



The Junior Development Coaching (JDC) Course is an internationally recognised tennis coaching qualification. The JDC is a Tennis Australia course delivered here in New Zealand by Tennis NZ. Coaches who successfully complete this course will achieve an International Tennis Federation Coaching Beginner & Intermediate Players course (formerly Level 1) qualification.

TENNIS NZ COACH DEVELOPMENT PATHWAY



During the JDC 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

PATHWAY COURSE APPLICATION AND ACCEPTANCE 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)
- Have attended the Coaching Assistant Course and completed the Tennis NZ Coaching Fundamentals online course
- 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
- Actively coaching an average of at least 3-hours per week.

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.

Applicants who believe they have current competent or recognition of prior learning in any unit may apply to their Course Coordinator. This process should be completed prior to beginning the JDC course. No units will be waived or excluded in any other way. For more information on this process, contact the Tennis NZ Coach Development Team.

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 \$1,900 (incl. GST) which includes course materials, tuition and first aid certification. Junior Development coaches will also receive a 12-month registration to Tennis NZ National Programmes, commencing from the first day of the course. A \$100 discount is offered to coaches who provide a suitable first aid certificate. This certificate must be dated a maximum of 12-months prior to the JDC course start date. Payment plans can be arranged upon request.

FIRST AID CERTIFICATION

Holding a suitable First Aid certificate is a requirement of coaches completing the Junior Development Coaching Course. A one-day first aid course is scheduled as part of the JDC course. Coaches who already hold a first aid certificate are not required to attend this day. Upon evidence of holding a suitable first aid certificate, coaches are eligible to a \$100 discount on their course fee. A suitable first aid certificate must include NZQA units 6401 and 6402. The certificate must be dated no more than 12-month prior to the JDC course start date.

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 all assessment tasks within the required timescale will be withdrawn from the course.

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, 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.

MY VACCINE PASSES – COVID VACCINATION REQUIREMENTS

Depending on the course venue's requirements, course attendees may be required to hold a My Vaccine pass to attend the course. This requirement will be indicated on the online course registration form. Your My Vaccine pass will be required to be viewed upon arrival on Day 1 of the course and as required by the venue's terms and conditions of entry.



Day	Date	Time	Session	Format
Thurs	5 May	8:30am – 2:30pm	Roles of the Coach & Contemporary Coaching Practice, Intro to Hot Shots	In-Person
Fri	6 May	8:30am – 2:30pm	Blue Stage Delivery & Red Stage Intro	In-Person
Sat	7 May	8:30am – 2:30pm	Coaching Red Stage Players	In-Person
Sun	8 May	8:30am – 2:30pm	Officiating and Competition Delivery	In-Person
Thurs	12 May	10:00am – 11:30am	Responsibilities of the Coach	Online
Thurs	23 June	10:00am – 11:30am	Managing Conflict	Online
Thurs	28 July	8:30am – 2:30pm	Cardio Tennis and Coaching Adults	In-Person
Fri	29 July	8:30am – 2:30pm	Schools Tennis / Women and Girls in Tennis	In-Person
Sat	30 July	8:30am – 2:30pm	Coaching Red Stage Players	In-Person
Sun	31 July	8:00am – 6:00pm	Red Stage Assessment*	Assessment
Thurs	4 Aug	10:00am – 11:30am	Introduction to Inclusive Coaching	Online
Thurs	18 Aug	10:00am – 11:30am	Becoming a Lifelong Learner	Online
Thurs	25 Aug	8:30am – 2:30pm	Inclusive Coaching / Coaching Orange Stage Players	In-Person
Fri	26 Aug	8:30am – 2:30pm	Coaching Orange Stage Players	In-Person
Sat	27 Aug	8:30am – 2:30pm	Coaching Orange Stage Players	In-Person
Sun	28 Aug	8:00am – 6:00pm	Orange Stage Assessment*	Assessment
Thurs	8 Sept	10:00am – 11:30am	Technical Analysis	Online
Thurs	22 Sept	8:30am – 2:30pm	Coaching Green Stage Players	In-Person
Fri	23 Sept	8:30am – 2:30pm	Coaching Green Stage Players	In-Person
Sat	24 Sept	8:30am – 2:30pm	Coaching Green Stage Players	In-Person
Sun	25 Sept	8:00am – 6:00pm	Green Stage Assessment*	Assessment
TBC	TBC	TBC	First Aid Course**	In-Person

NOTE:

- This course schedule is subject to change
- To maximise the outcomes of the course, attendance at all 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

* Coaches are required for approx.. 1-hour on on-court assessment days. On court assessment scheduled are confirmed when the course commences. Coaches are offered the option of submitting video assessments. At least one of the three on-court assessments are required to be face-to-face with a Tennis NZ coach developer present. ** Coaches who already hold a suitable first aid certificate are not required to attend this day. Please see above for First Aid certificate requirements.