



## **INSTRUCTOR COURSE: CONFIRMATION OF ENROLMENT**

This is to confirm that you are registered for an Instructor Course. We hope you find the experience enjoyable, informative, and challenging.

**March, 2011**

**From:** Tennis BC  
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**Location:** Grant Connell Tennis Centre  
280 Lloyd Avenue  
North Vancouver, BC  
604-983-6483

**Schedule:** **Weekend #1:**  
Friday April 15: 6:30 p.m. - 10:00 p.m.  
Saturday/Sunday April 16,17: 9:00 a.m. - 5:00 p.m.  
**Weekend #2:**  
Friday April 29: 6:30 p.m. - 10:00 p.m.  
Saturday/Sunday April 30/May 1: 9:00 a.m. - 5:00 p.m.  
(Evaluations on final Sunday afternoon of course)

**Equipment:** Bring your racquet, note pad and pens.

**Attire:** Proper tennis attire is required for the duration of the clinic (i.e. non-marking soles, track suits and proper tennis shirts, shorts or skirts).

**Meals:** Clinic participants are responsible for their own meals.

**Accommodation:** Clinic participants are responsible for their own accommodation.

**Attendance:** 100% attendance is required to be eligible to be evaluated. For example if, because of work, school, or personal reasons, a candidate cannot attend the second Friday night of the course, they may attend the remainder of the course however, they will not be evaluated with the other candidates. They must attend the 2<sup>nd</sup> Friday night of a subsequent course to fulfil the attendance requirements and can only be evaluated after that.

**IMPORTANT: Pre-Course Workbooks A and B MUST be completed before the course begins. Candidates will not be eligible for the course until these workbooks are completed and handed-in to the Course Facilitator on the first Friday of the course. (April 15, 6:30pm).**

**NOTE: THE WORKBOOKS WILL TAKE 6-10 HOURS TO COMPLETE**

**If the Workbooks are not completed, full course payments will be automatically applied to a future course. As an alternative, a refund may be requested. Refunds will be processed less a \$50.00 administration fee.**

**To access all course materials, you must first join the Tennis Professionals Association (TPA). Please follow the instructions on the following pages.**

The following participant materials are required for use during the course so please bring copies:

- In-Course Workbook C
- MED Reference Material
- MED Coach Workbook
- Instructor Course Evaluation for Course Participants

### **Making Ethical Decisions Evaluation (MED)**

This is a National Coaching Certification Program (NCCP) requirement for all sports. The training module for this evaluation will be on the first weekend of the course. This competency is evaluated in an on-line evaluation to be completed between the 1<sup>st</sup> and 2<sup>nd</sup> weekends of the course. All reference materials and coach workbooks are provided on the TPA website, including the on-line evaluation instruction sheet (which provides you with the necessary information for completing the evaluation).

Failure to complete any of the tasks listed in this letter will result in a lowered score for the professionalism competency evaluation and may result in not being able to participate in the course.

Once you have completed the course, you will be evaluated (on the final day of the course). If all competency evaluations are successfully completed, and you have completed the online MED evaluation, you will be certified as an Instructor.

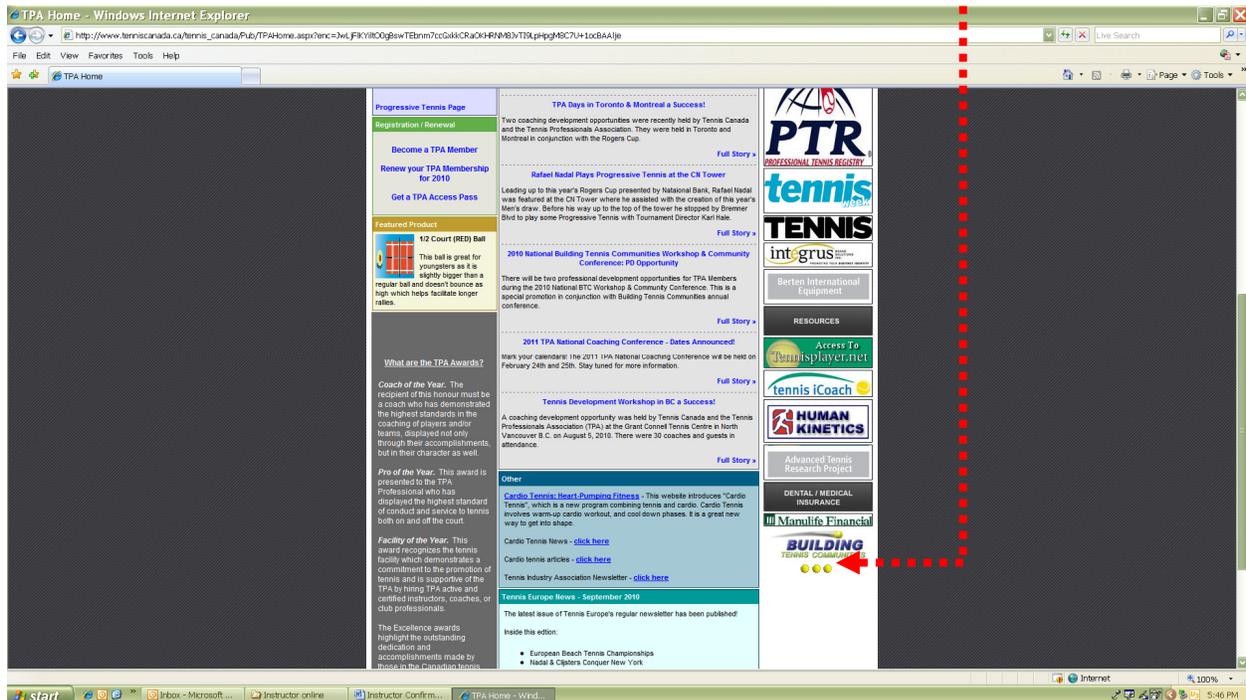
**Please note that course participant names, addresses, telephone numbers and emails are used to update **Tennis BC**, Tennis Canada, Coaching Association of **BC** and Coaching Association of Canada databases.**

