

COURSE ORGANISATION GUIDELINES

These Course Organisation Guidelines have been developed for 'Course Organisers' of the 3hr Primary School Teacher Training Courses.

Requirements & Costs:

- The course lasts for 3hrs and can only be delivered by an approved tutor.
- Ideally, the course should take place in a school hall, so that the learning environment is as realistic as possible for the teachers when returning to school. Alternatively, the course can take place in a sports hall – although a limited area should be used, to reflect the size of an average primary school hall.
- Unless otherwise stated, the Course Tutor will provide all tennis related equipment required for the course.
- The Course Organiser needs to provide the facility to play DVDs during the course with an appropriate volume.
- The minimum number of attendees required to run the course is 8 – the maximum is 24.
- The only cost involved is the tutor fee of £100 + travel expenses at £0.35p per mile – all resources are free and the venue can normally be sourced free or charge locally.

Checklist:

Before the course:
<ul style="list-style-type: none">• Contact your local Tennis Development Manager, stating that you would like to organise a course. Please have a potential date and venue in mind at the time of requesting a course - note that the more notice provided the better, to source a tutor.• Your local Tennis Development Manager will then source an approved 'Course Tutor' to deliver the course, assign you as the 'Course Organiser', and send you the 'Course Registration Form'.• Once the date, venue and tutor have been confirmed, as 'Course Organiser' you must then complete and return the Course Registration Form to: schools@tennisfoundation.org.uk Please note that this must be done within a minimum of 10 days in advance of the course and if a course is not registered, attendees will not be entitled to receive any resources under any circumstances.• Once you have registered the course, you will receive a coded Course Register and Evaluation Forms.• Ensure that a suitable indoor space has been booked and that the facility to play DVDs is available for the duration of the course.
<ul style="list-style-type: none">• Promote the course to the target audience in your local area. An editable PDF flyer and 5-minute promotional video are available from: www.schoolstennis.org to assist with this process.
<ul style="list-style-type: none">• Manage bookings for the course, using the Course Register. Send out confirmation of the course details upon receipt of bookings – include; times, venue and advise that participants should wear sports clothing – they do not need to bring any other equipment.
<ul style="list-style-type: none">• Nearer the time of the course, contact the tutor to make them aware of the following:<ul style="list-style-type: none">○ Final numbers that have booked on to the course.○ Directions to and details of the facility being used for the course.○ Arrange to meet the tutor at the venue, at least 30mins in advance
At the course:
<ul style="list-style-type: none">• Ask all attendees to complete the Course Register. If this is not completed correctly, resources will not be distributed to attendees.
<ul style="list-style-type: none">• Ask all attendees to complete the Course Evaluation Forms.
After the course:
<ul style="list-style-type: none">• E-Mail the completed Course Register to: schools@tennisfoundation.org.uk Resources will be despatched to attendees within 10 working days of receiving the Course Register. Please note that only the official coded register should be completed/returned – any other format will be rejected.
<ul style="list-style-type: none">• Return the completed evaluation forms within 10 working days of the course taking place to: Tennis Foundation, 100 Priory Lane, Roehampton, London, SW15 5JQ.
<ul style="list-style-type: none">• Process and pay the tutor's invoice - £100.