



USTA School Clinician Service Policy for USTA Colorado

USTA School Tennis Program Purpose: To give students an opportunity to learn the basic skills of tennis and to derive all of the benefits that accrue from playing tennis for a lifetime. To link students to tennis opportunities outside of school.

USTA School Clinicians implement the USTA School Tennis Program and are critical to accomplishing the program's goal.

Selection

All *potential clinicians* must complete and return the Clinician's Application. Attach any applicable information, such as resumé or biographical sketch. An interview with the School Tennis Coordinator and/or the Community Development Director will determine the best candidate(s) for the position.

Clinicians will be selected for a particular geographic area based on school interest and need in that area. Priority will initially be given to areas with strong existing follow through tennis programs.

Training

Once a *clinician-in-training* is selected, s/he must apprentice under the USTA Colorado School Tennis Coordinator, the Community Development Director, or a USTA sectional or national staff person. Initially the *clinician-in-training* must view at least one in-service and one assembly. No honorarium is paid for time spent viewing these activities. Once s/he feels prepared, the *clinician-in-training* will be observed conducting one in-service and one assembly. The trainee will split the \$160 honorarium with the evaluator during the in-service in which s/he is observed. No honorarium is provided for any component of the assembly training.

Certification

Once a *clinician-in-training* has successfully completed the apprenticeship period, s/he will sign a contract and receive USTA clothing. USTA Colorado has bags of equipment available for certified clinicians to use during in-services and assemblies. The bags of equipment include: racquets, foam & pressureless balls, mini nets, bean bags, beach balls, poly spots and cones. After an event, the bag must be returned to the USTA Colorado office in a timely manner. Efforts will be made to have a bag available for clinicians outside of the Denver-metro area.

All certified clinicians are required to continue professional development through USTA Recreational Coach Workshops or other opportunities available through professional teaching associations such as PTR and USPTA. USTA Colorado will assist with the cost of attending such professional development workshops.

Honorarium

The following is a list of eligible events and the honorarium amounts that apply:

1. Assembly Program/Motivational Clinic rate for up to 3 separate assemblies in one school
 - \$40 – 1 assembly
 - \$65 – 2 assemblies
 - \$90 – 3 assemblies

Assembly assistant – Assist lead clinician at the rate of \$20/assembly for up to 3 separate assemblies. Encouraged for groups of over 50 students. Unless another certified clinician is used, each clinician must submit the names and contact information of potential assistants before they are invited to participate. A W-9 form must be submitted for each assistant that participates.

“Assembly Programs” must meet the following criteria:

- ◆ Give students information on Junior Team Tennis and other after-school/follow-up programs and encourage them to sign up
 - ◆ Excite and expose a lot of students to the game of tennis
 - ◆ Introduce students to the USTA
 - ◆ Show students that tennis can be easy and is fun
 - ◆ Demonstrate and have students try some basic tennis skills
2. In-Service/Staff Training - \$160
 - ◆ 2 ½ -3 hour training workshop to familiarize teachers with the USTA curriculum guide and Quick Start Format
 3. Other events – these events may only be assigned by the Community Development Director or School Tennis Coordinator and will be paid according to the duration of the event.
 - ◆ 1 hour - \$40
 - ◆ 2 hours - \$65
 - ◆ 3 hours and above \$90

Mileage and Reimbursement

Clinicians are eligible for mileage reimbursement of .55 per mile for travel from their home or place of employment to an event. An **invoice** detailing stipend and expenses must accompany the **clinician activity report**. Any other out-of-pocket expenses (additional prizes, supplies, long distance telephone calls, etc.) are not reimbursable without prior approval of the School Tennis Coordinator or Community Development Director.

All mileage reimbursement and clinician activity reports must be returned within 30 days of the event.

Additionally, clinicians are eligible for an annual USTA membership on behalf of the USTA Colorado.