# JOINING THE TENNIS PROFESSIONALS ASSOCIATION

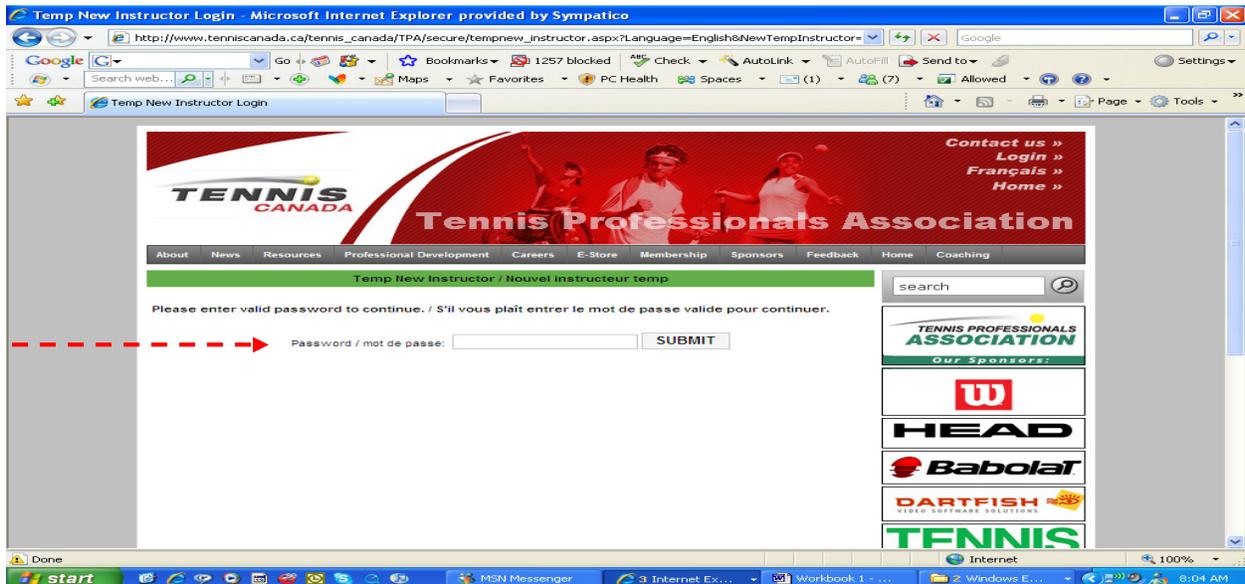
To complete the Pre-Course workbooks, it is necessary to access the Tennis Professionals Association website. Please follow the steps below to register your personal TPA account. Should you have any questions or comments, please contact the TPA via email at [tpa@tenniscanada.com](mailto:tpa@tenniscanada.com) or by phone at 416-650-7944 or toll free at 1-800-263-9039 Ext. 7944.

**Step 1:** The TPA website can be found by going to [www.tpacanada.com](http://www.tpacanada.com).

**Step 2:** Once at the website, click on the three tennis balls icon located on the bottom right hand corner of the page, below the TPA/APT sponsors.

