

PROVINCIAL ASSOCIATION ADMINISTRATIVE GUIDELINES

LEVEL INFORMATION	INSTRUCTOR	CLUB PRO 1 (FORMERLY COACH 1)	CLUB PRO 2	CLUB PRO 3
CRITERIA For Entrance	<ul style="list-style-type: none"> o None o Must be 15 years of age. 	<ul style="list-style-type: none"> o Must be a Tennis Instructor o Must be 17 years of age. 	<ul style="list-style-type: none"> o Must be a Club Pro 1 (formerly Coach 1) o Must be 18 years of age. o Must have 2 years of full time experience. 	TBD
For Passing	Must pass: <ul style="list-style-type: none"> o technical (knowledge) evaluation <ul style="list-style-type: none"> - Pre Course Workbook A - Pre Course Workbook B - In Course Workbook C o practical evaluation <ul style="list-style-type: none"> - demonstration evaluation <ul style="list-style-type: none"> - point play evaluation - technical fundamentals eval - leadership evaluation (professionalism) - teaching evaluation <ul style="list-style-type: none"> - group teaching o NCCP Make Ethical Decision online evaluation 	Must pass: <ul style="list-style-type: none"> o technical <ul style="list-style-type: none"> - written workbooks (1, 2, 3 and 4) o practical evaluation <ul style="list-style-type: none"> - professionalism - playing/demonstration/feeding test - video analysis problem solving using ball controls - problem solving using ball controls presentations - mini lessons <ul style="list-style-type: none"> - Training a Sequence of Shots - Private lesson (dialogue) - Breaking Down a Playing Situation 	Must pass: <ul style="list-style-type: none"> o On Court evaluation <ul style="list-style-type: none"> - playing/demonstration/ evaluation - Private Lesson: Role of a Teacher Evaluation - Group Lesson: Role of the Teacher Evaluation o Off Court evaluation <ul style="list-style-type: none"> - written exam - assignment - "call to action" assessment - Workbook o Must complete Active CPR and/or Standard First Aid 	
FEES Course Fee (recommended price) Retakes <ul style="list-style-type: none"> o Practical <ul style="list-style-type: none"> - Lesson - Playing/Feeding Demonstration o Written Test/Workbooks Course Facilitator Fee	\$350.00 Course Fee plus GST (plus TPA Fee \$50 plus GST) \$20.00 plus GST \$20.00 plus GST \$20.00 plus GST <u>Course & Testing</u> Course Facilitator \$1500 <ul style="list-style-type: none"> - \$1250 for course hours - \$250 for all evaluations Asst. Course Facilitator \$700 Please note: TC has additional funding available towards the development of Assistants and Apprentices. Please inquire prior to course delivery. <u>Testing (retakes)</u> On Court fee: \$20/test Off Court Workbook fee: \$20/workbook	\$650.00 plus GST (TPA membership is a course requirement and the responsibility of the individual candidate) Practical - \$75.00 plus GST Per Workbook - \$50.00 plus GST <u>Course</u> Course Facilitator - \$3,500.00 Asst. Course Facilitator - \$1,500.00 (Total hours worked: 67 in course hours and 10 hours of administrative work on written evaluation) <u>Testing (retakes)</u> On Court fee: \$75/participant tested Off Court Workbook fee: \$40/workbook	\$500 plus appropriate taxes On Court Practical Evaluations: \$75.00 plus appropriate taxes Off Court Written Evaluations: \$50.00 plus appropriate taxes <u>Course</u> On Court Course Facilitator 28 hrs @ \$50 = \$1400 Off Court Course Facilitator 21 hrs @ \$50 = \$1050 (includes marking of assignments) <u>Testing (Practical Eval/Technical written Test)</u> On Court Course Facilitator \$60.00/participant tested Off Court Course Facilitator \$40.00/participant tested	
SPECIFIC REQUIREMENTS FOR EACH COURSE Total # of course hours (including evaluation) Number of Participants <ul style="list-style-type: none"> o Suggested Minimum o Maximum/Court 	35 10 12	67 8 8	56 8 6	8 6

