

LEVEL 1 TENNIS COACHING ASSISTANT COURSE 2011/12

APPLICATION FORM



LTA COACH EDUCATION

Candidates applying for the Level 1 Certificate in Coaching Tennis qualification should complete this form and return it to the address given on the dates and venue list. Please complete all sections in BLOCK CAPITALS.

VENUE

_____ Start Date _____

PERSONAL INFORMATION

First Name _____ Surname _____
 Are you 16 years or older when the course starts? Y / N DOB: _____ Gender M / F
 Full Postal Address _____

 Postcode _____ Email _____
 Telephone (H) _____ Telephone (M) _____
 Emergency contact name and number _____

MEDICAL

So that the tutors can accommodate your needs, please indicate if you have any of the following:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Use of a wheelchair

Other (please state) _____

CRIMINAL CONVICTIONS

Do you have any Criminal Convictions, Cautions or Reprimands? _____ Y / N
 (N.B. Any convictions, cautions or reprimands, including those that are spent, should be declared)
 If yes please state, with date _____

Your application may be processed more quickly if you attach a separate sheet outlining the nature and circumstances of any convictions/cautions.



ADDITIONAL INFORMATION

What experience do you have working with children?

E.g. I am a parent, helped at my tennis club, have helped in another sport.

What experience do you have playing tennis?

E.g. I played at school, I play at my club, I don't really play.

What other coaching qualifications/experience do you have that will help you on the course?

E.g. I am a teacher, I have other coaching qualifications.

Is there anything else you would like the tutors to know before the course?

Please tell us where, and with which Lead Coach you will be doing your 3 practical sessions in between days 2 and 3 of the course?

Please note: we cannot accept your application without this information.

Venue: _____

Lead Coach (mentor): _____

Lead Coach (mentor email address) _____

Note: your mentor should be a minimum Level 3 LTA Licensed Coach

PAYMENT

The full course fee is £185. Cheques should be made payable to TENNIS SCOTLAND.

ENCLOSE THE FOLLOWING

Please tick the following boxes to confirm that you have enclosed the following.

- Completed and signed application form
- Disclosure - Letter of Deployment (*request from Tennis Scotland*)
- Full course fee for £185 (*Cheques payable to Tennis Scotland*)

Do you have an SCN* Number - Yes / No If Yes my SCN number is _____

If you have not sent a cheque with your application, please state below how the course fees will be paid.

*Scottish Qualifications Authority (SQA) Scottish Candidate Number (SCN)

On successful completion of the course you will be certificated by the SQA - in order to do this we need to know your SCN, this is a 9 digit number which will be on any communications you may have received from the SQA. They also have a hotline number if you are not sure - call 0845 279 1000.

Sportscotland Funding (for Level 1 only)

For all Level 1 courses in Scotland in 2012 successful candidates can apply for a grant of 50% towards the course fees. This must be applied for to Sportscotland using their template application at least 4 weeks prior to the start of the course.

The full course fee - £185 MUST be paid to Tennis Scotland; the 50% grant is then reimbursed to successful candidates on completion of the course. Funding application forms can be obtained from the Sportscotland website on www.sportscotland.org.uk

DECLARATION AND TERMS AND CONDITIONS

I understand and agree that:

- i) The LTA will provide this course with the assistance of the relevant county associations;
- ii) I must attend all the scheduled sessions during the course in the correct sequence and at the agreed venue, to qualify for assessment;
- iii) If I withdraw from the course I will forfeit the course fee, unless I give at least 21 working days written notice prior to the commencement of the course. If I give less than 21 days written notice the fee will not be forfeited if the LTA is able to fill the vacancy;
- iv) If I withdraw from the course once it has started, I will forfeit the fee;
- v) The LTA is not liable for any damage or loss caused under this application process or for the duration of the course save where this is caused by the negligence of the LTA, its employees and directly affiliated bodies but any such liability shall be limited to the extent that such loss was reasonably foreseeable at the time the contract was entered into. For the avoidance of doubt this clause in no way excludes or limits the liability for personal injury or death caused as result of the negligence of the LTA, its employees and affiliated bodies;
- vi) The LTA reserves the right to reject any applicant whom it considers to be an unsuitable person for involvement on its tennis training courses. This right may also be exercised retrospectively if information is brought to the LTA's attention, which, if known at the time of the application, would have rendered the candidate unsuitable. For the avoidance of doubt, the falsification of any information requested in this application form and/or the existence of any police record or caution relating to matters considered to be incompatible with certification, constitute circumstances where the LTA reserves the right to withdraw or suspend a candidate's qualification; and
- vii) This course ideally requires 16 candidates in order to take place. Consequently, I understand and accept that the LTA reserves the right to cancel the course if enrolment numbers are less than 8. This, however, is an infrequent situation.

DATA PROTECTION

The LTA and its national, county and island associations will use your personal data including sensitive personal data for coach education purposes only and to send you, by post or email/SMS, information related to those purposes. For further details please see www.LTA.org.uk/privacy.

To help us raise funds for tennis:

- The LTA may send you information about our offers (e.g. tickets, products) and about offers from carefully selected third parties, by post/e-mail/SMS. By returning this form we will assume you have consented to this, unless you tick the box.
- The LTA may pass your contact details to carefully selected third parties so that they can send you, by post, details of their products and services. By returning this form we will assume you have consented to this, unless you tick the box.

By signing this application, you are deemed to understand and accept the foregoing. I confirm that this application has been completed honestly and accurately:

APPLICANT'S SIGNATURE

Print Name _____

Date _____

Please return this application form to -

**The Coach Development Manager
Tennis Scotland
177 Colinton Road
Edinburgh EH14 1BZ**

Enquiries to Mat Hulbert, email - matthew.hulbert@tennisscotland.org

Phone 0131 444 1984