

CHECKLIST FOR PROVINCIAL ASSOCIATIONS

THE FOLLOWING IS A CHECKLIST WHICH WILL ASSIST THE PROVINCIAL ASSOCIATION WITH THE ADMINISTRATIVE PROCESS WHICH WILL FACILITATE OPERATION OF CERTIFICATION COURSES.

Once a Year Administration - As a Provincial Association you should:

- Organize a schedule of certification courses in the fall for the upcoming calendar year.
- Secure a location for each course.
- Prepare a schedule of Course Facilitators for each course.
- Prepare a marketing brochure (or website page) of the course schedule and sites for the year.
- Order the necessary manuals for the year (see Provincial Association Administrative Guidelines for required course materials required).
- Ensure that the Ongoing Requirements of Maintaining Active Status of Certification are communicated in all relevant certification materials.
- Ensure that information about the Tennis Professionals Association (TPA) is communicated within all relevant certification materials.

Pre-course Administration - As a Provincial Association you should have the following on site:

- NCCP Database forms (CRF eforms)
- Registration - Profile Form
- Course Facilitator Evaluation Forms
- Course Manuals as required
- Ensure that all participants and prospects are aware of the TPA and associated benefits and requirements.

Pre-Course Administration - The Following Needs to be Done Approximately 4-6 Weeks Before the Course:

- Confirm Course Location
- Confirm Course Facilitators (including Assistant and Apprentice)
- Send the Participants the Course Materials where necessary and details on how to access the resources online (e.g., see Instructor Confirmation of Enrolment).
- Confirm Certification of Registrants to ensure that they are qualified to take the Course.

Pre-Course Administration - The Following needs to be done the Week Prior to the Course:

- Ensure that the Course Facilitator has all the necessary equipment for the course (see Provincial Association Administrative Guidelines).
- Ensure that all money has been collected for the course.
- Ensure that all registrants have filled out the appropriate registration – NCCP Profile Form.
- Ensure that the Course Facilitator has a few extra copies of course materials as well as the Course Facilitator Evaluation Forms.

During Course Administration – NCCP Make Ethical Decisions Process:

Instructor Course:

- NCCP Make Ethical Decisions online evaluation. **The successful completion of this online evaluation is mandatory in order for the candidates to attain their Instructor Certificate.**
- Instructors will participate in weekend #1 of the Instructor Course, including the Make Ethical Decisions module.
- The Provincial Tennis Association will submit electronic NCCP eForm (CRF) to Tennis Canada upon conclusion of the first weekend (Monday following course by 11 a.m.). This will be done after the course to ensure that anyone listed on the form was in attendance during the first weekend.
- Tennis Canada will validate the electronic paperwork NCCP Form and forward to CAC Database (on the day received).
- CAC Database will enter the Instructor candidates in their database and create "TRAINING" status for these candidates.
- CAC Database will automatically generate emails to individual candidates to provide them with their CC#'s and login information so they may proceed to complete their MED online evaluation and access their NCCP profile.
- The Instructor candidates should be prompted to access the Making Ethical Decisions online evaluation using their new CC #s as soon as possible (e.g., ideally completing this evaluation by the beginning of the 2nd weekend of the course). The Course Facilitator should draw the candidates' attention to the contact person at the CAC should there be online difficulties (see Course Evaluation and Implementation Procedures).
- Instructor candidates are notified instantaneously of their result upon completion of the on-line evaluation.

Post Course Administration - Completion Of The Course, The Following Must be Done:

- For Tennis Instructor Level:** Only send the NCCP eform to Tennis Canada when the participants have successfully completed the Technical, Practical and the on-line Make Ethical Decision.
- For Club Pro 1, Coach 2 & 3 levels:** Only send the NCCP eForm to Tennis Canada when the participants have successfully completed the Technical, Practical and Theory. For those who did not meet standard, send the NCCP eForm and mark as Recertification in the Name of Workshop or Activity so that all participants are updated to a new expiry date.
- For Club Pro 2 Level:** Only send the NCCP eForm to Tennis Canada when the participants have successfully completed the evaluation (On-court & Off-court). For those who did not meet standard, send the NCCP eForm and mark as Recertification in the Name of Workshop or Activity so that all participants are updated to a new expiry date.

- Ensure that the Course Facilitator has marked all of the written exams and prepared the practical evaluations. (This should be done within 2 Weeks of the Testing Date).
- Receive the NCCP eForms and Course Facilitator Evaluation Forms back from the Course Facilitator once the evaluation process has been completed.
- Send the NCCP eForms on to Tennis Canada.
- File the NCCP eForms as well as the Course Facilitator Evaluation Forms and a copy of each Participant's Written and Practical Evaluation.
- Send the test results and course of action to each Course Participant. (Note: do not send written exams or Technical Workbooks back to candidates).
- Set up a file for each course participant which includes registration/profile and evaluation results.

Please Note

- The Head Course Facilitators should assist the Provincial Associations with the scheduling of courses, the selection of Course Facilitators, Assistant Course Facilitators and Apprentice Course Facilitators for each course and the selection of sites for the courses.
- It is very important to market (e.g., website) the playing/demonstration requirements for each level of certification to ensure that all participants know what is required of them.
- For detailed information on each course, (see Provincial Association Administrative Guidelines).

Database:

The CAC in conjunction with Tennis Canada is responsible for maintaining a Database for all coaches throughout the country. It is the responsibility of the individual Course Facilitators and Provincial Associations to make sure Tennis Canada and the CAC is receiving the correct information.

Guidelines for the Selection of Tennis - Course Facilitators

Course Facilitators are specially selected individuals, chosen by the Province and approved by Tennis Canada. Since the success of the certification system lies essentially in the hands of these Course Facilitators, it is extremely important that the right type of person be selected for the job. Individuals must be competent as teachers and technicians.

Individuals, who meet the criteria, (see Requirements to be a Course Facilitator) must submit an application form to the Province (see Course Facilitator Application Form).

The Technical Coordinator (or other provincially appointed person) will discuss the candidate with the Head Course Facilitator and if there is agreement, they both must sign the application form and send it on to Tennis Canada's Coaching Development for their approval and signature. Once approval is attained, the Provincial Association and Head Course Facilitator will be notified and training can begin (see Course Facilitator Professional Development Process).

Course Facilitator Payment:

The Course Facilitator should be paid by the Provincial Association upon completion of the administrative requirements for each course, at the specific rate (see Provincial Association Administrative Guidelines). Any Course Facilitator expenses (above the basic fee) must be approved by the Provincial Association prior to the commencement of the course. Mileage allowance is recommended for anything over 100 km return per day and no meal allowance should be provided, unless there are extenuating circumstances pre-approved by the Provincial Association.

Ordering Manuals:

- Use the Publications Order Form to order manuals and materials.

- Be prudent when ordering materials so as to save on shipping and handling costs that would normally occur throughout the year.