ADMINISTRATIVE DETAILS CONT'D

LEVEL INFORMATION	INSTRUCTOR	CLUB PRO 1 (FORMERLY COACH 1)	CLUB PRO 2	CLUB PRO 3
Number of Course Facilitators Required Per Number of Participants	1-12: 1 Course Facilitator 13-18: 1 Course Facilitator and 1 Assistant Course Facilitator 19-24: 1 Course Facilitator and 2 Assistant Course Facilitators (or 2 CFs)	1-12: 1 Course Facilitator 13-18: 1 Course Facilitator and 1 Assistant Course Facilitator 19-24: 1 Course Facilitator and 2 Assistant Course Facilitators (or 2 CFs)	1-12: 1 Course Facilitator 13-24: 2 Course Facilitators	
Course Schedule and (Court Scheduling Requirements For The Course)	<p><u>Course & Evaluation</u></p> <p>2 Weekends</p> <p>Fri. 6:30 - 10:00 p.m. Sat. 9:00 - 12:30, 1:30 - 5:00 p.m. Sun. 9:00 - 12:30, 1:30 - 5:00 p.m.</p> <p>The following are the <u>court requirements</u> for the course: DAY 1: FRI 7 – 10 p.m.* 2: SAT 9 – 12:30, 1:30 – 5:00 p.m. 3: SUN 1:30 – 5:00 p.m.** 4: FRI 6:30 – 10 p.m. 5: SAT 9 -- 12:30, 1:30 – 5:00 p.m. 6: SUN 9 – 12:30 p.m., , 1:30 – 5:00 p.m.</p> <p>*A classroom or meeting room is required for the first Friday night 6:30 pm to 7 p.m.</p> <p>**This is the off court portion of the course which includes the Making Ethical Decision Module on DAY 3. Classroom is ideal but this portion of work can be done on court.</p>	<p><u>Course</u></p> <p>Total Hours Broken Down as Follows:</p> <p>3 Weekends + 1 evening</p> <p>Orientation & Assessment: 4 hr. module</p> <p>Weekend 1 (2-4 weeks after orientation evening) Fri. 9:00 – 12:30, 1:30 – 5:00 p.m. Sat. 9:00 – 12:30, 1:30 – 5:00 p.m. Sun. 9:00 – 12:30, 1:30 – 5:00 p.m.</p> <p>Weekend 2 (2-4 weeks after 1st weekend)* Fri. 9:00 – 12:30, 1:30 – 5:00 p.m. Sat. 9:00 – 12:30, 1:30 – 5:00 p.m. Sun. 9:00 – 12:30, 1:30 – 5:00 p.m.</p> <p>Weekend 3 (3-4 weeks after 2nd weekend)* Fri 9:00 – 12:30, 1:30 – 5:00 p.m. Sat. 9:00 – 12:30, 1:30 – 5:00 p.m. Sun. 9:00 - 12:30, 1:30 – 5:00 p.m.</p> <p>There are interim evaluations during each weekend of the course but all final evaluations occur on the last weekend.</p> <p><u>Note:</u> *Courts required during all of the above times except the following <u>where a classroom will be required</u> for Off Court modules: <u>5 hours</u> off court <u>time flexible in weekend 2 & 3</u>. See Chapter 4.</p>	<p><u>Course</u></p> <p>7 days which will be delivered over 3 weekends as follows: Note: There should be 3-4 weeks between weekends, off court sessions require a boardroom with a TV, VCR and flip chart</p> <p><u>Weekend 1:</u> Fri 9:00 - 12:30, 1:30 - 5:00 (off court) Sat 9:00 - 12:30, 1:30 - 5:00 (on court) Sun 9:00 - 12:30, 1:30 - 5:00 (on court)</p> <p><u>Weekends 2 & 3:</u> Fri. 9:00 - 12:30, 1:30 - 5:00 (off court) Sat. 9:00 - 12:30, 1:30 - 5:00 (on court)</p> <p><u>Court Booking Requirements</u></p> <p>For each on court day (9:00 – 12:30; 1:30 – 5:00) There are 4 on court days: Weekend 1: Day 1: 1 court only 9:00 – 12:30; 1:30 – 5:00 Day 2: 1 court only 10:00 – 12:30; 2 courts from 1:30 – 5:00 Weekend 2 & 3: Day 3 & Day 4: 2 courts 9:00 – 12:30; 1:30 – 5:00</p>	
Number of Courts required per participant	1-12 participants: 1 Court 13-24 participants: 2 Courts	1-8 participants: 1 Court 9-16 participants: 2 Courts 17-24 participants: 3 Courts	1-8 participants : 1 Court 9-16 participants : 2 Courts	
Testing Requirements	<ul style="list-style-type: none"> o When Does Test Take Place and are there students required for testing o Final evaluations take place on the 2nd weekend of the course (1:30-5:00 pm). o Candidates act as students for each other during the Group Teaching Evaluation. o Candidates act as partners for each other during the Point Play Evaluation. <p>See detailed Instructor Evaluation Process in Chapter 6 for further details. Note: There is a 18 month limit on taking the exam or retake following the course</p>	<ul style="list-style-type: none"> o Final evaluations take place on the 3rd weekend of course. o Candidates act as students for each other during testing: <ul style="list-style-type: none"> - Private Lesson - Breaking Down a Playing Situation o Candidates use a video for the Ball Control Evaluation o 4 volunteer club players required for Training a Sequence of Shots (Adult up to 3.5 level of play) <p>See detailed Club Pro 1 Evaluation Process in Chapter 4 for further details. Note: There is a 18 month limit on taking the exam or retake following the course</p>	<ul style="list-style-type: none"> o Separate date scheduled 3-5 weeks following the course. <p>See detailed Club Pro 2 Evaluation Procedures in Chapter 4 for further details. Note: There is a 18 month limit on taking the exam or retake following the course</p>	

