

Tennis Australia Club Professional Coaching Course (Level 2)

VIC-MELBOURNE-MAY

Applications close: 22 April 2024

Course cost: \$2,740.00 (Inc. GST)

Course Information

TENNIS AUSTRALIA CLUB PROFESSIONAL COACHING COURSE (LEVEL 2)

A Club Professional coach is able to plan and deliver a range of coaching programs for beginners through to advanced players across the lifespan. These coaches have expertise in a number of areas including: developing players, planning and delivering competitions and managing a business.

Club Professional coaches may work a variety of roles at clubs, centres, schools or academies. Some coaches work primarily on-court in a coaching role. Others are Head coaches, leading a coaching team, combining on court coaching with off-court responsibilities. A number of Club Professional coaches focus on developing Talent Development players. Others are Business Operators, managing a business and/or a venue. The Tennis Australia Club Professional Coaching Course (Level 2) prepares coaches to perform these roles.

To cater for the individual needs of our course participants and where they are in their coaching journey, the course consists of ten core units and two elective streams – Talent Development and Business Development. All coaches complete the core units and then can select a number of elective units from one or both elective streams which best suit their needs.

During the core units, 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 players. The core units will also provide participants with the tools to engage and retain their customers, manage their own well being and to prepare to manage a small business. The focus on the Talent Development elective stream, is on developing the coach's knowledge and skills to coach talented junior players aged 8-14 years. The Business Development elective stream builds the coach's knowledge and skills in specific areas of business management from managing and developing staff, conducting events, small business planning, to establishing business systems.

Course details

The Tennis Australia Club Professional Coaching Course (Level 2) will be delivered from:

Core units - Wednesday 15 May 2024 to Sunday 20 October 2024 (20 days for the core units, schedule attached)

Elective units – To be delivered in mid-late 2024. Final dates will be available after the start of the course.

Schedule subject to change, 100% attendance is required

The venue for this course will be:

National Tennis Centre, Melbourne Park, Olympic Boulevard, Melbourne VIC 3001

All applicants will be notified of the status of their application by email 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.

Course Coordinator

Tennis Australia

Paul Aitken

Coach Education Specialist

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Applications close: 22 April 2024

Course overview

Core Units

- C1 – Develop players (2 credits)
- C2 – Plan programs & competitions (1 credit)
- C3 – Plan and deliver inclusive coaching (1 credit)
- C4 – Plan social play (1 credit)
- C5 – Provide advice about equipment (1 credit)
- C6 – Provide parent engagement & education (1 credit)
- C7 – Manage personal well-being (1 credit)
- C8 – Prepare to manage a business (1 credit)
- C9 – Identify and apply risk management processes (1 credit)
- Total = 10 credits

Elective units – Talent Development

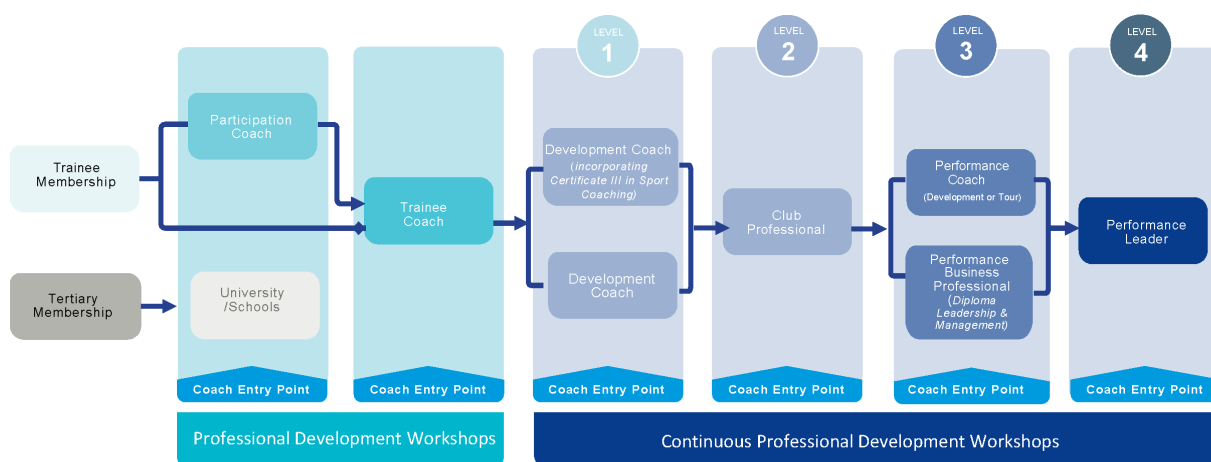
- TD1 – Coach high performing players aged 8-14 years (2 credits)
- TD2 – Analyse stroke production of high performing junior players (2 credits)
- TD3 – Analyse matches and plan for improvement (1 credit)
- TD4 – Implement physical conditioning activities (1 credit)
- TD5 – Support players to develop psychological skills for Tennis (2 credits)
- TD6 – Support players to prevent injuries (1 credit)
- TD7 – Provide nutrition information to players (1 credit)

