

## REQUIREMENTS TO BE A COURSE FACILITATOR

		<b>MASTER COURSE FACILITATOR</b>	<b>HEAD COURSE FACILITATOR</b>	<b>COURSE FACILITATOR</b>	<b>ASSISTANT COURSE FACILITATOR</b>	<b>APPRENTICE COURSE FACILITATOR</b>
↑	<b>PROFILE</b>	A Master Course Facilitator is: 1) An experienced Course Facilitator who has demonstrated mastery of certification materials and administrative guidelines 2) An individual who has obvious leadership and management abilities. 3) An individual who has the time to fulfil a MCF's responsibilities.	A Head Course Facilitator is: 1) An experienced Course Facilitator who has demonstrated mastery of certification materials and administrative guidelines 2) An individual who has obvious leadership and management abilities. 3) An individual who has the time to fulfil a HCF's responsibilities.	A Course Facilitator is: 1) An experienced and organized individual who has experience with the main competencies in their respective teaching/coaching environment 2) An outgoing and enthusiastic teacher who exemplifies professionalism and conducts him/herself in a manner consistent with the Code Of Ethics 3) Capable of implementing the course contents and managing the responsibilities of certification course delivery and administration	An Assistant Course Facilitator is: 1) An experienced and organized individual who has experience with the main competencies in their respective teaching/coaching environment 2) An outgoing and enthusiastic teacher who exemplifies professionalism and conducts him/herself in a manner consistent with the Code Of Ethics 3) Capable of implementing the course contents and managing the responsibilities of certification course delivery and administration	An Apprentice Course Facilitator is: 1) An experienced and organized individual who has experience with the main competencies in their respective teaching/coaching environment 2) An outgoing and enthusiastic teacher who exemplifies professionalism and conducts him/herself in a manner consistent with the Code Of Ethics 3) Capable of implementing the course contents and managing the responsibilities of certification course delivery and administration
↑	<b>RESPONSIBILITIES</b>	A Master Course Facilitator is responsible for: 1) Providing direction and leadership for the entire certification system throughout the country. 2) Recommending to Tennis Canada's Coaching Department the Head Course Facilitators in conjunction with the Provincial Associations. 3) Training the Head Course Facilitators from each province. 4) Overseeing the selection of Course Facilitators in conjunction with the Head Course Facilitators and Provincial Associations. 5) Fulfilling the administrative requirements for each course level he/she delivers. 6) Delivering the content in a professional manner to the best of their abilities. 7) Conducting a suitable number of courses each year.	A Head Course Facilitator is responsible for: 1) Providing direction and leadership for the certification program in their province. 2) Oversee the implementation of the certification system in conjunction with the Provincial associations which includes: • Assist in scheduling of Courses • Assist in the selection of Course Facilitators to do the courses. • Assist in the selection of sites to run courses. 3) Recommending to the Master Course Facilitator who should be promoted to Course Facilitator status in their province in conjunction with the Provincial Associations. 4) Training the Course Facilitators, Assistance Course Facilitators and Apprentice Course Facilitators within their province. 5) Ensuring that Apprentice Course Facilitators are entering the system and being developed. 6) Fulfilling the administrative requirements for each course level he/she delivers. 7) Delivering the content in a professional manner to the best of their abilities. 8) Conducting a suitable number of courses each year.	A Course Facilitator is responsible for: 1) Assisting head Course Facilitator in the training of Assistance and Apprentice Course Facilitators. 2) Acting as assistants for a level above that which they are certified to give courses assuming that they are certified at one level above the course that they wish to assist. 3) Fulfilling the administrative requirements for each course level he/she delivers. 4) Delivering the content in a professional manner to the best of their abilities. 5) Conducting a suitable number of courses each year.	An Assistant Course Facilitator is responsible for: 1) Learning to become a Course Facilitator. 2) Assist Course Facilitators in the delivery of courses. 3) Delivering the content with guidance in a professional manner to the best of their abilities. 4) Assisting a suitable number of courses each year.	An Apprentice Course Facilitator is responsible for: 1) Learning to become a Course Facilitator. 2) Observe/assist the Course Facilitator in the delivery of courses. 3) Delivering feedback specific to the content with guidance in a professional manner to the best of their abilities. 4) Attending a suitable number of courses each year.
↓	<b>MINIMUM CERTIFICATION REQUIRED</b>	Coach 4	Coach 3 (for extenuating circumstances the individual must be in the process of achieving Level 3 status.)	Club Pro 1 (formerly Coach 1)	Club Pro 1 (formerly Coach 1)	Club Pro 1 (formerly Coach 1)