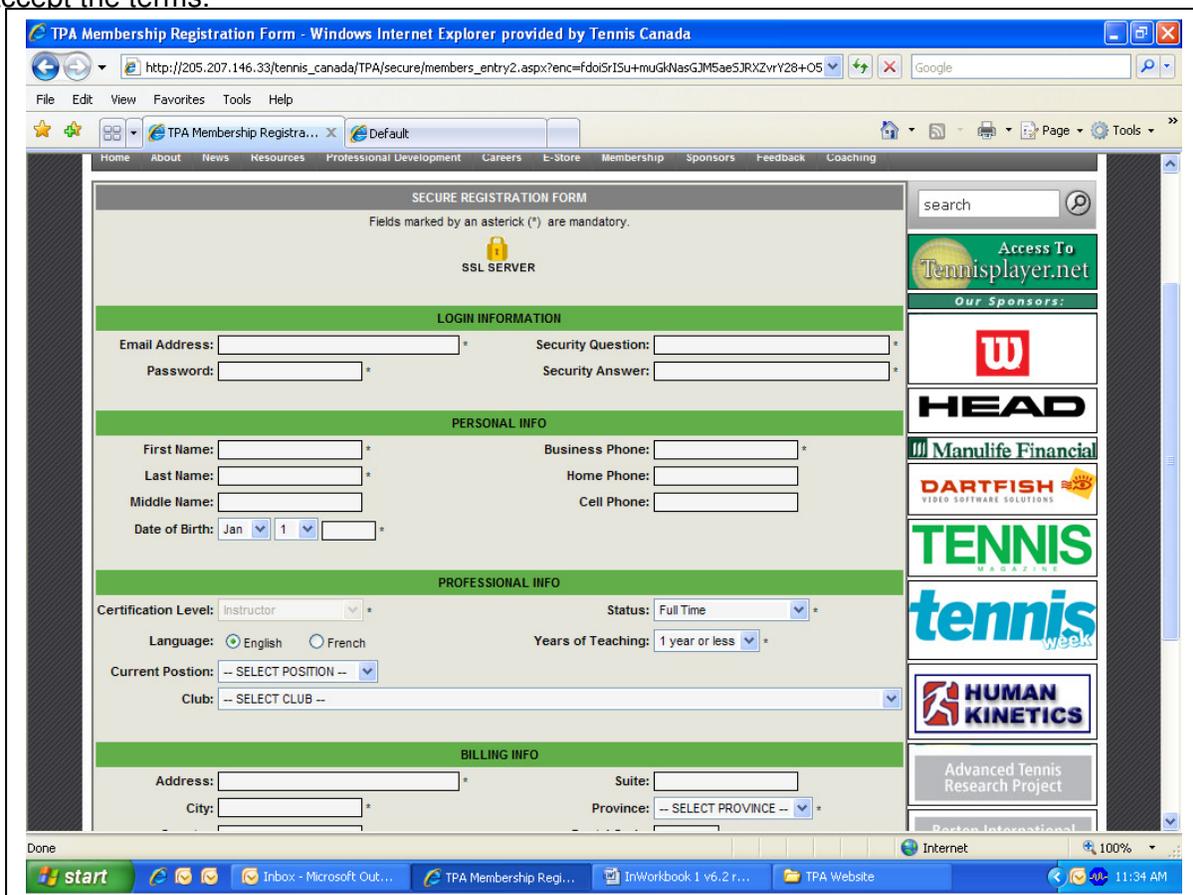


**Step 3:** You will be brought to a page entitled “Temp New Instructor.” Enter the following password: **newtemp** and click “submit.”



**Step 4:** You will now be required to register under the “Secure Registration Form” (as pictured below). Key in your email address, a password, and fill in all information. Fields marked with an asterisk must be completed for successful registration.

**Step 5:** Read the “Code of Ethics,” found at the bottom of the page. Click “submit” in order to accept the terms.



**Stage 6: Auto Renewal:**

The TPA offers auto renewal of your TPA membership. This ensures that you receive ongoing service and benefits from the TPA when your membership expires. Please provide your payment information on our secure payment page. Your credit card will NOT be charged until your membership expires. We strongly encourage you to select this option as it will help ensure that your certification status stays active.

***Membership with the TPA is a requirement to maintain your active certification.***

**Stage 7:** You will then be brought to a page which thanks you for your registration. Press “OK” once you have received this message. (In addition, a confirmation email will be sent to the email address you provided).

**Stage 8:** You will then be brought back to the “TPA homepage.” At the top right corner, click ‘Login.’ On the following page, click ‘TPA’ (English) or ‘APT’ (French). Enter your email address and password. If correctly registered, you will be brought to the TPA homepage once again.

**Stage 9:** On the bottom left corner, you will find a link ‘Update my Personal Information’, click here. Check to make sure all the information is correct.

**To access resources required to complete the Pre-Course Workbooks, on the top menu bar click “Resources” then “Certification Materials” then “Instructor Course Materials”.**