

Tennis NZ Coach Skills Refresh Course Application Form

What is the Coach Skills Refresh Course?

At Tennis New Zealand, we understand that tennis coaches with historical qualifications and international qualifications, not recognised by the ITF, have previously gained skills and knowledge through a range of work, study, life, and other experiences. Historical and unrecognised international courses may not meet a minimum standard of today's safe coaching practices. To support [Safe Tennis](#) and the delivery standard of our national programmes, historical & unrecognised international coaches are required to prove their current level of competence to an ITF level 1 standard.

Attending a Coach Skill Refresh Course as a Historical or Unrecognised International coach begins the process. On completion of this course individuals will be required to demonstrate competence through 10 assessment tasks relevant to an ITF level 1 qualification (6 months allocated).

Why should you refresh your skills?

Tennis is an ever growing and developing sport, not only at the top level but from the grassroots up. Upskilling on the delivery of the national programmes will bring coaches in line with the current international standard of development of players. Having a better understanding of the national programmes, senior coaches can successfully mentor junior and assistant coaches on their delivery and implement effective talent development pathways.

The professional coach register supports clubs, employers, parents, and players by providing confidence that selected coaches have attended education on safeguarding, ethical obligations, and current coaching practices. The Coach Skills Refresh course ensures those coaches who are on the register have taken steps to further their professional knowledge within the industry.

What's changed between historical and current Tennis NZ qualifications?

Historical qualifications were locally developed, over 20 years ago, to meet the needs of tennis participants prior to international formalised qualification in the industry. Tennis NZ now adheres to strict guidelines from the International Tennis Federation around maintaining gold recognition with our coach education pathway. The highest-level historical qualification contained a total 26 hours with a coach educator and 1 on court assessment. Tennis NZ highest level course, Club Professional, requires 160 hours with a coach educator and 28 graded assessments.

For more information on Current and Historical qualification information [found here](#).

ITF recognition of Coach Education Systems information is found
<https://www.itftennis.com/media/2237/recognition-of-coach-education-systems.pdf>

Hot-Shots (Modified Tennis)

Since the inception of Hot-Shots, the coaching methodology and delivery practices have been ever evolving. The historical ideology of using modified equipment just for beginners has shifted to becoming pivotal in skill acquisition and psychological responses in a competitive structure. Understanding the developmental readiness of players at both a physical and psychological level will ensure juniors aren't progressed too quickly and lose their capabilities and interest in the sport. Nations producing the greatest number of ATP/WTA players invested heavily into specific development programs based on modified tennis.

Safeguarding and Current Coaching Practices

Current coach courses provide training on safeguarding practices and ethical obligations. This training provides confidence in what best practice safeguarding looks like, as well as understand your obligations relating to the nationwide Tennis Participant Protection Policy. As a tennis coach who very likely has regular contact with children and/or vulnerable adults, it is imperative that coaches are up to date on these current practices.

Overview of the Course competency option

Tennis NZ is introducing a shortened qualification pathway to support coaches who have a qualification that falls outside the current international standard.

- The course will provide confidence registering for, and delivering national programmes (Hot Shots, Cardio Tennis, Tennis Xpress).
- Training will also be provided on introducing talent development pathways for U10 and successfully mentoring new coaches in this programme.
- This course is only available to those who have a Historical TCNZ Qualification, or an International Qualification below or outside ITF level 1 (Gold Standard).
- ITF Recognition of Coach Education systems by countries is included on this [list](#). The Junior Development and Club Professional coaching courses are at a Gold standard of recognition as they are maintained through Tennis Australia.

Recognition of Current Competence:

Benefits:

- Internationally recognised qualification. Junior Development Coach (ITF Level 1)
- Access to higher coach education pathway, Club Professional, Master Club Professional, High Performance.
- Continued and ongoing support from the Coach Developer team to achieve competent status with tasks.
- Capability to attend modules within current JDC's specific to RCC tasks.
- Qualify for selection of National and Regional coaching opportunities.
- Recognition on the Tennis NZ coach register.

