

# **Tennis Australia Club Professional Coaching Course (Level 2)**

**VIC-MELBOURNE-MAY**

Applications close: 21 April 2025

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.

During the course, 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 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.

### Course details

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

**Wednesday 14 May 2025 to Sunday 26 October 2025 (20 days, schedule attached)**

***Schedule subject to change, 100% attendance is required***

The venue for this course will be:

**Tennis World 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

E: [coachedvic@tennis.com.au](mailto:coachedvic@tennis.com.au)

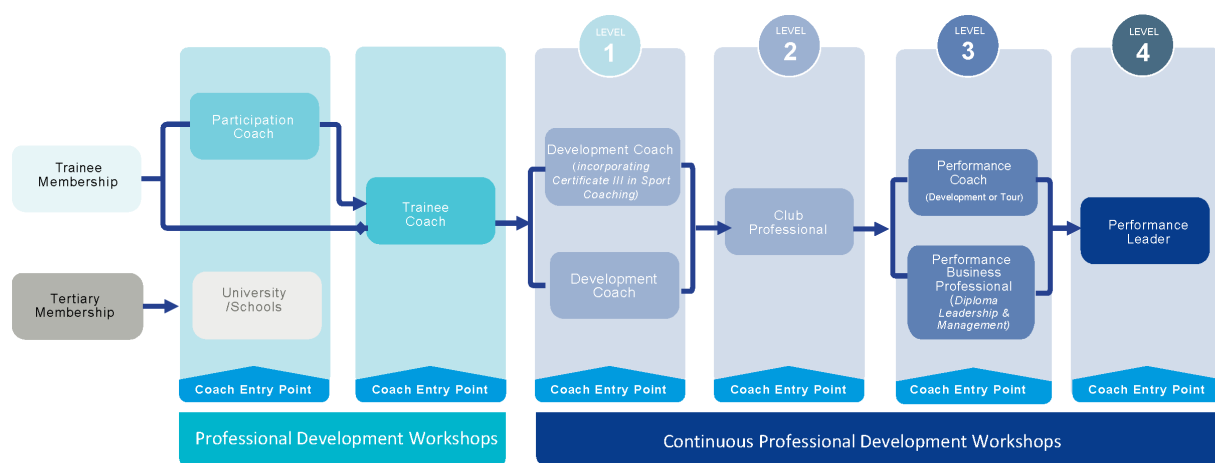
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## Course structure

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

## 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)<sup>1&2</sup>
- Be a current Tennis Australia Coach Member. You can become a member at the Tennis Australia website (visit [tennis.com.au/coaches/membership](http://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.<sup>3</sup>
- A supervising coach who is at least Club Professional (Level 2) qualified and have them sign the 'Supervising Coach Form' available on page 4.
- 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.
3. Additional information can be obtained by contacting the Course Coordinator. Their contact details are listed on Page 1.

## Application checklist

- Complete an application online via the Tennis Australia website (visit [courseapplications.tennis.com.au](http://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 Form' available from page 4.
- Payment of \$2,740.00 (Inc. GST) course fee <sup>1&2</sup>

### Notes:

1. *Payment plans are available on request. Please contact your Course Coordinator or Administrator before the course closing date for more details. Their contact details are listed on Page 1.*
2. *Scholarships or subsidies may be offered to eligible recipients.*



## 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 12 months from the course start date to complete all units to a competent standard. If this is not achieved, an administration fee of \$350.00 (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 24 months from the course start date.

### Course cost and payment plans

The course fee for the Tennis Australia Club Professional Coaching Course (Level 2) is \$2,740.00 (Inc. GST).

Payment plans, which allow a participant to spread the course fee over multiple payments across the duration of the course, are available on request. In most cases part of the course fee will be due up front, with the remainder to be paid over instalments before the final on-court assessment date. Please contact your Course Coordinator or Administrator before the course closing date for more details and to request a payment plan.

### 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.

### 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.



# SUPERVISING COACH FORM

## Supervising Coach Information

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Tennis Australia Coach Qualification** (Please circle your highest achieved qualification - Must be a minimum Club Professional (Level 2):

Club Professional (Level 2) | Performance Business Professional (Level 3) | Performance Coach (Level 3) | Performance Leader (Level 4)

## 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 & 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 players for each of the following on-court assessments —
  - Development (Level 1): red stage (four players aged 5–8 years), orange stage (four players aged 8–10 years) and green stage (four players aged 10–12 years). These players should be able to maintain a basic rally appropriate to their stage.
  - Club Professional (Level 2): semi-private (two players, intermediate to advanced), group (four players, intermediate to advanced), private (one player, intermediate to advanced)
- 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.
- attend an online introduction session with the course participant on day one of the course

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](http://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. Tennis Australia 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. Tennis Australia 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).

**Supervising Coaching Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## TENNIS AUSTRALIA CLUB PROFESSIONAL COACHING COURSE (LEVEL 2) 2025 VIC MELBOURNE MAY - COURSE SCHEDULE

Day	Date	Time	Content	Mode	
1	Wed	14 May 2025	8:30am-2:30pm	Develop players - The Coach	On-court
2	Wed	21 May 2025	8:30am-2:30pm	Develop players	On-court
3	Wed	28 May 2025	8:30am-2:30pm	Develop players	On-court
4	Wed	4 Jun 2025	8:30am-2:30pm	Prepare to manage a business	Off court
5	Wed	11 Jun 2025	8:30am-2:30pm	Manage personal well-being / Plan programs and competitions	Off court
6	Wed	18 Jun 2025	8:30am-2:30pm	Develop players	On-court
7	Wed	25 Jun 2025	8:30am-2:30pm	Prepare to manage a business	Off court
8	Wed	2 Jul 2025	8:30am-2:30pm	Develop players	On-court
9	Wed	23 Jul 2025	8:30am-2:30pm	Develop players	On-court
10	Sun	3 Aug 2025	8:00am-5:00pm (*1 hour)	Develop players - On-court assessment 1	Video Assessment
11	Wed	13 Aug 2025	8:30am-2:30pm	Develop players	On-court
12	Wed	20 Aug 2025	8:30am-2:30pm	Develop players	Off court
13	Wed	27 Aug 2025	8:30am-2:30pm	Develop players	On-court
14	Wed	3 Sep 2025	8:30am-2:30pm	Develop players	On-court
15	Sun	14 Sep 2025	8:00am-5:00pm (*1 hour)	Develop players - On-court assessment 2	On-court
16	Wed	17 Sep 2025	8:30am-2:30pm	Develop players	On-court
17	Wed	8 Oct 2025	8:30am-2:30pm	Develop players – match analysis / on court coaching	On-court
18	Wed	15 Oct 2025	8:30am-2:30pm	Develop players	On-court
19	Wed	22 Oct 2025	8:30am-2:30pm	Develop players – Deliver Technical task / Develop players – Review for assessment	On-court
20	Sun	26 Oct 2025	8:00am-5:00pm (*1 hour)	Develop players - On-court assessment 3	On-court



## On-Court Assessments

Timeline	TIME
<b>Day 10</b>	5 minute – Player Profile, 30 minutes coach delivery – 25 minutes with Coach Developer – 15 minutes feedback (75 min allocated time)
<b>Day 15</b>	5 minute – Player update, 40 minutes delivery – 15 minutes feedback (75 min allocated time)
<b>Day 20</b>	5 minute – Player update, 40 minutes delivery – 15 minutes feedback (75 min allocated time)

### 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



Tennis acknowledges the Traditional Custodians of the land on which we work, rest and play, and pay our respect to Elders past and present.