

COACH EDUCATION

Tennis Assistants course 2005

Information for candidates

TENNIS ASSISTANTS (TA) COURSE INFORMATION FOR CANDIDATES

This information is intended to provide you, as a potential candidate, with information about the course. The Tennis Assistants was introduced in 2000. In 2002 it became a pre-requisite for the Development Coach Award.

It is a course designed for those who are:

- considering tennis coaching as a career, and who need to take this course, before taking the Development Coach Award

It is important to note that the Tennis Assistants course is NOT an LTA Coaching Award and candidates will not be able to hold an LTA Coach Licence, nor describe themselves as a coach. Attendance on the course would, however, allow County Approved membership of the BTCA.

In 2005 applicants for the Tennis Assistants course will require a current Approved Persons First Aid Certificate and a Criminal Records Bureau Enhanced Disclosure Certificate BEFORE application. **(From January 2005 no portability on the CRB Disclosure is accepted by the LTA)**. When a candidate then proceeds to the DCA, both of the above can be used to apply for these courses.

The aims of the Tennis Assistants course are to:

- give an introduction to the skills needed to help beginners play Mini Tennis and tennis: enthusiasm, personal communication skills, organisation and working with coaches, officials and volunteers in the club environment
- present an overview of the information needed to develop basic co-ordination and movement skills and competitive opportunities for beginners, especially young children
- give information on beginner tennis with the following age groups – pre school, 5 – 7 year olds, 8 –10 year olds and young adults
- ensure that candidates have an awareness of issues of health and safety, child protection and equity in tennis

The structure of the course

- The course is 12 hours duration, usually over 2 consecutive days of 6 hours, but there are other possible arrangements.

- Session 1 will cover basic co-ordination and movement skills, tutored through an understanding of the importance of enthusiasm, communication and organisation skills and the development of safe practice.
- Session 2 will develop the knowledge and skills necessary to introduce generic and tennis related skills to pre school and young children.
- Session 3 will cover all aspects of Mini Tennis for children and Tennis for older beginners.
- Session 4 will introduce a variety of competitive and tournament formats for beginners which are suitable in the club environment.
- Within these time scales the issues of safety, child protection and equity will be introduced.

The course will be tutored by:

- an LTA qualified and Licensed coach who has been trained as an LTA Tennis Assistants course tutor

The cost of the course

- In 2005 will be £110 (inclusive of all resources, but not food or travel), payable on application. A place on a course cannot be allocated before the course fee has been received.
- If a candidate proceeds from a 2004 OR 2005 TA course to the DCA, then £60 will be taken off the DCA course fee.

Course Assessment

- There will be a brief assessment of candidate skills and abilities as seen on the course, by the course tutor. The outcome of the assessment will be entered on the Course Attendance Certificate and is intended as a guide only.
- The tutor will also give an indication of suitability for the DCA.
- Candidates must attend the whole course to receive the Course Attendance Certificate

Course application. Candidates must:

- be at least 17 years of age on the first day of the course
- complete and sign an application form in full and return it, together with the full fee, First Aid and CRB certificate and a completed/signed Self Declaration form, to the TA Administrator, LTA Coach Education at least 3 weeks before the start of the course

Criminal Records Bureau Enhanced Disclosure Certificate

- This is a requirement to obtain a place on a course *and a place cannot be taken up without the Disclosure*. The process of obtaining one could take up to 8 weeks. To do so the candidate will need to contact IN WRITING, the CRB Administrator, LTA, Palliser Road, West Kensington, London W14 9EG, asking to be sent an application form and **SENDING A SELF ADDRESSED ENVELOPE**. (This form cannot be obtained from the LTA website since it is a CRB form specifically coded). On completion, the form will then need to be sent back to the

CRB Administrator with identification and the cheque to CRB for £34. It is then forwarded to CRB. A copy of the Disclosure Certificate is then sent both to the candidate and to the LTA.

- From January 2005 no portability on the CRB Disclosure is accepted by the LTA

Appointed Persons First Aid Course

- Proof of attendance on this course needs to accompany the course application.
- The proof needs to be current (it lasts 3 years).
- Details of courses can be obtained from the LTA Coach Development Course Administrator, St Johns Ambulance, British Red Cross (St Andrews in Scotland).

Withdrawal from the course

- If a candidate withdraws from the course less than 2 weeks before the start date, then the full course fee will be forfeited.
- Withdrawal during a course will result in the loss of the full course fee.

Following acceptance of an application

- Details of the course venue + map, and times etc. will be sent by LTA Coach Education.
- Course resources will be given by the tutor on the first day of the course.
- The signed application form will be retained by the LTA.

LTA Coach Education
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