



Tennis and Sports Psychology Academy Inc. (514) 886 - 9929
CP Cavendish Mall P.O. Box 66534 CSL, Quebec H4W 3J6
www.tspa.ca info@tspa.ca

Potential Staff Checklist

- Told about incentives such as camp commission, business coupons etc and that it is the best job in the world ☺
- Visit flowinsports.com/tspastaff. View the video and follow the steps. You will be required to partake in an ongoing e-learning course in which you will get support and training including our TSPA staff manual. Complete everything diligently. Begin with topic 1, then 2 etc. and then click on highlight (on top of module 1) to write your 1st highlight (what are you initial 1st impressions of TSPA, what are you looking forward doing? Be creative and original ☺)
 - Download and send your contract (pro, counsellor or other). Write your name, hourly wage, initialize all parts and sign. You will get a copy after.
 - Download and scan or send by mail the **police check which costs \$75** (payable in advance cash or cheque to TSPA). Please also send two pieces of identification (with at least one picture) such as a driver's licence, medicare card, passport or birth certificate.
- Write a blurb and send to hr@tspa.ca with a tennis related picture keep the file size to a minimum... check out tspa.ca and click meet the staff for examples.
- Learn and read club rules... (<http://www.tspa.ca/files/Club/CSLTCTRules3.pdf> is a good example). The more you know the better ☺
- Read more about tspa.ca ; click camp, clinics, FAQ etc. Know what we sell and offer! Learn the procedures for your clients.
- Online file sharing ; log on to www.docs.google.com (sign up as a new user if you have not used google documents before). Update and view various sheets such as contact availability survey. In this case, please also write your availability in the appropriate column. Please respect your availability. We book courts online in a court booking sheet ; see your camp schedule (camp schedule), take attendance of clinics (ClinicsYEAR) etc.
- Must bring in or send your SIN (social insurance number) so that we can keep a copy.
- New email address (1st letter of your 1st name followed by last name @tspa.ca. Will forward emails to your present account but it is a good idea to use @tspa.ca for tennis related inquires. (tennis pro's only)

Welcome onboard !