1st4sport Qualifications
the awarding body for active learning and leisure

LEVEL 1 **TENNIS COACHING ASSISTANT COURSE 2008/09**

APPLICATION FORM

LTA COACH EDUCATION

Candidates applying for the Level 1 Certificate in Coaching Tennis qualification should complete this form and return it to the address given on the dates and venue list. Please complete all sections in BLOCK CAPITALS.

VENUE

First Choice		Start date	
Second Choice		Start date	

PERSONAL INFORMATION

First Name		Surname	
Are you 16 years or older when the course starts	Yes/No	Gender	Male / Female
Full Postal Address			
Postcode		Email	
Telephone (h)		Telephone (m)	
Emergency contact name and number			

MEDICAL

So that the tutors can accommodate your needs, please indicate if you have any of the following:

Asthma	Yes/No	Epilepsy	Yes/No
Diabetes	Yes/No	Hearing impairment	Yes/No
Dyslexia	Yes/No	Use of a wheelchair	Yes/No
Other (please state)			

CRIMINAL CONVICTIONS

Do you have any Criminal Convictions, Cautions or Reprimands?	Yes/No

(N.B. any convictions, cautions or reprimands, including those that are spent, should be declared)

If yes please state, with date	

Your application may be processed more quickly if you attach a separate sheet outlining the nature and circumstances of any convictions/cautions.

Please note that you will be required to complete an enhanced CRB disclosure before qualification. This is because the role for which you will qualify might involve working with children and vulnerable adults. For more information, please see the LTA's policy on the rehabilitation of offenders. This can be found at www.LTA.org.uk, or you can request a printed copy by post.

ADDITIONAL CANDIDATE INFORMATION

What experience do you have working with children?

E.g. I am parent, helped at my tennis club, have helped in another sport.

What experience do you have playing tennis?

E.g. I played at school, I play at my club, I don't really play.

What other coaching qualifications/ experience do you have that will help you on the course?

E.g. I am a teacher, I have other coaching qualifications.

Is there anything else you would like the tutors to know before the course?

Which venue will you be assisting at and who is the lead coach you will be working with?

PAYMENT

The full course fee is £185. Cheques should be made payable to the course organiser. Please refer to the dates and venues list for this information.

ENCLOSE THE FOLLOWING:

- Completed and signed application form
- Full course fee for £185
- CRB Enhanced Disclosure. Please circle one of the following options:

1. I have already applied for a CRB disclosure through the LTA, and am awaiting its completion: Yes/No

2. I have already received a CRB disclosure, processed by the the LTA. This will be less than 12 months old when I start my course: Yes/No

- Child Protection workshop. Please circle one of the following options:

1. I have completed the Child Protection workshop and enclose a copy of the certificate: Yes/No

2. I intend to book on to the next available Child Protection workshop via the LTA County Office: Yes/No

If you have attended a Child Protection workshop through another sports organisation in the last 12 months, please visit **www.LTA.org.uk** to view a list of accredited Child Protection workshops.

N.B. Please be aware you will not receive your Level 1 Certificate in Coaching Tennis until we receive a satisfactory CRB Enhanced Disclosure through the LTA and you have attended a 3 hour Child Protection Workshop.

DECLARATION AND TERMS AND CONDITIONS

I understand and agree that:

i) The LTA will provide this course with the assistance of the relevant county associations;

ii) I must attend all the scheduled sessions during the course in the correct sequence and at the agreed venue, to qualify for assessment;

iii) If I withdraw from the course I will forfeit the course fee, unless I give at least 21 working days written notice prior to the commencement of the course. If I give less than 21 days written notice the fee will not be forfeited if the LTA is able to fill the vacancy;

iv) If I withdraw from the course once it has started, I will forfeit the fee;

v) If I am unable to obtain a CRB certificate prior to the start of the course I understand that I will not receive my qualification certificate until a satisfactory CRB is returned. If the CRB is returned after the commencement of the course and is unsatisfactory I will not receive the qualification certificate and I will not receive a refund on the course fee;

vi) The LTA is not liable for any damage or loss caused under this application process or for the duration of the course save where this is caused by the negligence of the LTA, its employees and directly affiliated bodies but any such liability shall be limited to the extent that such loss was reasonably foreseeable at the time the contract was entered into. For the avoidance of doubt this clause in no way excludes or limits the liability for personal injury or death caused as result of the negligence of the LTA, its employees and affiliated bodies;

DECLARATION AND TERMS AND CONDITIONS CONTINUED...

vii) The LTA reserves the right to reject any applicant whom it considers to be an unsuitable person for involvement on its tennis training courses. This right may also be exercised retrospectively if information is brought to the LTA's attention, which, if known at the time of the application, would have rendered the candidate unsuitable. For the avoidance of doubt, the falsification of any information requested in this application form and/or the existence of any police record or caution relating to matters considered to be incompatible with certification, constitute circumstances where the LTA reserves the right to withdraw or suspend a candidate's qualification; and

viii) This course ideally requires 16 candidates in order to take place. Consequently, I understand and accept that the LTA reserves the right to cancel the course if enrolment numbers are less than 10. This, however, is an infrequent situation.

DATA PROTECTION

The LTA and its national, county and island associations will use your personal data including sensitive personal data for coach education purposes only and to send you, by post or email/SMS, information related to those purposes. For further details please see www.LTA.org.uk/privacy.

To help us raise funds for tennis:

The LTA may send you information about our offers (e.g. tickets, products) and about offers from carefully selected third parties, by post/e-mail/SMS. By returning this form we will assume you have consented to this, unless you tick this box: ☐

The LTA may pass your contact details to carefully selected third parties so that they can send you, by post, details of their products and services. By returning this form we will assume you have consented to this, unless you tick this box: ☐

By signing this application, you are deemed to understand and accept the foregoing. I confirm that this application has been completed honestly and accurately:

Signature of applicant	
Name	
Date	

Please return the application form to the address given on the dates and venues list.