



International Tennis Federation

# **Coaches Education Programme**

**Coach of beginner -  
intermediate players**  
*(former ITF Level 1)*

## **Candidate Workbook**

**Teaching Methodology: Evaluating  
your coaching**

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### Disclaimer

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### How to use this workbook

This workbook has been designed to assist you on your journey to becoming an ITF Coach of beginner and intermediate players. Some activities you will cover during the course on-court sessions are outlined in this workbook. There are also sections where you can reflect on your coaching knowledge and skills and how you think you are going at different stages of the course.

The ITF Coach of beginner and intermediate players' course is made up of four units. The assessment tasks for many of the units have been integrated (that is, several performance criteria from several units are assessed at the same time). This **Off-Court Workbook** focuses on all units of competency.

You will be required to bring this workbook to all on- and off-court sessions and it should serve as a useful resource in completing your course assessment tasks and during your coaching career.

## PERSONAL DATA

Name:

Contact details:

- e-mail:

- phone:

Course venue:

Course dates:

Course tutors:

## COACH OF BEGINNER - INTERMEDIATE PLAYERS COURSE UNIT CONTENTS

Coach of beginner - intermediate players		Contents	
Unit N°	Unit Title	Content title	Content general description
Unit 1	<i>Coaching beginner - intermediate players</i>		
Sub Unit 1.1.	Level of play	Level of play	Show competency at ITN 7-8
Sub Unit 1.2.	Training theory (Sport Science)	Philosophy of coaching Biomechanics Teaching methodology Motor learning Psychology Physiology Growth and development Sports Medicine and First aid Physical conditioning Planning and organisation Tactics	Understand and apply the basic training theory principles to coaching beginner – intermediate players
Sub Unit 1.3.	Training practice (individual & group)	Communication Biomechanics Teaching methodology Motor learning Tactics Psychology	Understand and apply the basic training practice principles to coaching beginner – intermediate players
Sub Unit 1.4.	Equipment and facilities	Balls Racquets Courts Teaching aids	Understand and apply the basic equipment and facilities to coaching beginner – intermediate players
Unit 2	<i>Organising competitions for beginner - intermediate players</i>		
	Organising competitions	Rules of tennis Competition formats Code of conduct ITN Scoring systems	Understand and apply the fundamentals of competitions to organise basic competitions for beginner – intermediate players
Unit 3	<i>Managing and marketing tennis programmes for beginner – intermediate players</i>		
	Managing and marketing tennis programmes	Leadership Management Administration Marketing Planning Ethics and Legal issues	Understand and apply the fundamentals of management and marketing to organise basic programmes for beginner – intermediate players
Unit 4	<i>Educating beginner - intermediate players, parents and coaches</i>		
	Education	Well-being Awareness Personal development Anti-doping Educational programmes	Understand and apply the fundamentals of education to organise basic educational programmes for beginner – intermediate players

<b>ACTIVITY</b>	<b>14</b>
<b>Title</b>	Teaching methodology: Coaching
<b>Unit</b>	1. Coaching beginner and intermediate players
<b>Sub-units</b>	1.1. Training theory – sport science – teaching methodology
<b>Resources</b>	ITF Manual Coaching beginner and intermediate players – Chapter 10 –
<b>Content title</b>	Teaching methodology: Coaching
<b>Competencies</b>	<p><b>Plan and prepare for a basic analysis and evaluation:</b></p> <ul style="list-style-type: none"> <li>• Consider a number of basic analysis and self reflection methods (i.e. charting, questionnaires, interviews, etc.).</li> <li>• Select a suitable analysis and self reflection method when coaching beginner - intermediate players.</li> <li>• Organise basic analysis and self reflection sessions with relevant people, equipment and resources.</li> </ul> <p><b>Conduct the analysis and evaluation:</b></p> <ul style="list-style-type: none"> <li>• Reflect in a basic manner upon coaching performance/ability in a coaching session.</li> <li>• Conduct an overall analysis of the coach's (and assistant coach) and player's performance in a basic manner.</li> <li>• Basically explain the coaching practice, evaluate the coaching behaviour, recognise own level of competence, evaluate the quality and effectiveness of own coaching practice.</li> <li>• Record areas for improvement in a basic manner.</li> <li>• Record aspects of coaching performance particularly effective for future use in a basic manner.</li> <li>• Record aspects of coaching performance to be avoided in the future in a basic manner.</li> <li>• Understand and conduct ITN on-court assessments in a basic manner if needed.</li> <li>• Decide the best way to follow up after the analysis.</li> </ul> <p><b>Modify coaching performance:</b></p> <ul style="list-style-type: none"> <li>• Set short-term goals to improve approximately three aspects of coaching performance in consultation with key people.</li> <li>• Undertake additional training in deficient areas to improve performance.</li> <li>• Conduct a coaching session implementing strategies to improve coaching performance.</li> </ul> <p><b>Review coaching performance:</b></p> <ul style="list-style-type: none"> <li>• Review performance in a basic manner against set short-term goals and in response to feedback from key people.</li> <li>• Employ basic self reflection methods to assist the self evaluation process.</li> <li>• Obtain feedback from other key people regarding further modifications.</li> </ul>
<b>Time allocated</b>	120 minutes
<b>Materials needed</b>	Pen and paper

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1. Plan and prepare for a basic analysis and evaluation of your coaching practice. There are a number of basic analysis and self reflection methods (i.e. charting, questionnaires, interviews, etc.). Indicate the advantages and disadvantages of each of these methods

	Advantages	Disadvantages
Charting		
Questionnaires		
Interviews		
Other		

2. Which method are you going to select to analyse and self reflect on your coaching? Justify the reason for your selection.

a. Method selected:

b. Reasons why:

3. Reflect in a basic manner upon your coaching performance/ability.

a. Explain your roles when coaching:

b. Recognise your own level of competence: How good do you think you are as a coach?

**c. Evaluate the quality of your coaching. Do you provide quality coaching? Why?**

**d. List the methods or systems you use to evaluate the quality of your coaching.**

**e. Evaluate the effectiveness of your coaching. Do your players improve? Why?**

**f. List the methods or systems you use to evaluate the effectiveness of your coaching.**

**4. Record the different areas for improvement in your coaching.**

**a. List the different aspects of your coaching performance that are particularly effective for your future improvement. Justify your choice.**

**b. List the different aspects of your coaching performance that you would like to particularly avoid for your future improvement. Justify your choice.**

**5. Decide the best way to follow up after the analysis of your coaching performance**

**a. You know the things you want to improve and the ones you want to avoid. Indicate how and when you are going to do this.**

Performance indicator	How to improve it	When to improve it

**b. Are there any areas you need to take additional training? Please indicate this in the following chart.**

Performance indicator	Additional training needed	When to take it

**6. Obtaining feedback from other key people regarding further modifications. List some people you will ask for assistance when trying to improve your coaching performance.**

Key people to assist	Area needed	When to do it

7. What is new? Write 3 new ideas you have learned from this workbook and indicate how you will apply them in your coaching.

1.

2.

3.