

**ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE
(LEVEL 1 COURSE)
GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS**



1. GENERAL INFORMATION

This document outlines the general characteristics of the ITF Coaching Beginner & Intermediate Players Course (Level 1 course). Any National Association wishing to organise this Coaches Course should complete the Course Conditions (excel document) and return it to the ITF Development / Coaching Department at least 3 months before the proposed start of the course.

Olympic Solidarity Technical Course Grants

Grants for coaches' courses (OS Technical Course grants) are available from Olympic Solidarity for any sport that forms part of the Olympics. National Associations interested in hosting a course and requiring funding to assist with the organisational costs of the course should contact their National Olympic Committee for further details.

2. GENERAL FORMAT OF THE COURSE

The course is of 12 days duration and is divided into a 3-day Play Tennis course and a 9-day tennis course including one recommended day off. Below is an indication of the programme each day:

Day 1	Course (Play Tennis)	7 hours
Day 2	Course (Play Tennis)	7 hours
Day 3	Course (Play Tennis)	7 hours
Day 4	Course (Level 1)	5 hours
Day 5	Course (Level 1)	8 hours
Day 6	Course (Level 1)	8 hours
Day 7	Recommended Day Off	
Day 8	Course (Level 1)	7 hours
Day 9	Course (Level 1)	7 ½ hours
Day 10	Course (Level 1)	5 hours
Day 11	Course (Level 1)	8 hours
Day 12	Course (Level 1)	7 hours
Total:		76 ½ hours

Play Tennis Course

- **Length:** 3-day course.
- **Goal:** Directed to those interested in working with starter players.
- **Participants:** School teachers, sport leaders, tennis coaches, officials, etc.
- **Number of candidates:** a maximum number of 32 candidates depending on the facilities available.
- **Assessment:** No assessment of candidates.
- **Material given:** STI Teacher's Manual, ITF Play Tennis Manual and ITF Tennis 10s Manual.

Coaching Beginner & Intermediate Players Course (Level 1)

- **Length:** 8-day course plus 1 day off. Participants must also attend the 3-day Play Tennis course making the course 12 days in total.
- **Goal:** Directed to those interested in coaching and promoting tennis at the grass roots levels up to the initial competition stage.
- **Participants:** School teachers, sport leaders, tennis coaches, officials, etc. with a sufficient playing standard. Federations are told in advance that candidates need a

ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE (LEVEL 1 COURSE)

GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS

minimum level of play (ability to rally / demonstrate basic strokes / feed ball to student) and that there will be a demonstration test (please refer to coach profile document).

- **Number of candidates:** Maximum is 24. Some coaches can attend the course as observers but you should contact the ITF for permission in advance of the course.
- **Entry pre-requisites:**
 - Age: participants must be a minimum of 16 years of age at the time of taking this course.
 - Fitness and health level: participants should have a personal health and fitness level that will enable them to physically complete the requirements of the course. Course tutors reserve the right to request proof of health and fitness from a medical practitioner.
 - Qualification: no previous qualification is required to enter the course.

3. FACILITIES AND EQUIPMENT NEEDED

The following facilities and equipment will have to be provided by the National Association for this course:

- **Tennis courts:** 5 - 6 courts (adjacent if possible).
- **On-court equipment:**
 - Basket or ball container: 1 basket per court
 - Balls: 20 x normal tennis balls per basket
 - Other: Nets, net tape, cones/markers, 10 x skipping ropes, 1 x 10m rope, 10 x cones, 10 x hoops, an ITN On-court assessment kit.
- **Lecture Room:** One indoor lecture room as close as possible to the courts with enough chairs and tables for all participants and one main table for the tutors. Adequate lighting, ventilation and other health and safety issues must be met. A bigger room may be needed if there are more participants attending the 3-day Play Tennis course.
- **Lecture Room equipment:**
 - Computer with internet access for use by course participants
 - Laptop or DvD Player
 - LCD projector
 - TV / large screen
 - Black or white board or flip-chart: For use on and off court with markers and eraser.
- **Students:** Starter children and adult players will be needed for days 1, 2 and 3 to act as students for the participants. Furthermore, the National Associations should arrange for approximately 12 - 20 beginner or low intermediate players, aged 8 – 14, to be available during the determined days of the tennis course schedule and for assessment days. This should be agreed with the tutors at the start of the course.

The National Association should also make available for the course all the course materials and equipment sent by the ITF (see below).

