

### **Placing a coaching advertisement on the Tennis Australia website**

Tennis Australia coach members and affiliated tennis clubs and facilities can place coaching advertisements for free on Tennis Australia's website – [www.tennis.com.au/coaches/employment](http://www.tennis.com.au/coaches/employment), subject to any written terms and conditions Tennis Australia imposes upon such advertisements from time to time (including the terms and conditions set out below in the application form). Tennis Australia reserves the right to withdraw the free advertisements benefit at any time, charge for the benefit and/or by giving notice to relevant Tennis Australia coach members and affiliated tennis clubs and facilities.

Advertisements will appear on Tennis Australia's website until the application closing date, or where a closing date is not specified, for a maximum of six weeks, at which time the advertisement will be automatically removed.

There is a AU\$300 (GST inclusive) fee for placement of a coaching advertisement for six weeks for non affiliated clubs or non Tennis Australia coach members\*. (\*Coaches who have recognised Tennis Australia qualifications can become a qualified Tennis Australia coach member). Government organisations, local councils, national sporting bodies and educational institutions may be exempt from this fee where approval is given by the Tennis Australia Coach Membership Manager.

Organisations based in Australia, other than those listed above, can become Tennis Australia associate members and International organisations, other than those listed above, can become Tennis Australia International members to receive this free service.

While every effort is made to display the coaching advertisement, Tennis Australia reserves the right to alter, modify, delete, change or withhold any and all advertisement in its sole discretion.

In addition to placement on the Tennis Australia website, coaching advertisements may be placed in the CoachesWorld e-newsletter at the absolute discretion of the Tennis Australia Coach Membership Manager.

To protect our sport and ensure we have the most up to date and professional tennis coaches in Australia, all tennis clubs, centres, schools, associations and councils are advised to contract and engage only with Tennis Australia coach members, who are qualified, screened and insured (in alignment with the Tennis Australia Member Protection By-Law).

### **Coaching advertisement procedures**

Please refer to page 6 for a step by step guide to listing an advertisement.  
Advertisements that do not adhere to the *advertisement template* will not be listed.  
Email your coaching advertisement to: [coachmembership@tennis.com.au](mailto:coachmembership@tennis.com.au)

### ***Service provider - Contract for services template***

In exchange for this free service affiliated tennis clubs/facilities and qualified coaches must agree to the terms and conditions on page 3, which includes having a contract/agreement in place outlining the relationship between the club/facility and coach.

All affiliated clubs are strongly encouraged to use the Tennis Australia club and coach service provider contract template available at [www.tennis.com.au/your-coach](http://www.tennis.com.au/your-coach)

## Coaching advertisement for the Tennis Australia website Template

Please use template as seen below.

**Coaching position:** {Head Coach, Senior coach or assistant coach} at {insert club or centre}

**Location:** {geographical location, Suburb} {name and address of the club or centre} {state or territory}

**Qualification:** the minimum Tennis Australia or equivalent qualification required for this position is {Junior Development for assistant coaches and Club Professional, Master Club Professional or higher for Club or Head coach positions}. Tennis Australia coach member (or proof of insurance coverage and recent valid working with children and national police checks).

**Overview:** a brief overview of the type of coaching required includes:

{insert applicable, such as: Juniors, groups, squads, MLC Tennis Hotshots, private lessons}

The position requires {X hours per week} and required {every afternoon from 3pm-8pm Monday to Friday}.

{The hourly rate will be in accordance with the Tennis Australia recommended coaching rates} or {the hourly rate will be higher than the Tennis Australia recommended coaching rates, available at [www.tennis.com.au/coaches/your-coach/relationships](http://www.tennis.com.au/coaches/your-coach/relationships)} or the {the hourly rate will be \$X per hour}.

There are {X number} of {type of court surface} with {X number} of courts with lights.

We are looking for an {insert adjectives appropriate to this role, such as: enthusiastic, hard working} and professional coach with a passion for coaching tennis and getting more active tennis players and creating champions.

