

SAMPLE LETTER (EMAIL)

CLUB PRO 1 COURSE: CONFIRMATION OF ENROLMENT

<<Insert Date>>

To: Club Pro 1 Candidate

From: <<Technical Director, Provincial Tennis Association>>  
<<Email>>  
<<Phone number, Fax number>>

Subject: **Club Pro 1 Certification Course**  
<<Clinic Date>>

This is to confirm that you are registered for the above clinic. We hope you find the clinic both enjoyable and informative.

**Location:** <<Club Name>>  
<<Club Address>>  
<<Club Telephone Number>>

**Directions:** <<Sample Directions>>

**Timetable:** Orientation Module: Wednesday 6:00 p.m. - 10:00 p.m.  
Weekends 1, 2 & 3: Fridays/Saturdays/Sundays 9:00 a.m. - 5:00 p.m.

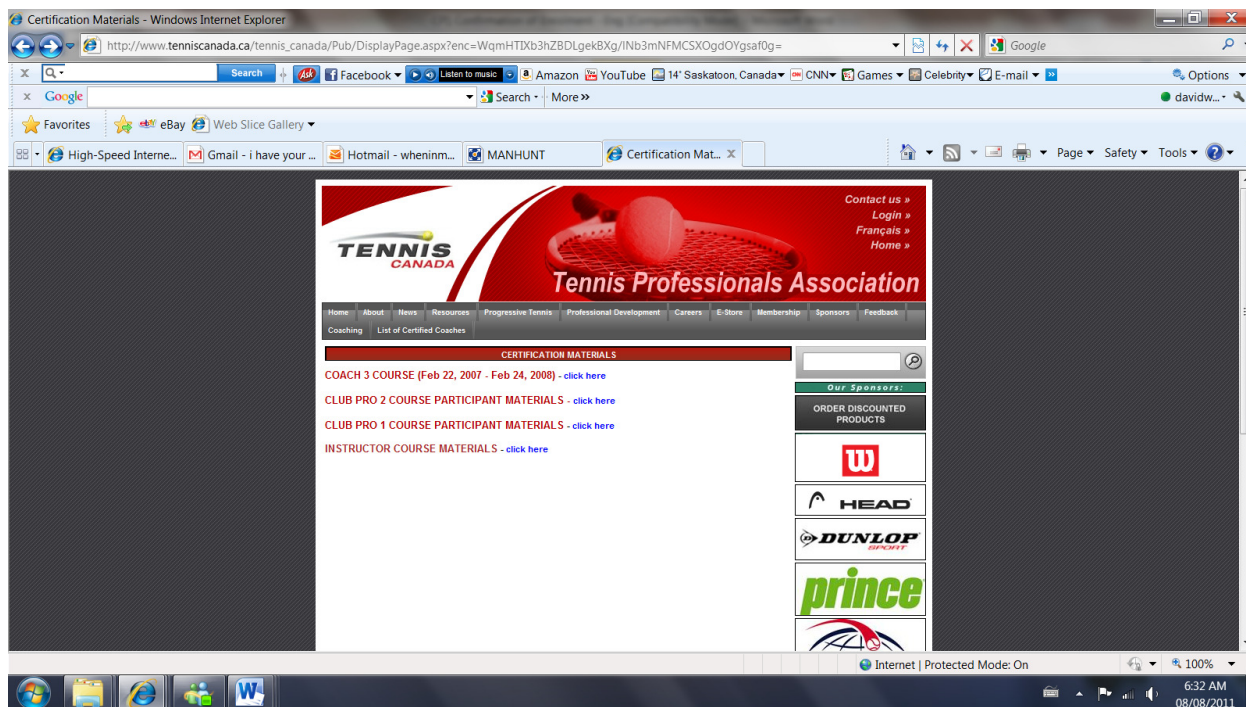
**Special:** <<Where to meet details>>  
<<In-course or separate testing day details>>

**Workbooks:** **Clinic participants are responsible for all course materials (manuals and workbooks).**

Resource manuals are available to read online, to download or to print. Resource manuals **are not required during the course** – they are necessary for completing the workbook assignments and as instructional reference materials.

Resources are located on the TPA website under the Resources Tab < Certification Materials.

Participant materials are also available to read online, to download or to print. **All participant materials are required for use during the 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, collared shirts, track suits and proper tennis 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.

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