

Online Certification Materials Access Policy

As of August 1, 2011

In order to reduce the costs to the Provincial Tennis Associations and Tennis Canada, Tennis Canada will provide online access to certification manuals and materials:

- Reading, printing and downloading

Tennis Canada will continue to administer the development and management of these certification manuals.

Tennis Canada will invoice the Provincial Tennis Association as follows:

1. \$30 per person for each Instructor candidate
2. \$10 per person for each Club Pro 1 candidate
3. \$10 per person for each Club Pro 2 candidate

Provincial Tennis Associations will be invoiced by Tennis Canada as follows:

1. For Instructor: at the time of submission of the NCCP CRF eForm (immediately following the 1st weekend of course when accessing CC #s for candidates)
2. For Club Pro 1: at the time of ordering video based materials for Orientation and Assessment module (PTA will submit clinic numbers) or at the time of the NCCP CRF eForm (immediately following the 1st weekend of course)
3. For Club Pro 2: at the time of submission of the NCCP CRF eForm

Note: The following procedures can be found in the Provincial Association Administrative Guidelines

For Instructor Courses – English and French:

Each Course will maintain a class set of reference materials for in course use

- Chapter 1: Health Considerations
- Chapter 2: Psychological Development
- Chapter 3: Learning Laws
- Chapter 4: Equipment
- Chapter 5: Instructing Wheelchair Tennis Players
- Appendix 1: Disability “Must Knows”
- MED Reference Manual
- MED Coach Workbook
- Course Overview
- Progressive Tennis Tool Kit

- Communication and Leadership Tool Kit
- Group Organization Tool Kit
- Tactical/Technical Tool Kit
- Competition Tool Kit
- Play Tennis Self Rating Guide
- Rules of the Court

As well, a few additional copies (2-4) of the following may be kept with class materials for those individuals who fail to bring their materials to the course.

- Instructor Workbook C
- MED Coaches Workbook
- Overview of Evaluation Procedures

For Club Pro 1 Courses – English and French:

Each Course will maintain a class set of reference materials for in course use

- Club Pro 1 Manual
- Workbook #1, #2, #3, #4
- Appendix 1: MED Coaches Workbook
- Club Pro 1 Competency and Evaluation Handouts

The following materials will be handed out during the Orientation and Assessment Module (and therefore must be provided by the Provincial Tennis Association)

- Workbook #1
- Tennis Canada Footwork and Court Coverage Video
- Tennis Canada Winning Tennis Tactics Video

For Club Pro 2 Courses:

To be determined

For Club Pro 3 Courses:

To be determined