### Starting date and application due date:

Commencement date for this position is {start of term 1}

Applications close {insert date, i.e. 30 September 2010}

### Contact:

{insert first name and surname} {position} {email address} {mobile}

{insert your club or centre name} is an affiliated tennis club of {insert Member Association name} ONLY if you are an affiliated club, Coach Membership personnel check all clubs affiliation status prior to placing the advertisement.

{insert your club or facility name} will use the Tennis Australia club and coach provider contract template, as a basis for the agreement to govern the relationship between the club/facility and the successful applicant.

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In consideration for being permitted by Tennis Australia to place a free advertisement on the Tennis Australia website, the following organisations/persons agree to the following terms and conditions:

I \_\_\_\_\_ of  
(insert name)  
\_\_\_\_\_ agrees to:  
(insert name of club/centre or organisation)

1. Only employ a coach who is qualified, insured and screened in accordance with the Tennis Australia Member Protection Policy. All Tennis Australia qualified coach members are qualified, screened and insured.
2. Enter into a written contract with the successful applicant or other party. The Tennis Australia club and coach contract template is available at [tennis.com.au/your-coach](http://tennis.com.au/your-coach) or email [coachmembership@tennis.com.au](mailto:coachmembership@tennis.com.au) for the template).
3. That they have read and understood the Tennis Australia guidelines for appointing a coach, recruiting a coach and strategies for developing a strong and healthy relationship with your coach.
4. To comply with any guidelines and or terms and conditions imposed by Tennis Australia from time to time in relation to relevant advertisements.
5. That Tennis Australia makes no warranties, representations or guarantees regarding the level of readership of the advertisement or the suitability and skills of persons responding to the advertisement.
6. Tennis Australia may alter, modify, delete or decline to publish your advertisement and/or withdraw and take down your advertisement at any time and for any reason

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/201\_\_\_\_

### **Coaching advertisement for the website - Sample**

**Position:** Assistant coach

**Location:** Armadale Tennis Club, 6060 Wimbledon Drive, Armadale, Vic 3144

**Qualification:** Junior Development or higher coaching qualification

**Overview:** Seeking the services of a qualified tennis coach to conduct all levels of coaching from beginner to advanced tournament level coaching. The successful applicant is expected to be a member of Tennis Australia Coach Membership, his/her own public liability and professional indemnity insurance and your senior first aid qualification is required.

Armadale tennis club has four clay courts 10 hard courts that have lighting. All courts can be used for coaching as well if you require.

Duties include:

- Private lessons for all members and non members from adults to juniors
- Group coaching sessions
- Assist with the MLC Tennis Hot Shots
- Help the committee promote the club and tennis in the community

Armadale Tennis Club is an affiliated tennis club of Tennis Victoria.

Armadale Tennis Club will use the Tennis Australia club and coach provider contract template.

**Applications:** Please address your applications; to the secretary of Armadale Tennis Club PO Box 000, Melbourne Vic 3000 by the 30 September.

**Contact:** Bob Green 0400 60 60 60

***The text below appears on the [tennis.com.au](http://tennis.com.au) website and has been promoted through regular CoachesWorld e-newsletters warning Tennis Australia coach members.***

### ***Warning Regarding Possible Employment Scams***

Tennis Australia Coach Membership has become aware that third parties (often from overseas) have been advertising employment opportunities in the tennis industry that involve generous salaries and other benefits.

In some cases, Tennis Australia coach members have been approached directly by recruiters or potential employers in relation to these employment opportunities. Once contact is made between coach and the relevant third party, the coach is often requested to provide personal information and/or pay fees for visa applications and other testing. However, in some cases, the coach/applicant never hears from the third party advertiser or recruiter again, and is unable to make further contact or recover their money and personal information.

Tennis Australia Coach Membership strongly advises its members to proceed carefully with any overseas job opportunities, and to undertake thorough research before sending money and/or personal information to international organisations.

Coach members should contact Tennis Australia Coach Membership if they have any further questions.

**P: 03 9914 4191 or E: [coachmembership@tennis.com.au](mailto:coachmembership@tennis.com.au)**