Elective units – Business development

- BD1 – Manage and develop staff (2 credits)
- BD2 – Prepare a marketing plan (1 credit)
- BD3 – Develop a business website (1 credit)
- BD4 – Prepare a small business plan (2 credits)
- BD5 – Conduct a Tennis event (2 credits)

Course requirements – 16 credit points, including: 10 core units + electives totalling 6 credit points

Tennis Australia Coach Pathway



Course entry criteria

To gain acceptance into the Tennis Australia Club Professional Coaching Course (Level 2) applicants are required to meet the following criteria:

- Be a minimum of 18 years of age at the time of the Tennis Australia Club Professional Coaching Course (Level 2)^{1 2}
- Be a current Tennis Australia Coach Member. You can become a member at the Tennis Australia website (visit tennis.com.au/coaches/membership)
- Be currently coaching either full-time or part-time
- 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.
- A supervising coach who is at least Club Professional (Level 2) qualified and have them sign the supervising coach commitment form.
- Applicants and supervising coaches may be required to complete an initial entry interview with the Course Coordinator

Notes:

1. The course may be completed by a candidate who is 16 or 17 years of age upon approval from the course coordinator.
2. Please note to deliver the Tennis for Primary Schools or Secondary Schools program, you must be 18 years of age.

Application checklist

- Complete an application online via the Tennis Australia website (visit courseapplications.tennis.com.au)
- Be a current Tennis Australia Coach Member.
- Have the required personal fitness level to physically complete the practical requirements of the coaching course
- Signed supervising coach commitment form. Supervising coach must be at least Club Professional (Level 2) qualified.
- Payment of \$2,740.00 (Inc. GST) course fee¹

Notes:

1. From time to time special or promotional discounts or scholarships may be offered.



Compulsory attendance

If accepted into the course, you must agree to attend all the 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

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 supervising coach at least Club Professional (Level 2) qualified.

Number of course participants

The maximum number of candidates is 24. This ensures quality in delivery and learning experiences. The maximum Tennis Australia Coach Developer to participant ratio is 1:8 for on-court practical sessions.