4. COURSE MATERIALS / RESOURCES

The National Association / participants can download the following course documents, free of charge, from the ITF Coaching weblet:

<http://www.itftennis.com/coaching/education/coachescourses/english/beginner-intermediate/index.asp>

and

**ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE
(LEVEL 1 COURSE)
GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS**



<http://www.itftennis.com/coaching/education/coachescourses/english/playtenniscourse.asp>

Documents:

1. ITF Play Tennis Course - Participant Profile
2. ITF Play Tennis Course - Participant Evaluation Checklist
3. ITF Play Tennis Course – Competition Formats
4. ITF Tennis 10s Manual
4. Coaching Beginner & Intermediate Tennis Players - General Characteristics of Course
5. Coaching Beginner & Intermediate Tennis Players - Coach Profile
6. Coaching Beginner & Intermediate Tennis Players – Candidate’s Schedule
7. Coaching Beginner & Intermediate Tennis Players - Candidate Pre-course Questionnaire
8. Coaching Beginner & Intermediate Tennis Players - Candidate Post-course Questionnaire
9. Coaching Beginner & Intermediate Tennis Players - Communication checklist
10. Coaching Beginner & Intermediate Tennis Players - Session Planner
11. ITN On-court Assessment booklet
12. ITN Description of Standard
13. ITF Rules of Tennis
14. ITF Coach Education Programme brochure
15. ITF Code of Ethics Certificate

Powerpoints:

1. Coaching Beginner & Intermediate Tennis Players – Introduction to the Course
2. Coaching Beginner & Intermediate Tennis Players – Knowing Yourself as a Coach
3. Coaching Beginner & Intermediate Tennis Players – Sports Medicine
4. Coaching Beginner & Intermediate Tennis Players – First Aid
5. Coaching Beginner & Intermediate Tennis Players – Development
6. Coaching Beginner & Intermediate Tennis Players – Skill Acquisition
7. Coaching Beginner & Intermediate Tennis Players – Psychology
8. Coaching Beginner & Intermediate Tennis Players – Physical Conditioning
9. Coaching Beginner & Intermediate Tennis Players – Competition Format 1
10. Coaching Beginner & Intermediate Tennis Players – Competition Format 2
11. Coaching Beginner & Intermediate Tennis Players – Competition Format 3
12. Coaching Beginner & Intermediate Tennis Players – Rules of Tennis 1
13. Coaching Beginner & Intermediate Tennis Players – Rules of Tennis 2
14. Coaching Beginner & Intermediate Tennis Players – Rules of Tennis 3
15. Coaching Beginner & Intermediate Tennis Players – Disability
16. Coaching Beginner & Intermediate Tennis Players – Creating a Safe Coaching Environment
17. Coaching Beginner & Intermediate Tennis Players – Equity in your Coaching 1
18. Coaching Beginner & Intermediate Tennis Players – Equity in your Coaching 2
19. Coaching Beginner & Intermediate Tennis Players – Protecting Children 1
20. Coaching Beginner & Intermediate Tennis Players – Protecting Children 2
21. Coaching Beginner & Intermediate Tennis Players – Knowing your players

Books and materials sent by the ITF to the National Association in advance of the course:

1. ITF Play Tennis Manual
2. ITF Coaching Beginner and Intermediate Tennis Players Manual
3. ITF School Tennis Initiative: Teacher’s Manual
4. ITF Certificates of Attendance
5. 18 x mini-tennis bats
6. 6 x 21” and/or 23” rackets
7. 15 dozen ITF training balls

**ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE
(LEVEL 1 COURSE)
GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS**

8. 12 dozen Play & Stay Red balls
9. 15 dozen Play & Stay Orange balls
10. 12 dozen Play & Stay Green balls
11. ITF baseball caps
12. ITN On-court Assessment Kit (c/o Tutor if Federation does not have one)
13. Level 1 Course videos (in DivX format) (c/o Tutor):

No	TITLE	LANGUAGE	PRODUCED BY	DURATION
1	RULES OF TENNIS	ENG	ITF	28 minutes
2	NO BRAKES	ENG	ITF	31 minutes
3	BIRTH OF TENNIS	ENG	ITF	15 minutes
4	THE BALL AND THE WALL	ENG	FFT	45 minutes
5	BACKBOARD TENNIS	ENG	USTA	29 minutes
6	COORDINATION IN TENNIS	ENG	DTB	32 minutes
7	UNDER 12 TECHNIQUE	ENG	FFT	34 minutes

5. OPTIONAL PRE-COURSE STUDY REQUIREMENTS

The ITF Coaching Beginner & Intermediate Players Course is competency based. To help support the competency based educational programmes, the ITF has developed a series of workbooks for candidates to complete. These workbooks have been designed to assist the candidate on their journey to becoming a coach of beginner and intermediate players.

The workbooks include a series of activities that will be covered during both the on- and off-court sessions of the course. There are also sections where the candidate can reflect on their coaching knowledge and skills and how they think they are doing at different stages of the course.

