



October 2025

To: 2026 Tennis Coach Applicants
From: Tennis Hiring Committee

Thank you for your interest in becoming a CBSC Tennis Coach for the summer of 2026.

This is the information you need to apply. Please make note of the important dates. We will not be sending reminders.

- 1) Tennis Coach positions require a **commitment for the entire 8 week period from June 28, 2026 to August 22, 2026**. If, after submitting your application, circumstances arise which impact your ability to meet the 8 week commitment, you are required to notify us as soon as possible.
- 2) CBSC Coach positions also require participation in a variety of fun events and tournaments. Applicants should be prepared to be available on weekdays, weeknights and weekends.
- 3) **Applicants are required to complete their Tennis Coach Certification, and Standard First Aid before June 29, 2026**. Contact us as soon as possible if you anticipate an issue with this timeline.
- 4) **Applications are required to be sent by email to tennishiring@cbswimclub.ca by the end-of-day on January 15, 2026.**

Details regarding your application and the hiring process are below.

We will be contacting applicants to arrange interviews after January 15, 2026.

Please email tennischair@cbswimclub.ca if you have any questions.

Thank you,
Tennis Hiring Committee

Application Requirements:

Applications should include both a resume and cover letter.

Information to include:

- Contact information:
 - Mailing address
 - Cell phone number
 - Email address
- Date of birth
- The year Standard First Aid and Tennis Coaching Certification were completed
- An explanation of your tennis experience and level of play
- Number of years as a Leader and/or Coach at CBSC and/or other facility
- A brief description of your past experience at CBSC
- An explanation as to why you would make a great CBSC tennis coach

NOTE: The above email address must be an address you have access to on a daily basis. There is an expectation that coaches check email every day during employment.

Hiring Process:

Your application will be considered by the Tennis Hiring Committee primarily based on the following criteria:

1. Qualifications/Certifications
2. Tennis experience (CBSC and related) and level of play
3. Past involvement with CBSC with preference given to applicants with greater participation.
4. 2025 Coach or Leader evaluations

We are looking for energetic individuals who are reliable, hard-working, display a growth mindset, are skilled at teaching tennis and demonstrate an ability to keep children engaged in a fun, inclusive and safe environment. CBSC Coaches should display positive role model behaviour at all times and contribute to a supportive and collaborative work environment.

** Coaches, 16 years and older before June 30, 2026, will be required to complete a criminal record check. This is standard procedure. ***

Application deadline: end-of-day January 15, 2026