NATIONAL

STATUS

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## REQUIREMENTS TO BE A COURSE FACILITATOR CONT'D

		<b>MASTER COURSE FACILITATOR</b>	<b>HEAD COURSE FACILITATOR</b>	<b>COURSE FACILITATOR</b>	<b>ASSISTANT COURSE FACILITATOR</b>	<b>APPRENTICE COURSE FACILITATOR</b>
↓  ↓	<b>MINIMUM CRITERIA</b>	1) 10 years coaching experience. 2) 3 years as a Head Course Facilitator. 3) Must be fully certified at Coach 4 or possess appropriate graduate degree in education, coaching education or sport science.	1) 10 years coaching experience. 2) 3 years as a Course Facilitator 3) Must be fully certified at Coach 3.	1) 5 Years coaching experience. 2) 21 Years of age. 3) Must be fully certified at one level above the course in which he/she will deliver.	1) 2 years coaching experience 2) 20 years of age. 3) Must be fully certified at one level above the course in which he/she will deliver. 4) Must have conducted a minimum of 2 courses as an Apprentice Course Facilitator.	1) 2 years coaching experience. 2) 20 years of age. 3) Must be fully certified at one level above the course in which he/she will deliver.
	<b>SELECTION PROCESS:</b> Selection will be made by:	Tennis Canada Coaching Department and existing Master Course Facilitators.	Provincial associations and ratified by Master Course Facilitators.	Head Course Facilitator in conjunction with Provincial Association and ratified by Master Course Facilitators.	Head Course Facilitator in conjunction with Provincial Association.	Head Course Facilitator in conjunction with Provincial Association.
	<b>REPORTING PROCESS:</b> Reports To:	Tennis Canada Coaching Department	Master Course Facilitator while working through the Provincial Associations appointed Technical Coordinator or coaching committee (depends on the structuring of the Provincial Association)	Head Course Facilitator while working through the Provincial Associations appointed Technical Coordinator or coaching committee (depends on the structuring of the Provincial Association)	Head Course Facilitator while working through the Provincial Associations appointed Technical Coordinator or coaching committee (depends on the structuring of the Provincial Association)	Head Course Facilitator while working through the Provincial Associations appointed Technical Coordinator or coaching committee (depends on the structuring of the Provincial Association)
	<b>MAINTENANCE OF COURSE FACILITATOR STATUS</b>	The performance of Master Course Facilitators will be evaluated on an on-going basis by Tennis Canada's Coaching Department.	The performance of Head Course Facilitators will be evaluated on an ongoing basis by the Provincial Association in conjunction with Tennis Canada. This evaluation will be based on the National Standards.	The performance of Course Facilitators will be evaluated on an ongoing basis by the Provincial Association in conjunction with the Head Course Facilitators. This evaluation will be based on the National Standards.	The performance of Assistant Course Facilitators will be evaluated on an ongoing basis by the Provincial Association in conjunction with the Head Course Facilitators. This evaluation will be based on the National Standards.	The performance of Apprentice Course Facilitators will be evaluated on an ongoing basis by the Provincial Association in conjunction with the Head Course Facilitators. This evaluation will be based on the National Standards.