

ADMINISTRATIVE RESPONSIBILITIES OF COURSE FACILITATORS

Note: Please review all responsibilities outlined in the chart on "Requirements to be a Course Facilitator".

- Taking attendance throughout the course.
- Marking of the technical (written exam).
- Evaluation of the practical (playing/feeding demonstration & group or private lesson).
- Sending in the required forms to the Provincial Association.
- Submitting completed NCCP Database eForms to the Provincial Tennis Association office immediately upon completion of each course. **Please note:** a copy of the Database eForm should be kept in the Course Facilitators file in case of discrepancies in the future.
- Keeping a copy of all evaluation forms for all candidates.
- Hand out TPA materials and explain benefits of membership.

Proper Completion of NCCP Database CRF eForms

Please refer to the document: Instructions to Fill Out New CRF eForm vAug 1 2011.

ACCELERATION TO CLUB PRO 1, CLUB PRO 2, CLUB PRO 3, COACH 2 AND COACH 3:

Tennis Canada will write a letter to the applicant informing the individual that he or she has been given the opportunity to accelerate into the given level. A copy of this letter will be sent to the Provincial Association.

An NCCP data base file should already be set up for this coach. Tennis Canada should obtain the coach's CC# and included this in the letter when they notify the Provincial Association and the NCCP about the coach's acceleration status.