

Club Pro 1 Certification Course

Workbook #4

Portfolio B

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(To be completed by CF: Circle one)

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Summary of Work

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OFF COURT COMPETENCIES: WRITTEN ASSIGNMENTS	
Creating a Summer Camp Brochure	
Creating Summer Camp Off-Court Activities	
Instructional Layout Assignment	
Internet Research 1: Tennis Professionals Association	
Internet Research 2: Tennis Canada and Provincial Sport Organization	
Client Filing System	
Coaching Philosophy	
Career Planning	
Resume and Interview	
ADDITIONAL DOCUMENTATION TO INCLUDE	
Summer Camp Brochures	
Personalized Summer Camp Brochure	
Summer Camp Rainy Day Activities	
Instructional Layout Sequence	
Client Filing System	
Job Posting	
Resume	
Cover Letter	
ON COURT PRESENTATION	
Cardio Tennis Activity	

Summer Camp: Creating a Camp Brochure

- 1. **Find** 3 examples of summer camp brochures in your region. **Include** them in your portfolio.
- 2. List what YOU think are the 5 most important pieces of information they have in common.

- 3. How do the costs of each program compare? What accounts for the difference in cost and benefits?

- 4. Other than costs, what differences, if any, are there between the 3 programs?

5. Is there information that YOU think should be included in any of the brochures? What and why?

6. If YOU were making a decision about enrolling your child or recommending a program to a friend or client, which one would you choose? Why?

7. If YOU were making a decision about which program to apply to for employment, which one would you choose? Why?

8. On a separate piece of paper, **design** your own brochure for a summer camp (and **attach** at the end of this portfolio).

Summer Camp: Rainy Day and Off-Court Activities

Whether in the event of inclement weather, or just taking a break from the elements, off-court activities are a productive and important element of summer camp. Below is a list of non-tennis related games.

1. Using these concepts, **create** one *tennis-specific* activity for each element (and **attach** at the end of this portfolio).
 - a. Word search
 - b. Crossword puzzle
 - c. Rules trivia quiz (true/false, multiple choice, fill in the blank answers)
 - d. Name the famous player (picture cut outs)

2. **Create** two additional off-court *tennis-specific* activities (and **attach** at the end of this portfolio if there is not enough space below).

Instructional Layout Assignment

Instructional articles featuring a layout sequence of a professional's stroke are among the most widely read pages of most tennis publications; they are also good visual reference tools which may be helpful in your lessons. Capitalize on this fact also means keeping in mind that there are several limitations when using this tool, including but not limited to:

- the limited number of frames shown may not reveal key technical information
- camera angles and viewpoints may not reveal necessary information
- the context (ball received, opponent's position, score, patterns of play, etc.)

1. **Find (and attach)** an instructional layout sequence from a magazine or website (e.g., PSO publication, TENNIS, TW). Below is an *example* of a stroke sequence as illustrated in a recent article on TPA website. **DO NOT USE THIS EXAMPLE.**



2. What are 3 key things you would use this layout sequence to highlight during a lesson?

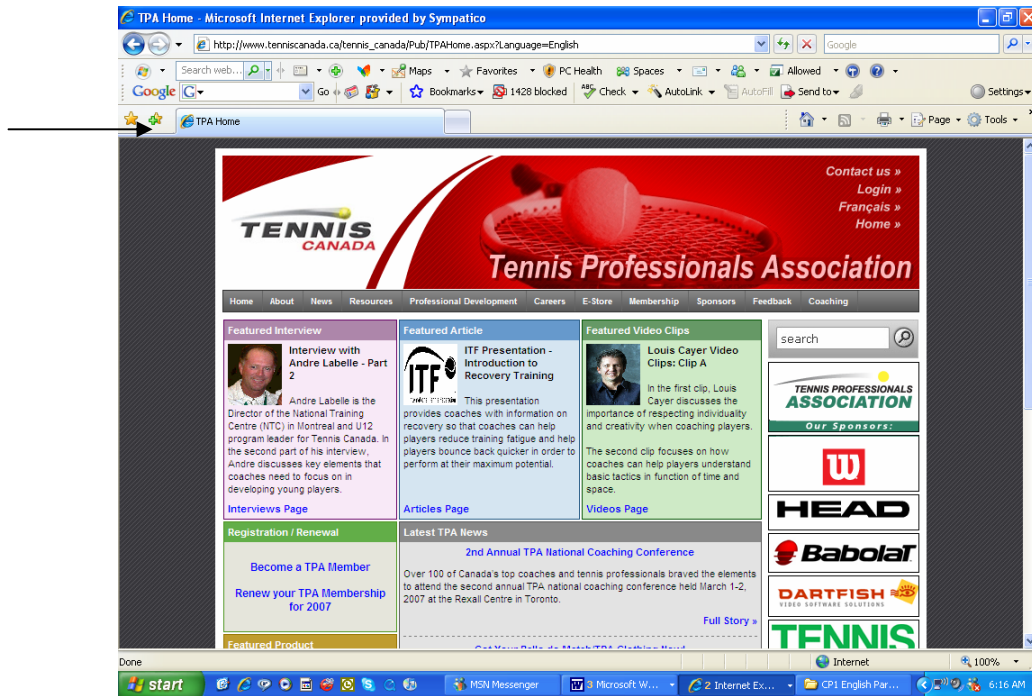
3. What do you think is the technical/tactical context of this illustration?

