

## TERMS AND CONDITIONS

### Conditions of ATPCA's Coach Membership Program

I understand and agree that:

1. I am bound by all relevant ATPCA policies including the Terms and Conditions of ATPCA Membership, the ATPCA Coaches Code of Conduct, and ATPCA Member Protection Policy as described herein.
2. In order to protect the integrity and safety of tennis I will adhere to ATPCA's Member Protection Policy which requires that all Coach Members obtain and maintain a Working with Children Check (or the relevant state equivalent) within the first 6 months of Membership, proof of which must be emailed to ATPCA Office (tennis@atpca.com.au).
3. ATPCA may reject, cancel or suspend my Application for Membership and/or Professional Qualification if I am unsuccessful in obtaining my Working with Children Check (or state based equivalent) and/or do not provide proof of such achievement to ATPCA Head Office via email (tennis@atpca.com.au)
4. ATPCA may reject, cancel or suspend my Application for Membership and/or Professional Qualification if I am found to be in violation of the ATPCA Coaches Code of Conduct.
5. As a professional ATPCA Coach I must continue to act in the best interests of the industry and the sport of Tennis. I will conduct myself and my coaching business in a professional and lawful manner, and will not bring the ATPCA nor the game of Tennis into disrepute.
6. Payment of the total fees due will be paid irrespective of whether or not I complete the training course/RPL Application, and I accept the ATPCA Refund Policy, noting that the ATPCA Membership Fee is non-refundable. If paying by Credit Card, I authorise credit card deduction for the appropriate amount as indicated on Application.
7. Temporary postponement of an ATPCA Coach Training Course/RPL by ATPCA (e.g. wet weather, Presenter ill, insufficient numbers) etc may be necessary and will not invalidate this Agreement.
8. ATPCA's Coach Training Resources, Logo, IP, and merchandise are for my own personal use only and not for on-sale, nor reproduction, nor can they be passed on to any other individual or organisation by me.
9. I consent to the ATPCA uploading my name, coaching location and basic contact information to their websites 'Find A Coach' directory service and/or the TenxPro 'Directory'. I understand that it is my responsibility to ensure the information contained on this directory is accurate and kept up to date via logging into my Coach Dashboard.
10. Any images taken of me during my ATPCA Coach Training course/RPL will become the property of the ATPCA to be used or reproduced at its discretion in any way for marketing purposes.
11. I will read and understand the details of my personal Coach Insurance Policy provided to me by the ATPCA, which can be found here: <http://atpca.com.au/wp-content/uploads/2013/05/SUA-Platinum-Liability.pdf> or via logging into the ATPCA Coach Dashboard. I accept that any additional insurance cover is my personal responsibility.
12. The ATPCA has no connection with Tennis Australia (TA) which is a competitor in tennis coach education and ATPCA does not recognise TA's courses, nor is there any converse endorsement.

## REFUND POLICY

I understand and agree that:

1. The ATPCA Coach Membership fee (\$250) is a non-refundable non-transferable fee.
2. The cost of all course resources already posted/collected will be deducted from any refund paid. Returned resources will not be accepted.
3. Notification of request of Course/RPL refund is required in writing, and should be emailed to (tennis@atpca.com.au) and will be refunded under the following guide;
  - 100% if 30 days+ notification prior to course commencement.
  - 50% if 15 to 29 days notification prior to course commencement.
  - 0% if 14 days or less prior to course commencement (no refund).

## ATPCA COACHES CODE OF CONDUCT

*(adapted from the Tennis Australia Code of Conduct, 2017)*

1. Behave in a professional manner - be a good role model. Always project a favourable image of tennis and coaching at all times.
2. Ensure that your qualifications and those of your employees/contractors are not misrepresented.
3. Recognise your responsibility to the sport, to other coaches, players, parents, officials and its stakeholders. Avoid undue or unwarranted criticism of colleagues, players and stakeholders. Behave and operate with integrity at all times.
4. Treat students with respect, fairness, honesty and consistency at all times regardless of their background, beliefs or physical ability.
5. Understand and abide by the rules of confidentiality (i.e. for confidential and personal information of your employees, colleagues, students, players and other persons with whom you interact).
6. Honour all promises and commitments, both verbal and written.
7. Be positive and considerate when providing feedback. Avoid using negative feedback.
8. Encourage a climate of mutual support and respect for each other among your students, both on and off the court and regardless of their level of play.
9. Recognise individual differences in students and always consider the student's long-term best interests.
10. Set challenges for each student which are both achievable and motivating.
11. Encourage players to participate in active play through appropriate pathways available, relative to their ability and level of play.
12. Use appropriate training methods which will benefit the students taking care to avoid those which could be harmful. Consider age, experience, ability and physical and psychological conditions. Adhere to the Tennis Australia Athlete Development Matrix.
13. Recognise students' rights to consult with other coaches and advisors (e.g. sport scientists, doctors, physiotherapists etc). Be cooperative.
14. Encourage and facilitate students' independence and responsibility for their own behaviour, performance, decisions and actions.
15. Aim for excellence based upon realistic goals and give due consideration for the student's growth and development.
16. Recognise the 'power' that you as a coach develop with your students in the coaching relationship and avoid any behaviour that would encourage a closer, inappropriate relationship with students that could compromise your professionalism.
17. Actively discourage use of performance-enhancing drugs, the use of alcohol and tobacco and any illegal substance.
18. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your students.
19. Accept that players will move on. Do not be obstructive during this transition but try to be helpful if that is the student's request.
20. Accept and respect the role of officials whose job it is to ensure that competitions are conducted fairly and according to established rules.
21. Have a working knowledge of and abide by the rules of tennis, regulations and standards, and encourage students to do likewise. Accept both the letter and the spirit of the rules.
22. Assess and monitor the safety of your coaching venue.
23. Place the safety and welfare of athletes above all else. Maintain a duty of care towards students/athletes under your supervision.
24. Be open to other people's opinion and willing to continually learn and develop.
25. Be aware that our sport is bigger than all of us. Tennis and players will be there when we are not, but while we are involved, our ethical standards, values and behaviours matter a great deal as they influence others.
26. Be respectful and courteous when a working relationship (e.g. between employer, and employee or sub-contractor) ends. Do not misuse the privileges obtained as an employee or contractor.

27. Ensure the relationship between the coach and club, or council, or school, or other community organisation is respectful, truthful and transparent at all times and that there is documented evidence of all agreements in the form of a Contract or formal Agreement.
28. Provide services with due care, skill and diligence and to the best of his/her knowledge and expertise
29. Ensure services are provided to the club's reasonable satisfaction and for the benefit of the club.
30. Ensure services meet the requirements set out in your written agreement with the club and other entities and any reasonable instructions and directions given by the club from time to time.

**MEMBER PROTECTION DECLARATION:**

SINCERELY declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for, or related to, violence, child abuse, serious sexual offences or offences related to children.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. I will notify the President or appointed person within the Australian Tennis Organisation engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 3] above has changed for whatever reason.