complete all assessment tasks by the due dates;
- k. Pay all course fees by the due date;
- l. Apply for an extension and pay an administration fee of \$350 (incl GST) if all course requirements are not successfully completed within 12 months from the start day of the course;
- m. Be withdrawn from the course if all course requirements are not successfully completed within 24 months from the start day of the course.

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.

Consent to participating in the Course

I consent to participating in the Course. I understand that the Course involves some physical activity. I acknowledge that participation in the Course is entirely at my own risk. I have voluntarily read and understood this risk warning and accept and assume the inherent risks in the Course.

Declaration of fitness to participate

I declare that I am medically and physically fit and able to participate in the Course. I will immediately notify Tennis Australia of any change to my medical condition, fitness or ability to participate. I understand that Tennis Australia will rely upon this declaration as evidence of my fitness and ability to participate.

Privacy

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

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

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

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 _____

Club Professional Coaching Course Payment

Tax Invoice

Tennis Australia
ABN: 61006281125

Course participant name: _____

Enrolment fee	\$320 (GST exempt)
Course fee	\$1972.73
GST (10%)	\$197.27
Total payable	\$2,490

Please note: Upon acceptance into the course you will be expected to pay the full course fee before the first day of the course. If you are experiencing financial difficulty, please contact the Course Coordinator to organise a payment plan for your course fees.

Payment options

Include payment of full course fee \$2,490 (incl. GST).

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: "ACTcp-yourname" (ACTcp-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 Club Professional coaching course fee of \$2490 (incl. GST).

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 Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

2015 - Course schedule – ACT Canberra Tennis Centre

Day	Date	Time	Module	Venue
1	Thurs	19/3/15	8.00am -2 .00pm Module 1A – Coaching tennis Module 2A – Planning to succeed	Room/courts
2	Fri	20/3/15	8.00am -2 .00pm Module 1A – Coaching tennis	Room/courts
3	Sat	21/3/15	8.00am -2 .00pm Module 1A – Coaching tennis	Room/courts
4	Sun	22/3/15	8.00am -2 .00pm Module 2A – Planning to succeed Module 2B – Providing opportunities to play	room
5	Thurs	30/4/15	8.00am -2 .00pm Module 2B – Providing opportunities to play	room
6	Fri	1/5/15	8.00am -2 .00pm Module 1A – Coaching tennis	Room/courts
7	Sat	2/5/15	8.00am -2 .00pm Module 2B – Providing opportunities to play	room
8	Sun	3/5/15	9.00am - 4.00pm Module 1A – Coaching tennis	Room/courts
9	Thurs	11/6/15	8.00am -2 .00pm Module 2A – Planning to succeed	Room
10	Fri	12/6/15	9.00am - 5.00pm Module 1A – Coaching tennis	Room/courts
11	Sat	13/6/15	8.00am -2 .00pm Module 2A – Planning to succeed	Room
12	Sun	14/6/15	9.00am - 5.00pm 1hr allocated time Module 1A – Coaching tennis On-court Assessment 1 - Green	Courts
13	Thurs	23/7/15	9.00am - 3.00pm Module 1B – Applying sport science (S & C)	Gym/room
14	Fri	24/7/15	9.00am - 4.00pm Module 1A – Coaching tennis	Room/courts
15	Sat	25/7/15	8.00am -2 .00pm Module 1A – Coaching tennis	Room/courts
16	Sun	26/7/15	9.00am – 5.00pm 1hr allocated time Module 1A – Coaching tennis On-court Assessment 2	Courts
17	Thurs	27/8/15	9.00am - 5.00pm Module 1A – Coaching tennis	Room/courts
18	Fri	28/8/15	8.00am - 3.00pm Module 1B – Applying sport science (psych)	Room/courts
19	Sat	29/8/15	9.00am - 3.00pm Module 1A – Coaching tennis	Room/courts
20	Sun	30/8/15	8.00am - 3.00pm Module 1B – Applying sport science (drugs, nutrition) Module 1A – Coaching tennis (Cardio)	Room/courts
21	Thurs	22/10/15	9.00am – 5.00pm Module 1A – Coaching tennis	Room/courts
22	Fri	23/10/15	9.00am - 3.00pm Module 2B – Providing opportunities to play (event presentation) Module 1A – Coaching tennis (equipment)	Room
23	Sat	24/10/15	9.00am – 5.00pm Module 1A – Coaching tennis	Room/courts
24	Sun	25/10/15	9.00am – 5.00pm 1hr allocated time Module 1A – Coaching tennis On-court Assessment 3	Courts