4. What key pieces of information are missing and why (list 3)? How would you explain this absence to your students?

5. As the instruction editor, what other images/angles/perspectives would you have used to highlight key information and why? You may find it useful to document your findings with pictures from other layout sequences.

Internet Research 1: TPA

1. Visit TPA website.



Complete the following:

1. What is the “purpose” of the TPA?

2. List five benefits of TPA membership.

3. What is the discounted rate of a 1-year TENNIS MAGAZINE subscription for TPA members?

4. View the video clip from the 2004 archives entitled “Tip 1: Movement (High Performance)” by Louis Cayer. Describe the topic and main teaching point.

5. Visit the “Website of the Month”. List 3 things you found useful or insightful.

6. Visit the "Progressive Tennis" section of the website. Watch any 5 of the clips listed. Based on these images, what 3 things will you incorporate into your on-court practice?

7. How will you incorporate Progressive Tennis into your club’s programming?

8. What resource do YOU find the most useful? Why?

9. What benefit or resource would you like the association to add? Why?

Internet Research 2: Tennis Canada and *Your* Provincial Sport Organization

1. What is the “mission” of Tennis Canada?

2. When was Tennis Canada founded?

3. Who is the President and CEO of Tennis Canada? List all contact information.

4. Who is the Vice- President of Tennis Development? List all contact information.

5. Who is the Director of Coaching Development? List all contact information.

6. Who is the Manager of Wheelchair Tennis? List all contact information.

7. How many provincial and territorial associations exist? What is their relationship to Tennis Canada?

8. What is the purpose of the College Program? Who is the contact person? When is the best time for an athlete to begin involvement in the program?

9. What is the purpose of the National Team Program?

10. How many High Performance Tennis Development Centers are there across Canada? Briefly describe their services and programs.

11. Which coaches won the 2003 Coaching Excellence Award?

12. When was the first Tennis Canada Player's Excellence award presented? What is the purpose of the award?

13. How would one go about finding job openings within Tennis Canada and where should resumes be sent?

14. What is the website address of **YOUR** provincial tennis association?

15. What are the main headings on your provincial tennis association homepage website?

16. Who would you contact if you were interested in hosting a tournament at your summer club? What is their position and contact information?

17. Who would you contact if you wanted information on the coaching certification program? What is their position and contact information?

18. Does your provincial tennis association website list a summary of tournaments? If so how is it organized?

Client Filing System

1. **Create** a sample paper-based filing card system that you can record and track important client information. You will need to decide on the format as well as the information you want to track (e.g., level of play, birthdays...)
2. Use your system by **completing** a record for 5 of your current clients. (If you do not have five, then create 5 fictional clients.)

(**Note: Attach** at the end of this portfolio if there is not enough room below)

Resume and Interview

1. **Find** a job posting that you may be interested in applying for. Place a copy of the position in your portfolio. (You may find postings on the TPA or your provincial association website.)

2. Why did you choose this posting? What about the position appeals to you?

3. Before applying for any position, some research is beneficial. What areas did you investigate? What did you discover? How has it made a difference to your job application?

4. **Prepare** your resume and **attach** a copy in your portfolio.

5. What changes did you make to your resume based on your research? Why?

6. **Write** a cover letter and **attach** a copy in your portfolio.

7. What three skills/experiences/attributes did you decide to include in your cover letter? Why?

8. Prepare 5 questions that you may be asked in your upcoming interview and describe your response to them.
