

Junior Development Coaching Course overview

During the Junior Development coaching course, participants learn to develop the skills of beginner tennis players of all ages. There is a major focus on planning, delivering and reflecting on coaching sessions and creating positive learning environments. The course covers technical and tactical tennis fundamentals, Tennis Hot Shots, Cardio Tennis, Tennis Xpress, the legal and ethical responsibilities of a coach, risk management, programme planning, tennis rules, personal development and using technology.

Course structure

The units of competency are shown below...

Module 1 – Coaching tennis

- Unit 1 Coach junior players in tennis
- Unit 2 Plan, conduct and review coaching programmes
- Unit 3 Meet participant coaching needs
- Unit 4 Continuously improve coaching skills and knowledge
- Unit 5 Work in a community coaching role

Module 2 – Responsibilities of the coach

- Unit 6 Organise personal work priorities and development
- Unit 7 Provide first aid
- Unit 8 Identify risk and apply risk management processes
- Unit 9 Participate in workplace health and safety
- Unit 10 Respond to interpersonal conflict

Course application and entry criteria

To apply for a Junior Development Coaching course, applicants must fill out the online form located on the coaching course section of the Tennis New Zealand website - <https://www.tennis.kiwi/coach/course-and-workshop-calendar/>. Course applicants will be admitted to the course based on their application and their ability to meet the following course entry criteria. Applicants may also be required to complete an initial entry interview with the Course Administrator.

Candidates are required to:

- Be a minimum of 17 years of age at the start of the course
- Complete the "Consent to Disclosure of Information" Form that will be sent to New Zealand Police to attain a "Child Safe" clearance. (contained in the online course application form)
- Nominate a suitable supervising coach (through the online course application form)
- Maintain a suitable physical fitness level to complete the practical components of the course.

Compulsory attendance

Course attendees must attend all of the face-to-face and online sessions. In the event of non-attendance, attendees will be required to attend contact days at a future course to make up the sessions missed. If unable to attend due to illness a medical certificate is required.

Coaching practice – supervising coach

Coaching practice is incorporated into "Module 1 – Coaching tennis" of the Junior Development coaching course. During the course, participants must complete 40 hours of practical coaching with junior players (red, orange and green stage 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 suitably qualified coach.

Tennis New Zealand will contact the nominated supervising coach directly to ensure they are made aware of all expectations.

Course costs

The cost of the Junior Development Coaching course is \$1,750 (incl. GST). Junior Development coaches will receive a 12-month registration to Tennis NZ National Programmes, commencing from the first day of the course.

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, written and oral questioning, peer assessment, role plays and portfolios of evidence. The course deliverers will implement flexible assessment methods to allow those with specific educational needs to undertake an alternative form of assessment. Should you have any specific educational needs it is highly recommended you bring these to the attention of the Course Administrator 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 \$400 (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. Course participants who have not completed.

Procedure for appeals and complaints

Tennis New Zealand actively encourages feedback and dialogue with course participants, workplaces and trainers 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 New Zealand.
 - Student feedback shall be dealt with in a timely, confidential and open manner and the student shall be kept informed of all progress.
 - Course participant feedback will be analysed and trends built into the continuous improvement process so all course participants benefit from the learning of the feedback.
- Please refer to the Course Participant handbook for more information.

Course refund policy

Upon acceptance into the Junior Development coaching course, participants will be expected to pay the remainder of any outstanding fees a week 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 a week before the first day of the course, fees will be refunded less a \$300 (incl. GST) administration fee.
- For withdrawals received after the course start date, no payments will be refunded.