

Hello and welcome to [Top Tennis Careers!](#)

First we want to answer some possible questions for you. FAQs

First of all, why should you care about [Top Tennis Careers?](#)

You are probably looking for a new job as a coach. Perhaps you have few contacts or simply cannot find the right employer for you. In any case, you are toying with the idea of making a career change or starting from scratch, and you could really need a little help right now.

We advise you to read this text carefully. Here many initial questions are already clarified and a mediation process can run more smoothly. Make sure you take the time to read and understand this text!

Questions and more questions.

Starting a new job isn't easy, and it gets even harder when you decide to work abroad. Can you trust the new employer? How about the residence permit? Are the pay and circumstances reasonable? What happens if I don't like the job after all? Questions upon questions.

What can [Top Tennis Careers](#) do for you?

At [Top Tennis Careers](#) we come from the sports sector. We have been working in the international sports business for many years and are very familiar with the fitness and tennis sectors. We are in close contact with hundreds of tennis clubs. There are also contacts with hotels, resorts or private employers who are looking for private trainers, for example.

We know pretty well whether a job pays well or badly, or whether the working conditions are appropriate for the country in question.

We know many employers personally and our suggestions are often given priority over other applicants because we generally cooperate with employers at various levels.

The trainers that we have included in our coach list improve their chances of getting a suitable employment contract.

Can I get a job immediately?

A trainer cannot always be placed immediately. This then depends on your own CV. Internationally in particular, ideas differ widely. For example, if a European coach wants to accept a job offer in South America, then it is very likely that he will have to lower his salary requirements. Coaches coming from Africa or Asia must expect that the administrative burden for Europe will be more difficult. In the Arab countries there are again numerous regulations that affect women in particular. In the international sector there are numerous conditions to be observed. Unfortunately, there are also preferences for certain types of trainers in certain countries. All this does not always make it easy to place a trainer appropriately. The more difficult the basic conditions are, the longer it may take to get a suitable offer for you. We ask for patience here. Nevertheless, we are also working on this mediation.

Can we mediate everyone?

NO! ***We try to recruit only the best coaches.*** But even that is no guarantee of mediation.

Not even if you have already collected a large number of certificates and diplomas in your country. This does not necessarily mean that you are easy to place. Do you speak good English? Are you good enough in an international comparison? Are your certificates internationally valid? Do you have international successes? For example, do you have ATP points? Please be realistic. You can be a successful local coach or player. But are you also really good to be internationally successful?

We are trying to find a solution for everyone and are working hard on mediation. Sometimes it's difficult, sometimes there's no market for certain candidates. In principle, **we are looking for trainers in the high performance range.**

What tasks does Top Tennis Careers take on?

Either you contacted us or we contacted you. We will then first check whether we can place you or not. To do this, we first need your CV in English! If we have job offers that match your CV, we will contact you again and ask for additional documents.

When you get to the next round. What happens then?

From then on we need the forms we send you to be completely filled out and some of them signed. We also need a short video from you, where we can get an idea of your playing technique. You should make a video on the tennis court where you play some balls. We also need a video in which you briefly introduce yourself in English. The video lengths no longer than one minute each.

What we don't need! We don't need 25 certificates from local competitions. These show us your motivation, but say little about your performance in an international comparison. Let's save time searching, sorting and classifying local charters and certificates that ultimately nobody needs.

Only submit useful documents. For example, internationally valid trainer certificates.

When we have all your documents. Really all and not just your CV, then we can start with our evaluation. We filter all the information and check which offer you are eligible for.

That sounds simple, but it isn't. It's not just about your ideas, but also those of the employer. For example, is your knowledge of English good enough, your stroke technique clean enough, you understand something about training theory, do you have the appropriate age for the job, the employer thinks that you're sympathetic? And is your salary expectations within the appropriate range? Here I have only briefly mentioned a few criteria.

Important documents are attached to this letter. If you don't fill it out or don't sign it, then unfortunately we can't work with you. Your signature confirms the accuracy of your information and gives us permission to present your information to the appropriate bidders.

If you send us only half of the documents and everything in 4 emails, we cannot work with you.