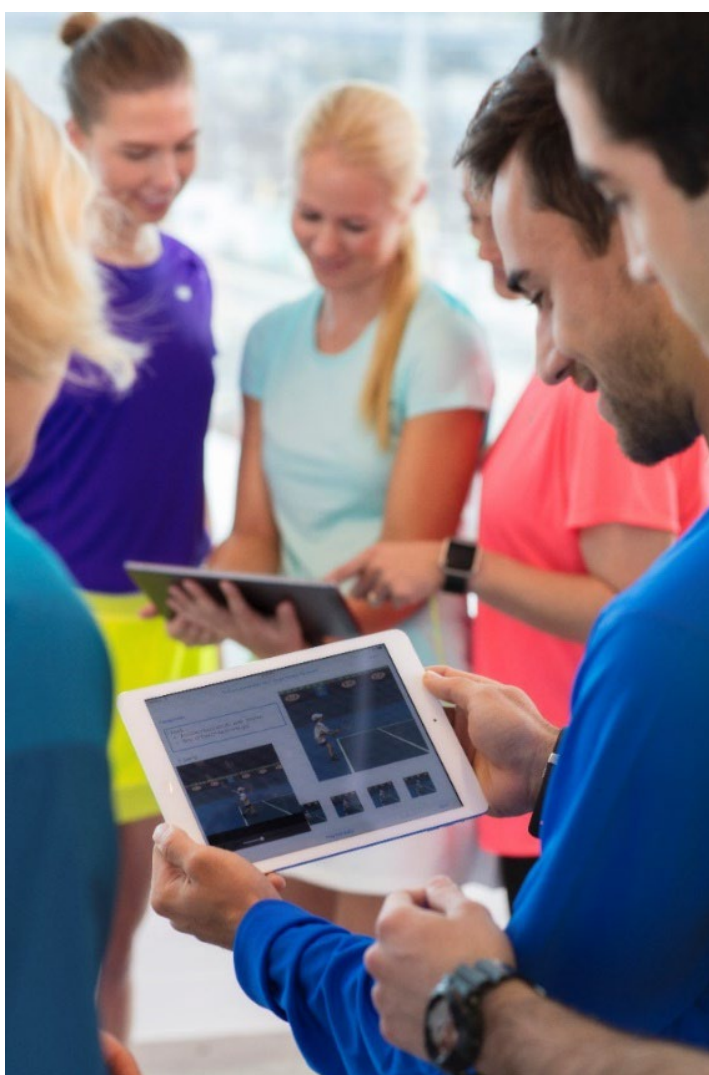
Assessment

All modules in this coaching course involve assessment. Opportunities to demonstrate competence are many and varied and include observation and demonstration of coaching session, written and oral questioning, peer assessment, roles players and projects.

The Tennis Australia Coach Developers 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 18 months from the course start date to complete all units to a competent standard. If this is not achieved, an administration fee of \$350.00 (Inc. GST) will be incurred by the course participant and a course extension form issued. Following receipt of this payment and return of the extension form, the course deadline will be extended, but not exceed 30 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 for their course coordinator.

This process should be completed prior to beginning the Tennis Australia Club Professional Coaching Course (Level 2). No units will be waived or 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 as part of our 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 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
- Complaints that involve a breach of Tennis Australia national policies (e.g. Member Protection policy) shall be directed to the Tennis Australia Integrity team.
- Course participant feedback shall be dealt with in a timely, confidential manner and the participant 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 (Level 2), candidates are required to pay the full course fees prior to the first day of the course. If you would like to discuss payment via instalments, please contact your Course Coordinator.

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

- 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 \$150.00 (Inc. GST) administrative fee.
- For withdrawals received after the course start date, no payments will be refunded.

TENNIS AUSTRALIA CLUB PROFESSIONAL COACHING COURSE (LEVEL 2)

