



INSTRUCTOR COURSE EVALUATION GUIDE

Instructor Certification Evaluation Process

COMPETENCY EVALUATIONS:

There are 4 categories of competencies candidates must complete to achieve Instructor Certification:

- A. Knowledge Evaluation
- B. Leadership/Professionalism Evaluation
- C. Demonstration Evaluation
- D. Teaching Evaluation

A. Knowledge Evaluation

The Knowledge Evaluation has 3 parts:

1. **Pre-Course Workbooks A & B:** Workbook A is 'general' instructor knowledge regarding equipment, safety and emergency Action Plan (EAP), Wheelchair Instruction, etc. Workbook B is 'specific' knowledge on the course competencies. It ensures candidates learn information about the Course Overview, Progressive Tennis, and the 5 Tool Kits of the course:
 - Progressive tennis
 - Group Organization Tools
 - Tactical/Technical Tools
 - Competition Tools
 - Communication Tools

In order to access the information needed to complete the Pre-course workbooks, candidates must join the TPA as a first step. Both these workbooks must be completed **before** the course begins in order to be eligible to take the course.

2. **In-Course Workbook C:** This workbook is completed throughout the course. It includes worksheets for in-course activities and reflections to seal what the candidates have learned in the course. This workbook is not handed in however, the Course Facilitator (CF) will scan candidates workbooks before the evaluations to ensure they have been completed. Failing to complete it results in the candidate having to take the evaluation at a later date (for additional evaluation fee).
3. **Making Ethical Decisions (MED) Online Evaluation:** Candidates must complete the NCCP MED evaluation on line. Ideally, they must complete the evaluation before the 2nd weekend of the course. Candidates who have not completed the MED evaluation will not receive their results from the Provincial Association until they have completed it. The information to complete the MED should be handed out to the candidates during the MED training on the 1st weekend of the course.

B. Leadership/Professionalism Evaluation

This evaluation is done throughout the entire course. The key component is role modeling professionalism as a leader. On the evaluation day, this is the first evaluation reported to the candidate. If the candidate receives an incomplete, they cannot be evaluated with their group but are required to take the evaluation on a subsequent date (for an additional course fee).

C. Demonstration Evaluation

This evaluation has 2 parts:

- Point-play evaluation
- Technical Fundamentals Evaluation

1. Point-Play Evaluation: For this evaluation, the candidates demonstrate how to play a point. Candidates play in pairs. Four candidates can be evaluated at a time (playing crosscourt).

Implementation:

- Time : 10 minutes per 4 candidates
- Scale: Full Court 'Green' ball
- Procedure: One candidate must serve to the backhand side of the service box and rally crosscourt. The server continues to rally until they perform 2 forehands and 2 backhands. The 2nd candidate then becomes the server for their evaluation. Candidates work cooperatively to complete the evaluation.

2. Technical Fundamentals Evaluation: The goal of the evaluations is for Candidates to present an appropriate visual image a beginning player could copy with concise verbal highlights.

Implementation:

- Time : 5 minutes per candidate
- Scale: $\frac{3}{4}$ Court, 'Orange' Ball
- Procedure: The CF calls the candidates one at a time to perform the evaluation. Each candidate chooses at random 2 groundstroke topics (from the list of topics), 1 volley topic, and 1 serve topic. One attempt per demonstration.

D. Teaching Evaluation (Group)

1. **Group Teaching:** Candidates must demonstrate competency in teaching a group lesson. Candidates need to demonstrate they can create a simple lesson plan and unfold a portion of the lesson in a systematic manner while ensuring enjoyment and improvement.

Implementation:

- Time: Each evaluation will take 10-15 minutes (including feedback).
- Scale: $\frac{1}{2}$ Court lessons require 'Red' balls. $\frac{3}{4}$ Court lessons require 'Orange' balls. Full Court lessons require 'Green' transition balls.
- Procedure: Each candidate is given a topic from the list of Teaching Topics before lunch on the day of the evaluation. The Candidate must create a lesson plan on the sheets provided and hand it into the CF just prior to their evaluation. The candidate takes a group of 3-6 'students' (the other candidates using their non-dominant hand) through a Point-Play game and then a related Practice Activity.