We need all, really all of the requested documents from you. Signed and meaningful and sent in the same email! We don't need any documents that we didn't even ask for. So please read carefully what we need from you. No more and no less. If you don't fill out and sign our agreement, we have no way of working with you, no matter how nice your CV is.

You didn't give us permission? So how should we work with your documents?

Therefore, please do not just send us your standard CV, but sign the attached documents and fill them out to the best of your conscience.

What are the costs?

Below we go into more detail on the subject. But you should know the following in advance: **If we cannot place you, you will not receive an invoice and you will not have to pay anything. When we place you, there is a one-off payment. You then pay 50% of your first salary to us. This payment is due immediately when you sign your employment contract and not when you receive your salary. Payment is only due in the event of a mediation! A lower payment is due for short-term employment contracts.** You can read more about this below.

How much time do I have to submit the documents.

Normally we give you 7 days to submit the complete documents to us. Sometimes it takes a little longer and then you should notify us. We will then note that we will not assign your internal order number to anyone else.

If we receive the requested documents late and incomplete, we will delete them immediately. We cannot work in chaos. Disorganization and lack of motivation are not conveyable.

What are the advantages of working with **Top Tennis Careers**:

1. We filter the job offers. We do not mediate offers that we consider dubious. We only try to show you the offers that match your ideas. If you think you need to make at least \$4,000, then we won't present you with offers where you only get \$2,000, for example.

2. We automatically introduce you to all job offers that are suitable for your profile. Criteria for this are your ideas, the employer's wishes and our assessment. As a result, the probability of mediation is much higher than normal. On the other hand, some offers are dropped. For example, why should we send you to Sweden if you really want to work at a warm country in the south of america.

3. Many employers work directly with us and trust our criteria. This saves you a lot of work and catapults you straight into the interview, where you already start out as one of the favourites. You no longer have to worry about all the other annoying work steps.

Resume:

What should you provide if we ask you again and you have been shortlisted?

- CV updated
- Video personal presentation (English, approx. 1 minute)
- Video coaching skills on the tennis court (about 1 minute)
- Coach Information Form attached; Order number is reserved for 7 days
- signed agency contract (the contract will be attached on the email)!!!
- Copy of a document that confirms your authenticity (copy of passport, copy of driving license or similar)

Please send in full to the following email. Please do not distribute to numerous emails. The

administrative effort should remain low:

contact@toptenniscareers.com

Please send us all requirements in the same mail. This simplifies the process and avoids errors.

Again, very precise explanations of the costs incurred:

Possibility A:

The signed contract obliges you to make a one-off payment of 50% of the first agreed salary. The payment is due as soon as the new employment contract is signed with the new employer. In the event of non-payment, the position offered cannot be filled. A payment is only due after a successful mediation!

The concept of due payment only relates to mediation for the signing of a new employment contract.

IMPORTANT: WE UNDERSTAND BY SUCCESSFUL PLACEMENT THAT THE EMPLOYMENT CONTRACT IS SIGNED. IF THE PROBATION PERIOD IS FAILED OR THE EMPLOYMENT TERMINATION IS PREMATURE, THERE IS NO RIGHT TO A REFUND OF THE MONEY PAID TO US FOR THE PLACEMENT. We cannot be held responsible for failure to pass the trial period or premature termination of the contract. We have used the relevant information received and believed to be accurate. The skills described correspond to the requirements. We are not responsible if subsequent actions result in early release or termination of contract.

Possibility B:

Special regulation for short-term contracts (employment contracts of less than 365 days)
Fixed-term employment contracts of less than one year are remunerated with a total of €500.

The payment is due as soon as the new employment contract is signed with the new employer. In the event of non-payment, the position offered cannot be filled. A payment is only due after a successful mediation! The concept of due payment only relates to mediation for the signing of a new employment contract.

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What happens if you found a new job by yourself in the meantime?

We are of course happy about that and we wish you every success. But then please be so professional and let us know that you are no longer available to us for mediation. Unless you're still looking.

For further inquiries, we are at your disposal.

Kind regards

Your *Top Tennis Careers* Team