ADMINISTRATIVE DETAILS (CONT'D)

LEVEL INFORMATION	INSTRUCTOR	CLUB PRO 1 (FORMERLY COACH 1)	CLUB PRO 2	CLUB PRO 3
<ul style="list-style-type: none"> o Court time Requirements (if test does not take place during the course) 	<ul style="list-style-type: none"> o N/A 	<ul style="list-style-type: none"> o N/A 	<p>There are 3 components of the on court evaluation:</p> <ol style="list-style-type: none"> 1. Private Lesson 2. Playing/Feeding Demonstration 3. Group Lesson <p>Evaluations 1 & 2 require 1 hour for each candidate. Evaluation 3 (Group Lesson) require 2 hours for 8 candidates (15 min per evaluation) and 2 courts for 8 real players)</p> <p>Each Course Facilitator will determine specific court time requirements</p>	
<ul style="list-style-type: none"> o Course Facilitator (Evaluator) Requirements 	<p>1-8 participants: 1 CF 9-16 participants: 1 CF and 1 ACF 17-24 participants: 1 CF and 3 ACFs or 2 CFs and 2 ACFs</p>	<ul style="list-style-type: none"> o No additional Course Facilitators are required. <p>Note: Additional Course Facilitators may be necessary depending on the number of participants, court availability, etc.</p>	<p>The Course Facilitator (s) responsible for running the course will organize all facets of the evaluation</p>	
<p>Course Materials Required</p>	<p>Change of Policy, effective April 1, 2011:</p> <p>Candidates are responsible for material acquisition. <u>Materials will no longer be handed out at the beginning of the course.</u></p> <p>Note: See Confirmation of Enrolment letter for online reading, downloading and printing procedures for individual candidates.</p> <ul style="list-style-type: none"> o Reference Manuals (Class set: 2 copies) <ul style="list-style-type: none"> o Chapter 1: Health Considerations o Chapter 2: Psychological Development o Chapter 3: Learning Laws o Chapter 4: Equipment o Chapter 5: Instructing Wheelchair Tennis Players o Appendix 1: Disability "Must Knows" o MED Reference Materials o Course Overview o Progressive Tennis Tool Kit o Communication and Leadership Tool Kit o Group Organization Tool Kit o Tactical/Technical Tool Kit o Competition Tool Kit o Self Rating Guide o Rules of the Court o Participant Workbooks <ul style="list-style-type: none"> o Instructor Workbook A, B & C o MED Coaches Workbook o Overview of Evaluation Procedures <p>Note: Additional copies (2-4) of Workbook C (In Course Notes) and MED Coaches Workbook should be kept in class set for those individuals who forget their materials.</p>	<p>Change of Policy, effective April 15, 2007:</p> <p>Candidates are responsible for material acquisition.</p> <p><u>Only video based materials and Workbook #1 will be handed out during the Orientation and Assessment Module.</u></p> <ul style="list-style-type: none"> oTennis Canada Footwork and Court Coverage Video oTennis Canada Winning Tennis Tactics Video <p>Note: Workbook #1 contains information for accessing all online resources – both written workbooks as well as video based resources in addition to the print-on-demand procedures for individual candidates.</p> <ul style="list-style-type: none"> o Reference Manuals (Class set: 1 for every 6 participants) <ul style="list-style-type: none"> o "Club Pro 1" Manual o Workbook #1, #2, #3, #4 o Appendix 1: MED Coaches Workbook o Club Pro 1 Summary Of Results <p>Note: Instructor Level Course Manuals (made available if candidate does not have updated documents from previous courses)</p>	<ul style="list-style-type: none"> o Club Pro 2 Manual o Club Pro 2 Evaluation Process Handouts o Club Pro 2 Workbook <p>FROM PREVIOUS COURSES:</p> <ul style="list-style-type: none"> o Club Pro 1 Manual (formerly Coach 1 Manual) o Tennis Instructor Manual o Play Tennis: Introductory Tennis Lessons for Adults o Play Tennis: Introductory Tennis Lessons for Juniors 	

