**What to expect- Court Supervisor Course**

**When you sign up for our Court Supervisor course the following**

**process will happen-**

1. **Course confirmation**

You will receive a confirmation email with details of the course.

* 1. If it is an **in person** course the email will have details of the time, date, and venue of the course. There will also be a link to the online rules of tennis test which will need to be completed prior to the course. This can be found [here](https://tennisnz.formstack.com/forms/online_rules_of_tennis)
	2. If it is an **online** course the email will have details of the time and date of the course. There will also be a link to the online rules of tennis test which will need to be completed prior to the course.
		1. The week before the course you will receive another email with links to the course. If you do not receive this email it probably means you either haven’t paid, or you haven’t completed the online rules of tennis test. This can be found [here](https://tennisnz.formstack.com/forms/online_rules_of_tennis)
1. **The course**
	1. In person
		1. The in person course is run over about 5 hours, depending on the amount of discussion involved. Each course will vary slightly.
		2. The course will cover the rules of tennis and what the role of a court supervisor is. It will also cover strange situations you may encounter and what the correct ruling is.
	2. Online
		1. The online course is run over two evenings, starting at 6.30pm and running till approximately 8pm.
		2. The course will cover the rules of tennis and what the role of a court supervisor is. It will also cover strange situations you may encounter and what the correct ruling is.
2. **Shadow day**

Once you have completed the course, you will need to complete a shadowing day. This is a day where you go to a tournament and follow an experienced court supervisor. The closer to the course date that you shadow, the better. You will be provided a shirt to borrow for the day so you fit in. As you feel more confident you can offer to help the court supervisor by doing various tasks such as the coin toss or helping to solve any issues. Your shadow day is not reimbursed. You are welcome to do as many shadow days as you like- we only expect you to do one, however if you have the time and would like to do more, just let us know and we will make it happen.

We recommend that you try to shadow from the report time of all the working officials so you can observe and even help with setup, as this is an important part of the day. The time of this will vary between tournaments and we will let you know what that is when we arrange your day. We also ask that you stay a minimum of 5 hours in order to get a good feel for the position and what it entails. The longer you can stay the better.

1. **Post shadow day**

When you have completed your shadow day, you will be asked to pay a $50 subscription, which will be paid yearly to cover admin and uniform costs. You will also be asked to complete a police vetting form, which is standard for all Tennis NZ officials. Once you have done this you will be sent a uniform and added to our database and will receive emails regarding upcoming tournaments. You are welcome to apply for any tournaments needing a court supervisor in your area.

Please note that our uniform does not include trousers, which you will need to source for yourself. They need to be a khaki colour. Feel free to ask your course facilitator where is a good place to purchase these from.

You will also need to wear white, or as white as possible, sports shoes.

If you have any questions please don’t hesitate to email bronwyn@tennis.kiwi