PASSING:

Candidates can achieve four results:

- Met Standard with Honours
- Met Standard
- Met Standard (Marginal)
- Incomplete

Candidates must achieve a “met standard” rating on **all** of the evaluations to be certified. If candidates achieve an “incomplete” rating on any evaluations, they must re-take that evaluation (or in the case of workbooks, complete them). If they receive an ‘incomplete’ on 3 or more of the 4 evaluations (A, B, C, D), they must re-take the entire course at full price.

If candidates have a number of individual elements that did not meet standard but the section was still marked ‘complete’, they can still achieve a ‘marginal pass’.

EVLUATION SCHEDULING:

For a group of 12 participants on one court. the total evaluation time would be **3.5 hours**.

- 1:30-2:00pm: Candidates perform C 1:Point-play Demonstration evaluation
- 2:00-4:00pm: Candidates perform D1: Teaching Evaluation
- 4:00-5:00pm: Candidates perform C2: Technical Fundamentals Demonstration evaluation

RESULTS:

Candidates must achieve a “met standard” rating on **all** of the evaluations to be certified. If candidates achieve an “incomplete” rating on any evaluations, they must re-take that evaluation (or in the case of workbooks, complete them). If they receive an ‘incomplete’ on 3 or more of the 4 evaluations (A, B, C, D), they must re-take the entire course at full price.

If candidates have a number of individual elements that did not meet standard but the section was still marked ‘complete’, they can still achieve a ‘marginal pass’.

The CF will **not** inform candidates of their complete or incomplete status during the evaluations. Candidates will receive their results by email from their Provincial Association within 2 weeks of completing the course (they will not receive results if they have not completed their MED). Certificates for all successful candidates will be mailed.

PASSING WITH HONOURS:

These are the qualities that would be demonstrated by candidates who pass with honours

Professionalism:

- Is punctual and always prepared to begin activities
- Shows a consistent level of participation in group discussions and exercises
- Presents a professional image with proper attire
- Is supportive of other participants' learning and efforts
- Demonstrates a positive attitude towards learning
- Shows attention to detail
- Respects the rights, property and opinion of others

Leadership:

- Takes charge of group situations
- Takes initiative and a leadership role
- Welcomes new tasks and seeks new opportunities for learning
- Responds well to challenges
- Contributes to cooperative problem solving
- Helps to motivate others and encourages others to participate

Communication:

- Is enthusiastic, friendly and gets along well with other participants
- Demonstrates enthusiastic body language
- Projects voice and varies tone to show enthusiasm for the sport
- Listens to, acknowledges, and considers differing opinions
- Recognizes the contributions of others through encouragement, support or praise

TEACHING EVALUATION

Systematic:

- Is obviously structured in the way they conduct the activities. Goals are clear

Competencies:

- Displays good grasp and solid application of course competencies (especially Group Organization)

C) DEMONSTRATION EVALUATION TOPICS

- Candidates 'draw out of a hat' to choose which 4 of the thirteen topics they perform demonstrations for.
- Must perform 1 topic from Volleys and Serve Stroke family and 2 from Groundstroke family. They are performed on **Orange Court**

SERVE	
1	Grip (Continental)
2	Set-up (Coordinated toss up to 'trophy' position)
3	Impact Point (Full upward extension at '11 O'clock' position)
4	Hitting Zone (Pronation/'throwing action')

GROUNDSTROKES	
1	Grip (Eastern FH & BH)
2	Set-up (Racquet & footwork)
3	Impact Point (Waist level, out front, comfortable distance from body)
4	Hitting Zone (Extended towards target)
5	Recovery (In proper position, correct location at right time)

VOLLEYS	
1	Grip (Continental)
2	Set-up (Racquet & footwork)
3	Impact Point (Chest level, out front, comfortable distance from body)
4	Hitting Zone ('Catching Action')

D) TEACHING EVALUATION TOPICS

Procedure: Candidates are assigned one of the topics listed below (CF may post this list). They create a full lesson plan (using lesson plan pages provided in the In-Course Workbook C) however, they will only be evaluated on how they take a group of 3-6 students through the **Play & Practice** step of a lesson. They must set-up play (use one of the standard Point-play games outlined in the Competition Tool-Set), then move into the Practice step and implement a Practice Activity.

Candidates will be required to perform these evaluations on specific court sizes. For Red and Orange topics, candidates will be required to set-up the appropriate court (using participants).