2024 VIC MELBOURNE MAY - COURSE SCHEDULE

Core Units

Day		Date	Time	Content	Mode
1	Wed	15 May 2024	8:30am-2:30pm	C1 – Develop players	On-court
2	Wed	22 May 2024	8:30am-2:30pm	C1 – Develop players	On-court
3	Wed	29 May 2024	8:30am-2:30pm	C1 – Develop players	On-court
4	Wed	5 Jun 2024	8:30am-2:30pm	C9 - Identify risk & apply risk management processes C7 - Manage personal well-being	Off court
5	Wed	12 Jun 2024	8:30am-2:30pm	C8 - Prepare to manage a business	Off court
6	Wed	19 Jun 2024	8:30am-2:30pm	C1 – Develop players	On-court
7	Wed	26 Jun 2024	8:30am-2:30pm	C1 – Develop players	On-court
8	Wed	17 Jul 2024	8:30am-2:30pm	C8 - Prepare to manage a business	Off court
9	Wed	24 Jul 2024	8:30am-2:30pm	C1 – Develop players	On-court
10	Wed	31 Jul 2024	8:30am-2:30pm	C1 – Develop players	On-court
11	Sun	4 Aug 2024	8:00am-5:00pm (*1 hour)	C1 – Develop players On-court assessment 1	On-court
12	Wed	14 Aug 2024	8:30am-2:30pm	C1 – Develop players C2 - Plan programs & competitions	On-court
13	Wed	21 Aug 2024	8:30am-2:30pm	C6 - Provide parent engagement & education C5 – Stringing course & equipment fundamentals	Off court
14	Wed	28 Aug 2024	8:30am-2:30pm	C1 – Develop players	On-court
15	Wed	4 Sep 2024	8:30am-2:30pm	C1 – Develop players	On-court
16	Sun	15 Sep 2024	8:00am-5:00pm (*1 hour)	C1 – Develop players On-court assessment 2	On-court
17	Wed	18 Sep 2024	8:30am-2:30pm	C1 – Develop players	On-court
18	Wed	9 Oct 2024	8:30am-2:30pm	C4 – Plan social play & complementary formats C3 - Plan & deliver inclusive coaching	Off court
19	Wed	16 Oct 2024	8:30am-2:30pm	C1 – Develop players – Deliver Technical task C1 – Develop players – Review for assessment	On-court
20	Sun	20 Oct 2024	8:00am-5:00pm (*1 hour)	C1 – Develop players On-court assessment 3	On-court

C1 – Develop players	C6 - Provide parent engagement and education
C2 - Plan programs and competitions	C7 - Manage personal well-being
C3 - Plan and deliver inclusive coaching	C8 - Prepare to manage a business
C4 – Plan social play – complementary formats	C9 - Identify risk and apply risk management processes
C5 – Stringing course and equipment fundamentals	

Elective Units

Business Development

Day	Date	Time	Content	Credit Points
TBC	Late 2024	8:30am-2:30pm	BD1 - Manage and develop staff	2
TBC	Late 2024	8:30am-12:30pm	BD2 - Prepare a marketing plan	1
TBC	Late 2024	8:30am-12:30pm	BD3 - Develop a business website	1
TBC	Late 2024	8:30am-2:30pm	BD4 - Prepare a small business plan	2
TBC	Late 2024	8:30am-2:30pm	BD5 - Conduct a tennis event	2

Talent Development

Day	Date	Time	Content	Credit Points
TBC	Late 2024	8:30am-2:30pm	TD1 - Coach high performing players aged 8-14 years	2
TBC	Late 2024	8:30am-2:30pm	TD2 - Analyse stroke production of high performing junior players	2
TBC	Late 2024	8:30am-2:30pm	TD3 - Analyse matches and plan for improvement	1
TBC	Late 2024	8:30am-2:30pm	TD4 - Implement physical conditioning activities	1
TBC	Late 2024	8:30am-2:30pm	TD5 - Support players to develop psychological skills for tennis	2
TBC	Late 2024	8:30am-2:30pm	TD6 - Support players to prevent injuries	1
TBC	Late 2024	8:30am-2:30pm	TD7 - Provide nutrition information to players	1

Notes:

- This course schedule is subject to change
- To maximise the outcomes of the course, attendance at all core unit sessions is compulsory
- If you are unable to attend a session, you must notify the Course Coordinator prior to the commencement of the course
- A medical certificate may be required if you are unable to attend any sessions due to illness
- 6 credit points of elective units are required to be completed. The dates for elective units will be released in 2024

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 junior players
- assist in sourcing four players for each of the following on-court assessments — red stage (beginner players aged 6–8 years), orange stage (players aged 8–10 years) and green stage (players aged 10–12 years). These players should be able to maintain a basic rally appropriate to their age and stage.
- 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., maintaining equipment). 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 acknowledges the Traditional Custodians of the land on which we work, rest and play, and pay our respect to Elders past and present.