ADMINISTRATIVE DETAILS (CONT'D)

LEVEL INFORMATION	INSTRUCTOR	CLUB PRO 1 (FORMERLY COACH 1)	CLUB PRO 2	CLUB PRO 3
Equipment Required	<ol style="list-style-type: none"> 1. TV and DVD (with a screen) 2. Laptop and projector for Power Points (optional) 3. Easel and flip chart paper (or dry erase board) & markers 4. Clip Board (1 per CF) 5. Balls <ol style="list-style-type: none"> a. 3 Orange low compression per participant b. 3 Red (large nerf) balls per participant c. 3 Green Transition balls per participant 6. cones/markers per participant (to a maximum of 60) 7. 1 hopper per 6 participants 8. Materials to make Red ½ Courts and Orange ¾ Courts <ol style="list-style-type: none"> a. 1 rope per court b. 2 mini nets per court minimum c. Enough drop-down lines to make all required boundaries 9. 1 mini racquet per participant 	<ol style="list-style-type: none"> 1. TV and DVD (with a screen) – may also require computer to play media files (mediaplayer, quicktime) 2. Easel and flip chart paper – Markers 3. Cones and markers 4. Balls and hoppers (2 per court) 5. Progressive Tennis equipment <ul style="list-style-type: none"> - winners balls - nerf balls - masking tape and lines - mini nets - 1 rope per court 	<ol style="list-style-type: none"> 1. TV and DVD (with a screen) 2. Easel and flip chart paper – Markers 3. Cones 4. Balls 5. Special Equipment for Players Learning <ul style="list-style-type: none"> - Introductory Tennis Balls - 1 rope per court 6. 18m court equipment <ul style="list-style-type: none"> - winners balls - nerf balls - masking tape and lines - mini nets 	

ADMINISTRATIVE DETAILS (CONT'D)

For Coach 2 and Coach 3 courses are operated by Tennis Canada and all administration work is done through Tennis Canada. For further information on Coach 2 and 3, please use the following link:

<http://tor.tenniscanada.ca/tpa.org/activities.htm>