1/2 Court (requires 2 Red Courts set-up)

#1	Activity R2: Throw Crosscourts & Lines TECHNICAL HIGHLIGHT: Set-up & Recovery (FH & BH)	
#2	Activity R7: Red Rally TECHNICAL HIGHLIGHT: Impact Point (FH & BH)	
#3	Activity R8: Groundstroke Feed TECHNICAL HIGHLIGHT: Set-up (FH & BH)	

3/4 Court Bronze Level (requires 'Double' Orange Court set-up)

#4	Activity O1: Orange Rally TECHNICAL HIGHLIGHT: Grip change (Changing from FH to BH grips in rally)	
#5	Activity O2: Rally Crosscourt TECHNICAL HIGHLIGHT: Hitting Zone (FH & BH)	
#6	Activity O5: Overhead Serve & Return Teams TECHNICAL HIGHLIGHT: Serve 'Throwing action'	
#7	Activity O8: Groundstroke to Volley TECHNICAL HIGHLIGHT: 'Catching action' on volley (FH only)	

Full-Court (requires 1 Green court set-up)

#8	Activity G1: Green Rally TECHNICAL HIGHLIGHT: Set-up (FH & BH)	
#9	Activity G3: 'Over & Under' TECHNICAL HIGHLIGHT: Height control through PAS	
#10	Activity G8: Lob to Overhead TECHNICAL HIGHLIGHT: Set-up on overhead	

INSTRUCTOR CERTIFICATION SUMMARY OF RESULTS

Version 7.7

Name:	CC#:
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Course Dates:	Evaluation Date:
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Thank you for taking this step towards Instructor Certification.

Below is a summary of your results from the Instructor course. To achieve Instructor Certification, **all** evaluations must be listed as “Met Standard”. If any evaluations are listed as “incomplete”, please read up on, and practice, the components of that evaluation. Once you have sufficiently mastered those areas, please contact your Provincial Association for a re-evaluation. (Note: if you receive “Incomplete” on 3 or more evaluations, you will be required to retake the entire course for the full course fee). You have 18 months from the evaluation date to complete the course after which you must re-take the entire course at full rate to be eligible for evaluation.

Course Facilitator(s)	Evaluator(s)
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FINAL RESULT:

Date if this is a Re-take:

- Met Standard, with Honours**
- Met Standard**
- Met Standard (Marginal)**
- Incomplete**

COURSE OF ACTION

- Congratulations, you are a fully certified Tennis Instructor**
- Re-take/Complete the following Evaluation(s)**
(Fee required for re-takes with the exception of the MED)
 - A. Knowledge Evaluation (or incomplete MED)
 - B. Leadership/Professionalism Evaluation
 - C. Demonstration Evaluation
 - D. Teaching Evaluation
- Repeat full Instructor Course** (Required if “Incomplete” on 3 or more evaluations or, after 2 unsuccessful re-takes of any evaluation)

*Please note: There are two requirements for maintaining active status of certification:

✓ X

1. Maintain membership in Tennis Canada's Tennis Professionals Association (TPA) (available at www.tenniscanada.com)
2. Ongoing Professional Development: To maintain 'active' certification, Tennis Canada requires all certified Instructors to attend a Professional Development opportunity every 4 years. Check your Provincial Association Coaching calendar for Re-certification opportunities.

NOTE: Elements that have met standard will have highlighted in Green, incomplete will have highlighted in Red.

A.. KNOWLEDGE EVALUATION

Met Standard

Incomplete

1. Pre-Course Workbook A	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
2. Pre-Course Workbook B	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
3. In-Course Workbook C	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
4. NCCP Making Ethical Decisions online Evaluation	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete

B. LEADERSHIP/PROFESSIONALISM EVALUATION Met Standard Incomplete

Note: An 'incomplete' on this section means the Instructor Candidate is ineligible to be evaluated during this course but must arrange an alternative evaluation time with a full re-take fee.

