

LEVEL 2 TENNIS COACHING ASSISTANT COURSE 2011

LTA APPLICATION FORM

**LTA COACH EDUCATION**

Candidates applying for the Level 2 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 17 years or older when the course starts? Y / N - D.O.B: _____ 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.

Please note that you will be required to complete an enhanced CRB disclosure before qualification. This is because the role for which you will qualify might involve working with children and vulnerable adults. For more information, please see the LTA's policy on the rehabilitation of offenders. This can be found at www.LTA.org.uk, or you can request a printed copy by post.



ADDITIONAL INFORMATION

What experience have you had since passing the Level 1, Coaching Assistants qualification?

E.g. I have helped my coach with Mini Tennis on Saturday mornings.

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 qualifications.

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

Practical experience - Mentor and venue

Please note that it is very important that the coach mentoring you is appropriately qualified (min Level 3 Licensed) in order that you receive correct guidance/experience and feedback in relation to your sessions. Please contact Tennis Scotland if you are not sure about this.

Please note: Applications will not be accepted without this information

Mentor _____

Mentor email address _____

Venue: _____

PAYMENT

Please send the correct payment to the course organiser at the address shown on the dates and venues list.

ENCLOSE THE FOLLOWING

- Completed and signed application form
- Full course fee for £345 **(in Scotland please make cheques payable to Tennis Scotland)**
- LTA Registration Certificate (please include a copy of this) or

Your satisfactory enhanced CRB disclosure - email your name and address to CRB@lta.org.uk to obtain a pack.

First Aid certificate (please send a copy of this) - this **MUST** be from a course titled "Emergency First Aid At Work" and delivered by someone approved by the Health and Safety Executive.

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) If I am unable to obtain a CRB certificate prior to the start of the course I understand that I will not receive my qualification certificate until a satisfactory CRB is returned. If the CRB is returned after the commencement of the course and is unsatisfactory I will not receive the qualification certificate and I will not receive a refund on the course fee;
- vi) 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;
- vii) 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
- viii) 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 10. This, however, is an infrequent situation.

FUNDING

Please note that Scottish Coaches can claim 50% of the course fees on successful completion of the course, this **MUST** be claimed within 1 month of the final day otherwise it falls away. Please ensure that you have met **ALL** the conditions before you submit a claim. Claim forms can be downloaded from the Tennis Scotland website on www.tennisscotland.org

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 DO NOT submit this application until

- 1. You have completed a CRB Enhanced Disclosure check**
- 2. Attended an HSE Emergency First Aid at Work course (min 6 hour duration)**

Please return the application form to the address given on the dates and venues list.

Once complete, please send your application to
Coach Development,
Tennis Scotland
177 Colinton Road
Edinburgh EH14 1BZ

Course details can also be downloaded from www.tennisscotland.org

If you have any questions please contact
Mat Hulbert - Coach Development Manager
0131 444 1984
email: matthew.hulbert@tennisscotland.org