It is recommended that candidates bring these workbooks to all on- and off-court sessions and they should serve as a useful resource in completing their course assessment tasks and during their coaching career. The use of the workbooks is optional and it is up to the course organisers to decide to what extent these workbooks should be considered a substantial part of the course.

The workbooks can be downloaded free of charge from the ITF Coaching weblet: <http://www.itftennis.com/coaching/education/coachescourses/english/beginner-intermediate/workbooks.asp>

6. BASIC COMPETENCY STATEMENTS

At the completion of the course the participants should be able to achieve the following basic competencies:

- **Training:** Know and apply planning, organisation and assessment strategies for the training of beginner players. Apply, through drills, the fundamentals of the basic game situations and tactics, including basic technical information, and set up game based practices for different game situations using the slower red, orange and green balls and reduced courts effectively. Understand and conduct ITN on-court assessments.
- **Competition:** Know and be able to organise tournament formats, cooperative / competitive practices adapted to beginner players.

**ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE
(LEVEL 1 COURSE)
GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS**

- **Management:** Know and apply organisation and communication skills (including rotation of players, differentiation, etc.). Know and apply strategies to attract and retain players.
- **Education:** Understand the role of the coach when working with beginner players.

7. ASSESSMENT OF PARTICIPANTS

Types of assessment that will be used by the tutors during the course include:

- **Informal continuous assessments:** These types of assessments will be conducted throughout the course and will be complemented by the ongoing mentoring and support from the course tutors.
 - **Formal summative assessments:** These types of assessments will be conducted at the end of the course and will consist of the following:
 1. Individual lesson coaching skills competency test,
 2. Group lesson coaching skills competency test,
 3. Demonstration skills (level of play) competency test and,
 4. Written knowledge competency test.
 - **Integrated assessment:** In some cases, there will be an integrated assessment by which several units and competences are assessed by the completion of one test.
 - **Multiple assessments:** If required, in all competency tests, participants will be awarded at least two attempts to take the tests.
 - **Self-paced activities:** After the initial and the final competency tests, participants will be given individual, specific and direct feedback together with recommendations of self-paced activities to ensure they are fully prepared to take the competency tests.
 - **Candidate grading system:**
 - 5 = extremely competent
 - 4 = fairly competent
 - 3 = competent
 - 2 = not yet competent
 - 1 = well below the required competencies
 - **Pass:** Candidates who obtain a mark of 3 or higher in all the assessments have shown their competency and consequently, pass the course.
 - **Retake:** Participants who are not yet competent in just one of the competency tests may repeat this test no sooner than 6 months after the course was completed and thus, they do not have to repeat the whole course. Please note that participants who do not retake the test within 3 years of first taking the course will have to retake the whole course again.
 - **Fail:** Participants who are not yet competent in more than one of the competency tests should repeat the whole course.
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- **Results:** The tutors will not give the final results of the course to the participants on site. The tutor should send the results to the ITF Coaching / Development Department office as soon as possible (no later than 1 month after the course). Participants will be informed of their results, via their National Association, no later than 3 months after the end of the course.

All coaches reaching the required standard will qualify as a coach of Beginner & Intermediate Tennis Players, recognised by the relevant Tennis Association.

- **Certificates:** The ITF's role in assisting nations with coach education is to approve the syllabi (course materials and tutor contact hours / teaching load) and to

**ITF COACHING BEGINNER & INTERMEDIATE PLAYERS COURSE
(LEVEL 1 COURSE)
GENERAL CHARACTERISTICS FOR CANDIDATES AND FEDERATIONS**



nominate experts to conduct the course when requested. The certification obtained at the end of the course is a national certification recognised by the relevant national association. It is not an international coaches qualification recognised by the ITF.

It is therefore the responsibility of the National Association to produce a certificate for those candidates who pass coaches courses which are conducted according to the ITF recommended syllabi. In addition to the national certificate provided by the national association, the ITF will provide an ITF Certificate of Attendance.

The overall objective of the ITF is that the National Association, in time, will appoint qualified local tutors to conduct the courses using the ITF recommended syllabi.

8. DISCLAIMER

Acceptance of a candidate's entry and participation in the Course is without responsibility of any kind by the International Tennis Federation (ITF) and any other entity sponsoring the event. Participants should hereby for and on behalf of themselves and their heirs and legal representatives release and forever discharge ITF, its officers and representatives, from any and all claims, demands and injuries, however arising, whether caused by the negligent or intentional acts of the ITF and its representatives or other sponsoring entities, or by third parties, which injuries may be in any way related to their activities during the Course and any period travelling to and from the Course described and all such claims are hereby waived and released, and covenant not to sue, therefore.

Any questions arising from this document or during the course should be directed to the ITF Development Officer or to the ITF Coaching / Development Department Staff

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