TENNIS COACHING AT NEWMARKET STATE SCHOOL
INVITATION FOR EXPRESSIONS OF INTEREST

Newmarket State School (NSS) is a small inner city school of approximately 240 children, managed by the Queensland Department of Education and Training. The NSS Parents and Citizen committee (P&C) and NSS Principal are seeking responses to an invitation for Expression of Interest (EOI) from parties interested in providing coaching services at NSS during the period 1 January 2015 to 31 December 2016.

Tennis facilities at NSS include two (2) hard courts, which are fully fenced. Access to a small storage area and a shaded seating area is available. Use of facility lights is optional, however will incur an additional fee. Parking facilities are available on site at no charge. Applicants may inspect the facilities by prior arrangement.

Interested applicants must submit their EOI in writing and address each requirement which is list below, providing documentary evidence where appropriate.

Applications that do not address all of the requirements listed below may not be considered.

Requirements:

1. Demonstrate evidence of a recognised qualification and/or have significant appropriate experience in tennis coaching for all coaching staff associated with the Applicant.
2. All coaching staff of the Applicant must hold, at all times, a valid and current blue card and the Applicant must have a system for ensuring that all coaching staff continues to hold a valid and current blue card whilst such staff are involved in providing coaching services for the Applicant. Upon successful application, the Applicant will be required to provide copies of blue cards for those coaching staff who will be present at NSS at any time and/or the Applicant.
3. Applicants must provide a tennis program which is varied, balanced and caters for a diverse community (documentary evidence of the program is required).
4. Applicants must ensure a safe environment for all children participating in the programme (documentary evidence of the program is required).
5. Applicants must describe how they will work in partnership with NSS, the P&C and participating families, to ensure open communication and cooperation. Such communication and co-operation is expected to extend to providing feedback to parents regarding the progress of their children, as well as working with the P&C in relation to improvements or maintenance required to the tennis facilities.
6. A proposal regarding the use of the NSS tennis facilities by the Applicant i.e. a detailed outline of the time periods in each day of the week that the Applicant wishes to offer coaching services at the NSS tennis facilities.

7. Applicants must provide a schedule of coaching fees to be charged by the Applicant in relation to the coaching services the Applicant wishes to provide at the NSS tennis facilities.

Other highly desirable criteria:

- A plan to increase participation in tennis coaching and tennis playing at the NSS tennis facilities, within:
  - The immediate NSS community, incorporating both NSS students and families; and
  - The broader NSS community, including members of the public residing in the area and other stakeholders associated with the school and the area.

(Any such plan and its implementation will be subject to approval by the NSS Principal)

Other information:

The fees for coaching providers to the hire the Tennis facilities at NSS for January 2015 -December 2016

<table>
<thead>
<tr>
<th></th>
<th>Amount/court/hour (incl GST)</th>
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<tbody>
<tr>
<td>Court Hire (no lights)</td>
<td>$10 *</td>
</tr>
<tr>
<td>Court Hire (with lights)</td>
<td>$15 *</td>
</tr>
<tr>
<td>Wet weather contingency (use of Hall)</td>
<td>$10 *</td>
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</tbody>
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Fees for the hire of the NSS tennis facilities (Facilities hire fees) will be required to be paid by the successful Applicant on a term by term basis and in arrears. Payment and supporting records of court usage will be due within two weeks following the last day of each school term. The fees due at this time will be for all use of the NSS tennis facility by the coaching provider since the last day of the previous school term. Facility hire fees will be required to be paid by electronic funds transfer directly deposited into the NSS P&C’s nominated bank account. Each party is to be bear their own costs related to the electronic funds transfer. Supporting records are to be supplied by email to the NSS P&C’s nominated email address.
The successful Applicant will be offered an initial 2 year contract to provide tennis coaching services at the NSS tennis facilities. At the end of the 2 year period a further 2 years may be offered following renegotiation with all parties.

Disclosure

All matters relevant to the Applicant's EOI must be disclosed.

NSS and the P&C may make reasonable enquiries regarding the Applicant’s identity, qualifications and any other matters relevant to an Applicant’s EOI at their discretion. Such enquiries may include obtaining information from credit reporting bureaus and conducting criminal history checks, as well as contacting the Applicant directly to verify information. By submitting an EOI, Applicants consent to such enquiries, checks and contact being made.

All contact regarding an EOI is to be made to the following contact officer:
Penny Hassell mobile: 0423949539 or email brettwilson@hotmail.com

Closing date:

EOIs must be received by the P&C by 5pm on Friday the 24th of October.

The successful Applicant will be notified by Friday the 14th of November.

How to apply:

To lodge an EOI either post it to The P&C President Newmarket State School, PO Box 225, Alderley Qld, 4051 or send it by email to the P&C President at ish85615@bigpond.net.au