

External Coach Access Requirements

Process for external coaches working at Tennis Auckland facilities

1. Purpose and Safeguarding Commitment

This document sets out the process and minimum requirements for external coaches who wish to deliver coaching at Tennis Auckland facilities. It is designed to help coaches understand what is required before approval can be granted, and to ensure all coaching activity at Tennis Auckland venues is safe, professional, appropriately qualified and aligned with Tennis Auckland and Tennis New Zealand standards.

Tennis Auckland is committed to safeguarding all players and participants. Everyone involved in tennis has the right to be safe, protected from harm and able to enjoy the sport in a positive environment.

All external coaches working at Tennis Auckland facilities are expected to understand and apply appropriate safeguarding practices, particularly when working with children under 18 or vulnerable adults.

Tennis Auckland Facilities:

- TotalCoach Tennis Centre
- Manukau Tennis Sport & Community Centre
- Nicholson Park

2. What Is Required

External coaches, coaching businesses, academies and assistant coaches may apply to deliver coaching at Tennis Auckland facilities. Approval is not automatic and must be confirmed by the Tennis Auckland Centre Manager before any coaching activity begins.

All applicants must meet the requirements below. These apply whether the coach is working independently, through a coaching business, or as part of an academy or other organisation.

- **Tennis NZ Coach Register and recognised certification:** Coaches must be listed on the Tennis New Zealand Coach Register with all five ticks displayed, and hold a recognised Tennis NZ or ITF-aligned coaching certification.
- **Five Ticks:**
 - **Safeguarding:** Coaches must have completed safeguarding training through a recognised coach education or recognition process and must understand and apply relevant safeguarding expectations.
 - **First aid:** Coaches must hold a current and relevant first aid certificate.
 - **Police vetting:** Coaches must complete police vetting requirements where required.
 - **Insurance:** Coaches working as contractors should hold appropriate liability insurance and confirm they have suitable cover for their coaching activity.
 - **Code of Ethics:** Coaches must read, understand and agree to the Tennis New Zealand Coach Code of Ethics.
- **Tennis Auckland Member Protection Declaration:** Coaches must sign and return the Member Protection Declaration form before approval can be granted.

3. Ongoing Expectations

- **Maintain eligibility:** Keep Tennis NZ Coach Register status, qualifications, first aid, police vetting, safeguarding status and any required insurance current at all times.
- **Follow venue processes:** Book and pay for courts in advance, follow all booking and cancellation processes, and comply with venue health and safety requirements.
- **Safeguarding and conduct:** Apply appropriate safeguarding standards and operate in line with Tennis Auckland expectations, the Tennis NZ Participant Protection Policy and the Tennis NZ General Code of Conduct.
- **Approved coaches only:** Do not subcontract, substitute or add coaches without prior written approval from Tennis Auckland.
- **Equipment use:** Do not bring additional equipment on court beyond balls, ball hoppers or carts, ball tubes and target cones without prior approval from the Centre Manager.
- **Promotion and solicitation:** Do not promote or advertise a coaching business, another business entity, or other services at Tennis Auckland facilities without prior written approval. Coaches must not approach facility users for promotional or business purposes, including by electronic or digital communication.
- **Notify changes:** Tell Tennis Auckland immediately of any change that may affect eligibility, insurance, qualifications, police vetting, safeguarding status or ability to meet these requirements.
- **Approval review:** Understand that Tennis Auckland may review, suspend or withdraw approval if requirements are not met, or if concerns arise.

4. How to Apply

1. **Confirm Coach Register status:** Before applying, the coach must ensure they are listed on the Tennis New Zealand Coach Register with all five ticks displayed.
2. **Submit the supplied form:** The coach must complete the external coach application form at <https://www.tennisauckland.co.nz/abouttennisauckland/policies-and-reports/>
3. **Tennis Auckland review:** Tennis Auckland will cross-check the application against the Coach Register and the five-tick requirements.
4. **Written outcome:** Tennis Auckland will confirm whether the application is approved or declined. Coaching must not begin until approval has been confirmed in writing.

5. Further Information

For further information, clarification, or to begin the approval process, external coaches should contact Simon Crozier at simon@tennisauckland.co.nz.

Useful external resources

- Tennis Auckland Policies and Reports (application form): <https://www.tennisauckland.co.nz/abouttennisauckland/policies-and-reports/>
- Tennis NZ Coach Register: <https://tennis.kiwi/coach/coach-register/>
- Tennis NZ Coach Code of Ethics: <https://www.tennis.kiwi/coach/coach-code-of-ethics/>
- Tennis NZ Policies and Reports, including participant protection and police vetting information: <https://www.tennis.kiwi/abouttennisnz/policies-and-reports/>
- Tennis NZ Coaching Course Calendar: <https://tennis.kiwi/coach/coach-dev/coach-course-and-workshop-calendar/>