Tennis Saskatchewan administers the Tennis Instructor Course and the Club Pro 1 Course of the Tennis Canada / National Coaching Certification Program (NCCP). Applicants must complete all pre-requisites before moving on to the next level. Registration is by mail or in person only, on a first pay – first entry basis. All fees must be paid in advance.

A minimum of 6 participants (per course) will be required for a course to proceed.

Participants should come prepared to participate, both on and off court - please bring your racquet.

For further information, please contact Tennis Saskatchewan at 306-780-9410 or email at tennissask@sasktel.net
NCCP TENNIS INSTRUCTOR

Criteria for Entrance
- Participants must be 15 years of age or older (must be at least 16 years of age to be certified)
- 3.0 level player
- Strong written and verbal communication skills

Course Registration Fee
- $350.00 / participant (includes a membership in the “Tennis Professionals Association” through to the end of 2012) - Tennis Saskatchewan Affiliated Club Members may be eligible to receive financial assistance to offset some of the registration fee and course related expenses (some conditions apply). For further information, please contact the Tennis Saskatchewan office at 306-780-9410.

Course Schedule
- Thursday (July 5) 10:00 a.m. – 6:00 p.m.
- Friday – Sunday (July 6 – 8) 9:00 a.m. – 6:00 p.m.
  (lunch breaks provided – participants are responsible for their own meals)

100% attendance is required to be eligible to be evaluated

Equipment
- Bring your racquet, note pad and pens.

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

Criteria for Passing
Must pass:
- technical (knowledge) evaluation
  - Workbook # 1
  - Workbook # 2
- practical evaluation
  - demonstration evaluation
  - leadership evaluation (professionalism)
  - teaching evaluation
    - observation of coaching video
    - unfolding a portion of a lesson
- NCCP Make Ethical Decision online evaluation

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 morning of the course. (July 5 - 10:00 a.m.)

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

- 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
  - Appendix 1 – 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 two days of the course. The following materials will be provided to you during the course to complete the evaluation:
  - Making Ethical Decisions Coach Workbook. This workbook will be required for the Friday morning of the course.
  - Making Ethical Decisions on-line evaluation instruction sheet

Failure to complete any of the tasks listed in this package 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 MED evaluation, you will be certified as an Instructor.
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 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.

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”.

ONGOING PROFESSIONAL DEVELOPMENT POLICY
FOR CERTIFIED PROFESSIONALS

Goal: To enhance our professional development requirements and opportunities for certified instructors, coaches and pros’s in Canada.

New policy (to be in effect January 1, 2008)

Coaching excellence demands that every Canadian tennis instructor/coach/pro (for the remainder of this text the individual will be known as "Coach") pursue professional development opportunities and keep abreast of new trends in the sport.

To be classified as "ACTIVE", a certified coach must:

1. have achieved full certification at a particular level

2. be a member of the "Tennis Professionals Association".

To maintain "ACTIVE" status, a coach must either:

1. Attend a tennis certification course at the level immediately above the level at which he or she is fully certified (note: it can also include taking a new stream of certification). The expiry dates for each certification level will be as follows:
   - Instructor: 4 years expiry
   - Club Pro 1: 3 years expiry
   - CP2, CP3, Coach 2, 3, 4 and 5: 2 years expiry

   or

2. Attend one of the following prescribed professional development opportunities (Recertification opportunity).

   - Coaching Conference (endorsed by Tennis Canada or PTO)
   - Professional Development Course (endorsed by Tennis Canada or PTO)
   - Auditing a previously attended certification course (only if the previous course that has been taken has been updated)

The Expiry dates for each level is as follows:

- Instructor: 4 years expiry
- Club Pro 1: 3 years expiry
- CP2, CP3, Coach 2, 3, 4 and 5: 2 years expiry

Coaches who do not fulfill the above requirements will be classified "INACTIVE".
NCCP TENNIS INSTRUCTOR
COURSE REGISTRATION FORM
July 2012

Name: ____________________________________________

Address: ____________________________________________

_____________________________________________________________________

Postal Code: ________________________________

Phone: H) ________________________________

W) ________________________________

C) ________________________________

Email: ____________________________________________

Club: ____________________________________________

Birth Date: _____________________________ Age: _____
  Day / Month / Year

Entry Deadline: June 22, 2012

Please enclose a cheque for $350.00 (payable to Tennis Saskatchewan), and forward to Tennis Saskatchewan, 2205 Victoria Avenue, Regina, Saskatchewan, S4P 0S4. Thank you. All fees must be paid in advance. If you wish to pay by VISA or MasterCard please contact Tennis Saskatchewan at 306-780-9410.