Requirements:

- Pay a reduced Tennis Australia/NZ Recognition of Current Competence (RCC) administration fee of \$700 and attend the Coach Skills Refresh Course
- Achieve a competent grade on all 10 RCC tasks associated with Junior Development Course.
- Every other year, attend one Tennis NZ professional development session or, the Tennis NZ or Tennis Australia Coaches Conference.
- Have been coaching an average 25hrs per week for past 3 years.
- 6 months to complete all 10 RCC tasks from course start date.

Assessment tasks

Unit no.	Unit name	Credit points
Task 1	Tennis Industry Task	1
Task 2	Plan a Blue Stage Program	1
Task 3	Plan, deliver & reflect on a Red stage program (On Court)	1
Task 4	Plan, deliver & reflect on a Green stage program (On Court)	1
Task 5	Technical Analysis Quiz	1
Task 6	Catering for Players with Specific Needs	1
Task 7	Responsibilities of the coach	1
Task 8	First Aid Certificate	1
Task 9	Manage Conflict	1
Task 10	Personal Management Plan	1

Exclusions

- Historical or unrecognised international qualification coaches who have had a hiatus from coaching of 3 years or more, do not qualify for the Coach Skills Refresh course. These coaches must complete a Junior Development course.
- International qualifications obtained prior to the year 2000 will not be recognised. Exceptions will be made for coaches who can provide detailed evidence of continued professional development.

Providing Evidence

Candidates are required to provide evidence of their Historical Qualification or their International Qualifications. In some cases, Tennis NZ will have historical qualifications on file and can assist in providing this evidence.

Candidates must also provide evidence of their skills, knowledge and continued coaching by providing a timeline of their career in the Tennis Industry.

The Tennis New Zealand Coach Development Manager or their delegate will assess your application.

Types of Evidence

There are three types of evidence: direct, indirect, and historical. The following table is a guide, and you may be able to think of other types of evidence to demonstrate your skills and knowledge.

Type of evidence	Examples of evidence
Direct Evidence	<ul style="list-style-type: none"> • Accredited qualification • Certificate of achievement • Demonstration of skill • Samples of work • Referee's report • Video • Photos • Published works such as session plans
Indirect Evidence	<ul style="list-style-type: none"> • Industry Awards • Job specifications or position descriptions • Curriculum Vitae or Resume • Rosters or timesheets • Budgets • Visual presentations or written speeches • Letters or memos from your workplace • Reference/ or letters of support • Evidence of committee work • Reading lists • Workplace training records
Historical Evidence	<ul style="list-style-type: none"> • Written references from past employers • Logbooks and other records of performance • Certificates or qualifications • Letters of support • Assignments, reports and documentation from previous courses undertaken • Past competency-based assessments • Record of academic results • Course attendance record • Scrap books • Magazine or newspaper articles about your work

Length of the Process

6 months has been allocated for coaches to complete all associated tasks with the RCC process. This allows time to revise any assessment tasks where participants are not yet competent.

The tutor contact time will be as follows.

- Four, 1.5-hour webinars associated to RCC assessment tasks | One per week, prior to on court content.
- Four consecutive days in person | 8:30am – 2:30pm
- Two on court assessment tasks with Coach Development Manager

Summary of the Coach Skill Refresh process

1. The candidate completes all the pages of the application form and submits to the Coach Development Manager (CDM).
2. The candidate submits the following documents with the application form:
 - All current (i.e., within the last four years) and historical evidence to support the application.
 - Documents for Police Vetting Services
 - Payment of \$700 (incl GST) – Available for 2023 only.
3. On receipt of the candidate's application form, the CDM will contact you to discuss the application and arrange suitable a suitable course date.
4. On completion of the course candidates will be required to complete all tasks associated with their selected pathway.
5. Upon the successful completion of the off-court assessments and submission of any additional evidence required, the candidate will be awarded the relevant certificate associated with their selected pathway.

Compulsory attendance

Course attendees must attend all 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.