Professionalism as a leader is evaluated throughout the course <input type="checkbox"/> Led groups with confidence and clear communication <input type="checkbox"/> Treated all participants and Course Facilitators with respect/dignity <input type="checkbox"/> Presented a professional image (attire/grooming/body language) <input type="checkbox"/> Punctual & on-time for all course modules, handed assignments in on time <input type="checkbox"/> Fully engaged in course discussions and activities <input type="checkbox"/> Gave and received feedback in a positive & constructive manner	Notes:
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C. DEMONSTRATION EVALUATION

Met Standard

Incomplete

POINT-PLAY DEMONSTRATION (Full court with 'Green' Ball):

Candidates must complete a sequence of serve and 4 groundstrokes

Effectiveness	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Serve into BH side of service box <input type="checkbox"/> Maintain a groundstroke rally performing minimum 2 BH's & 2 FH's. (send a slow, arching, flat ball that will arrive on the decline to partner)	Notes:	

TECHNICAL FUNDAMENTAL DEMONSTRATIONS

Candidates must drop a ball to themselves and perform 3-5 demonstrations with verbal highlights (Orange court)

Groundstroke Technical Fundamental:	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Clear Visual Demonstration with players in appropriate viewing position <input type="checkbox"/> Correct Technique <input type="checkbox"/> Concise, correct verbal highlights	Notes:	
Groundstroke Technical Fundamental:	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Clear Visual Demonstration with players in appropriate viewing position <input type="checkbox"/> Correct Technique <input type="checkbox"/> Concise, correct verbal highlights	Notes:	
Serve Technical Fundamental:	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Clear Visual Demonstration with players in appropriate viewing position <input type="checkbox"/> Correct Technique <input type="checkbox"/> Concise, correct verbal highlights	Notes:	
Volley Technical Fundamental:	<input type="checkbox"/> Met Standard	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Clear Visual Demonstration with players in appropriate viewing position <input type="checkbox"/> Correct Technique <input type="checkbox"/> Concise, correct verbal highlights	Notes:	

Notes:

D. TEACHING EVALUATION

Met Standard

Incomplete

Group Lesson Topic #:

1A. LEAD & COMMUNICATE EFFECTIVELY <input type="checkbox"/> Met Standard <input type="checkbox"/> Incomplete	
<p>Communication & Leadership Tools:</p> <ul style="list-style-type: none"><input type="checkbox"/> Gained and maintained the focus and attention of the group (An incomplete on this competency means an incomplete on this section)<input type="checkbox"/> Communication was clear and easily understood by players<input type="checkbox"/> Communicated in a motivating way with good voice volume, tone control and enthusiastic body language, which inspired players to engage<input type="checkbox"/> Feedback was positive<input type="checkbox"/> Gave individual feedback that improved skill performance	<p>Notes:</p>
1B. LEAD & COMMUNICATE EFFECTIVELY <input type="checkbox"/> Met Standard <input type="checkbox"/> Incomplete	
<p>Tactical & Technical Tools:</p> <ul style="list-style-type: none"><input type="checkbox"/> The appropriate tactic was introduced to players and linked to practice<input type="checkbox"/> Technique was demonstrated with a correct, appropriate visual demonstration<input type="checkbox"/> Instructor & class were properly positioned<input type="checkbox"/> Concise verbal highlights (word & image together)<input type="checkbox"/> One highlight at a time (Instructor also ensured players were focused on only one task at a time)	
2. MANAGE PLAY & PRACTICE ENVIRONMENTS <input type="checkbox"/> Met Standard <input type="checkbox"/> Incomplete	
<p>Organization Tools – Lesson Plan:</p> <ul style="list-style-type: none"><input type="checkbox"/> An appropriate Lesson Plan was created <p>Organization Tools – Play/Competition Tools:</p> <ul style="list-style-type: none"><input type="checkbox"/> Demonstrated and explained the Playing Situation so it was clearly understood by participants<input type="checkbox"/> Set-up with appropriate scoring, competition and rotation<input type="checkbox"/> Playing Situation was safe & fun <p>Organization Tools - Practice Activity:</p> <ul style="list-style-type: none"><input type="checkbox"/> Clearly demonstrated activity so participants understood<input type="checkbox"/> Set-up provided sufficient repetition on the highlighted skill (volume)<input type="checkbox"/> Set-up for maximum participation/activity<input type="checkbox"/> Set-up safely for all participants<input type="checkbox"/> Instructor circulated around and kept the activity on track<input type="checkbox"/> Proper use of targets, markers<input type="checkbox"/> An appropriate rotation was set-up and demonstrated	<p>Notes:</p>

General Course Comments: