Tennis Australia

Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

VIC (April 2018)

Closing date - 19 March 2018

Course cost - $2490 (incl. GST)

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.

Course details

The Tennis Australia Club Professional coaching course *(incorporating SIS40512 Certificate IV in Sport Coaching)* will be conducted from: **9 April 2018 to 18 November 2018 over 23 days**

The venue for this course will be the: **National Tennis Centre, Melbourne Park, Olympic Boulevard, Melbourne, Victoria.**

In some instances there may be 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.

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

Please return this application form (p. 7–11) to:

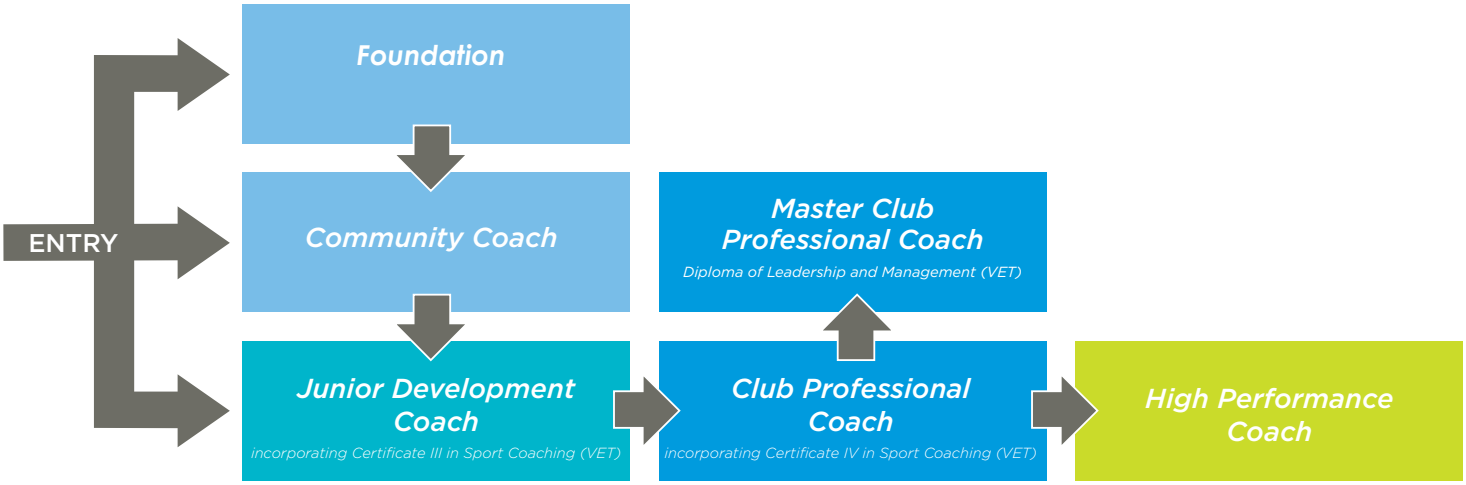
Tennis Victoria
Allan Boyle
Locked Bag 6001
Richmond VIC 3121
e: allan.boyle@tennis.com.au
t: 03 8420 8416 f: 03 8420 8499

Queries should be directed to the Course Coordinator:

Patrick Landy
E: plandy@tennis.com.au
T: (03) 8420 8424

Applications close 19 March 2018

Tennis Australia Coaching Pathway



Tennis Australia Club Professional Coaching Course

(incorporating SIS40512 Certificate IV in Sport Coaching)

Course structure

Module 1 – Developing players

SISSTNS307	Coach red stage tennis players*
SISSTNS308	Coach orange stage tennis players*
SISSTNS309	Coach green stage tennis players*
SISSTNS205	Interpret and apply the rules and regulations of tennis*
SISSTNS410	Coach stroke production for intermediate tennis players
SISSTNS411	Coach tactics for intermediate tennis players
SISSSCO303	Plan and deliver coaching programs
SISSSCO304	Customise coaching for athletes with specific needs
SISXIND408	Select and use technology for sport, fitness and recreation
SISSSCO306	Provide drugs in sport information
SISSSCO307	Provide nutrition information to athletes
SISSSCO308	Support athletes to adopt principles of sport psychology
SISSSCO409	Work collaboratively with support personnel

Module 2 – Growing your business

BSBSMB404	Undertake small business planning
BSBSMB402A	Plan small business finance
SISXCCS404A	Address client needs
BSBWOR404B	Develop work priorities
SITXCOM401	Manage conflict

Module 3 – Providing opportunities to play

SISXIND405A	Conduct projects
SISXIND409	Organise a sport, fitness and recreation event
BSBRSK401A	Identify risk and apply risk management processes
SISXWHS402	Implement and monitor work health and safety policies
SISXIND410	Coordinate sport, fitness and recreation work teams or groups
SISXCCS402A	Coordinate client service activities

***Participants who have completed the Tennis Australia Junior Development coaching course will receive RPL for these units.**

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 may 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 current 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), Working With Children Check & National Police Check
- 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.

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.

Application checklist

- ☐ Complete all sections of application form (p.7–11).
- ☐ 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 a current Tennis Australia qualified coach member.
- ☐ 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 form (p.9).
  The Supervising Coach MUST be a Club Professional, Master Club Professional or High Performance coach.

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 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.

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 willbe 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 actively encourages 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.

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.

Tennis Australia Club Professional Coaching Course Application Form

Please submit pages 7–11 to:

Melbourne - VIC - April 2018

Tennis Victoria - Allan Boyle
Locked Bag 6001, Richmond VIC 3121
e: allan.boyle@tennis.com.au
t: +61 3 8420 8416 f: +61 3 8420 84299

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 *(Coaching position, e.g. Head coach, Assistant Coach/administrator)*	**Club**	**Coaching hours per week**	**Period** *(e.g. Jan 15–Feb 16)*

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 TA and other Australian Tennis Organisations under the terms of this statement, and the tennis privacy policy located at ***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. TA and other Australian Tennis Organisations 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 and as otherwise specified in the Tennis privacy policy. TA and other Australian Tennis Organisations 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 understand that I may receive communications regarding tennis programs and activities from Tennis Australia and their Member Associations.

☐ 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 third parties who have a relationship with Tennis Australia or other Australian Tennis Organisations about their products and services.

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

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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 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: "NSWcp-yourname" (NSWcp-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)

2018 - Course schedule – VIC– Melbourne

Day		Date	Time	Module	Location
1	Mon	09/04/18	8.00am - 2.00pm	Module 1 – Developing players Module 2 – Growing your business	Melbourne Park
2	Tue	10/04/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
3	Wed	11/04/18	8.00am - 2.00pm	Module 2 – Growing your business	Melbourne Park
4	Thu	12/04/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
5	Fri	18/05/18	8.00am - 2.00pm	Module 2 – Growing your business	Melbourne Park
6	Sat	19/05/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
7	Sun	20/05/18	8.00am - 2.00pm	Module 3 – Providing opportunities to play (Event and Risk)	Melbourne Park
8	Fri	15/06/18	8.00am - 2.00pm	Module 2 – Growing your business (Finance) Module 2 – Growing your business (Conflict)	Melbourne Park
9	Sat	16/06/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
10	Sun	17/06/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
11	Mon	09/07/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
12	Tue	10/07/18	8.00am - 4.00pm 1hr allocated time	Module 1 – Developing players On-court assessment 1	Melbourne Park
13	Wed	11/07/18	8.00am - 3.00pm	Module 1 – Developing players - sport science (drugs in sport) Module 1 – Developing players (inclusive/wheelchair)	Melbourne Park
14	Fri	24/08/18	9.00am - 2.00pm	Module 1 – Developing players - Sport science (S & C)	Melbourne Park
15	Sat	25/08/18	8.00am - 3.00pm	Module 1 – Developing players - sport science (psych)	Melbourne Park
16	Sun	26/08/18	8.00am - 3.00pm	Module 1 – Developing players - sport science (nutrition) Module 1 – Developing players (Equipment)	Melbourne Park
17	Mon	01/10/18	8.00am - 2.30pm	Module 1 – Developing players and Cardio Tennis	Melbourne Park
18	Tue	02/10/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
19	Wed	03/10/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
20	Thu	04/10/18	8.00am - 4.00pm 1hr allocated time	Module 1 – Developing players On-court assessment 2	Melbourne Park
21	Fri	16/11/18	8.00am - 2.00pm	Module 3 – Providing opportunities to play (event presentation) Module 1 – Developing players	Melbourne Park
22	Sat	17/11/18	8.00am - 2.00pm	Module 1 – Developing players	Melbourne Park
23	Sun	18/11/18	8.00am - 4.00pm 1hr allocated time	Module 1 – Developing players On-court assessment 3	Melbourne Park