



COACH ASSISTANT AWARD

A GUIDE FOR COACHES

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Course OVERVIEW

Thank you for your interest in the BTCA Coach Assistant Award, a valuable programme designed to upskill your assistants and enhance their ability to support your coaching sessions. This initiative not only helps them contribute more effectively to your programme but also builds their confidence and skill set, preparing them for a potential future career in tennis coaching. It also gives you 12 hours of volunteer coach assistant support in your group sessions.

As part of the course, you will mentor your assistant over 12 hours of volunteering within your group sessions, guiding them through the BTCA Coach Assistant Qualification. During certain parts of the session, you will divide your group, allowing your assistant to take responsibility for a portion of the players while you oversee the remainder. Under your guidance, they will demonstrate key coach assistant skills from the course modules, enabling you to assess their progress and provide feedback outside of the session—all while maintaining focus on your own subgroup.

In smaller groups, there may also be opportunities for your assistant to lead drills and activities, allowing you to step back and observe both player development and your assistant's progress in applying their newly acquired skills.



Key Elements

Student Training Card 01

Planning 02

Modules (Overview) 03

Module - Organisation Skills 3.1

Module - Communication Skills 3.2

Module - Comprehension Skills 3.3

Module - Delivery Skills 3.4

Module - Marketing & Promotion Skills 3.5

Module - Administration Skills 3.6

Module - Planning Skills 3.7

Module - Health & Safety Skills 3.8

The course requires the sign off of 12 volunteer hours and skills demonstrated in 8 modules. This will give the student 20 points on their digital training card and automate a certificate in your BTCA admin panel that you can pass onto your student.

01

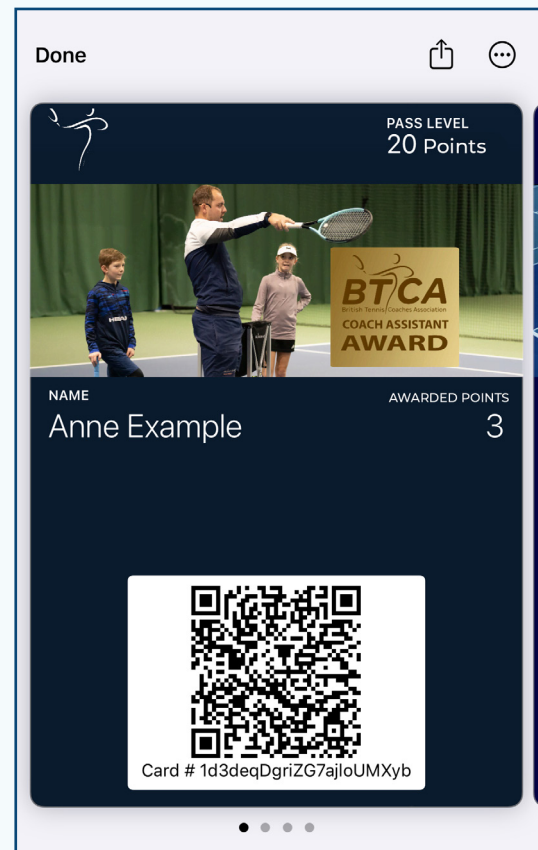
STUDENT TRAINING CARD

The Student Training Card is a key component of the course, provided in digital format and downloaded to the wallet app on your student's phone.

Your student will have a digital 'Student Training Card' stored in the wallet app on their phone. This card outlines the 8 learning modules that must be completed within 12 volunteer hours.

As their mentor, you will sign off completed modules and volunteer hours by scanning their card during sessions, awarding 1 point per completed module or volunteer hour.

Since the course requires 12 volunteer hours and 8 modules, the student must accumulate 20 points to complete the programme. Once they reach 20 points, a digital certificate will be automatically generated in your BTCA Admin Panel, which you can either send to them digitally or print for presentation at an event of your choice.



COACH / MENTOR ROLE WITH THE CARDS

1

Organise the 12 volunteer hours with your student. It can perhaps be a full term junior coaching course that they can assist on.

2

Before each session, inform your student which module they should focus on for the next session. Plan one or two exercises that can be smoothly integrated into the session, allowing them to practise and demonstrate the skills related to that module.

3

After each volunteer session, scan the student's card on their phone to award a volunteering point. If they have successfully demonstrated the skills of a module, you can scan a second time to grant an additional point.

Note: With 8 modules spread over 12 volunteer sessions, some modules may span more than one week, allowing flexibility in their progression. Additionally, some modules involve off-court activities, which should also be accounted for when signing off points.

02

Planning

It's important to review the general guidelines and key learning points from the modules outlined below. Before each volunteer group session, select a module for your student to focus on and ask them to read the training notes on the back of their Student Training Card.

During their next session, they will be expected to apply the skills from the module under your direction and guidance.

For example, you may start with the 'Comprehension Skills' module, which focuses on understanding instructions. The assistant should actively listen to the coach's explanation of the drill, ensuring they grasp the key details so they can run the exercise smoothly without needing additional clarification. This minimises the need for repeated conversations about how the drill should be structured, as the necessary instructions would have already been given to the group.



- Be sure to tell student the next Module in advance of their next session
- Remind them to read the course notes on the next module ready for their next volunteer session
- Seamlessly set some tasks in your next session for them to test their understanding and skills of the module.
- Provide feedback after the session on their skills related to the module.
- Be sure to scan their Student Training Card in order to allocate them one point for their volunteering in that session. You can also scan the card a second time if you feel they have achieved competency in the skills of the module. If you forget to scan their card, or they do not have their phone, you can allocate a points in the admin panel of your BTCA dashboard.
- After completing 12 volunteering sessions, your student should have earned 12 points on their card. Once all eight modules are successfully completed, their total will reach 20 points, automatically generating their certificate. You can find the certificate in the 'Files' section of your BTCA Dashboard.

03

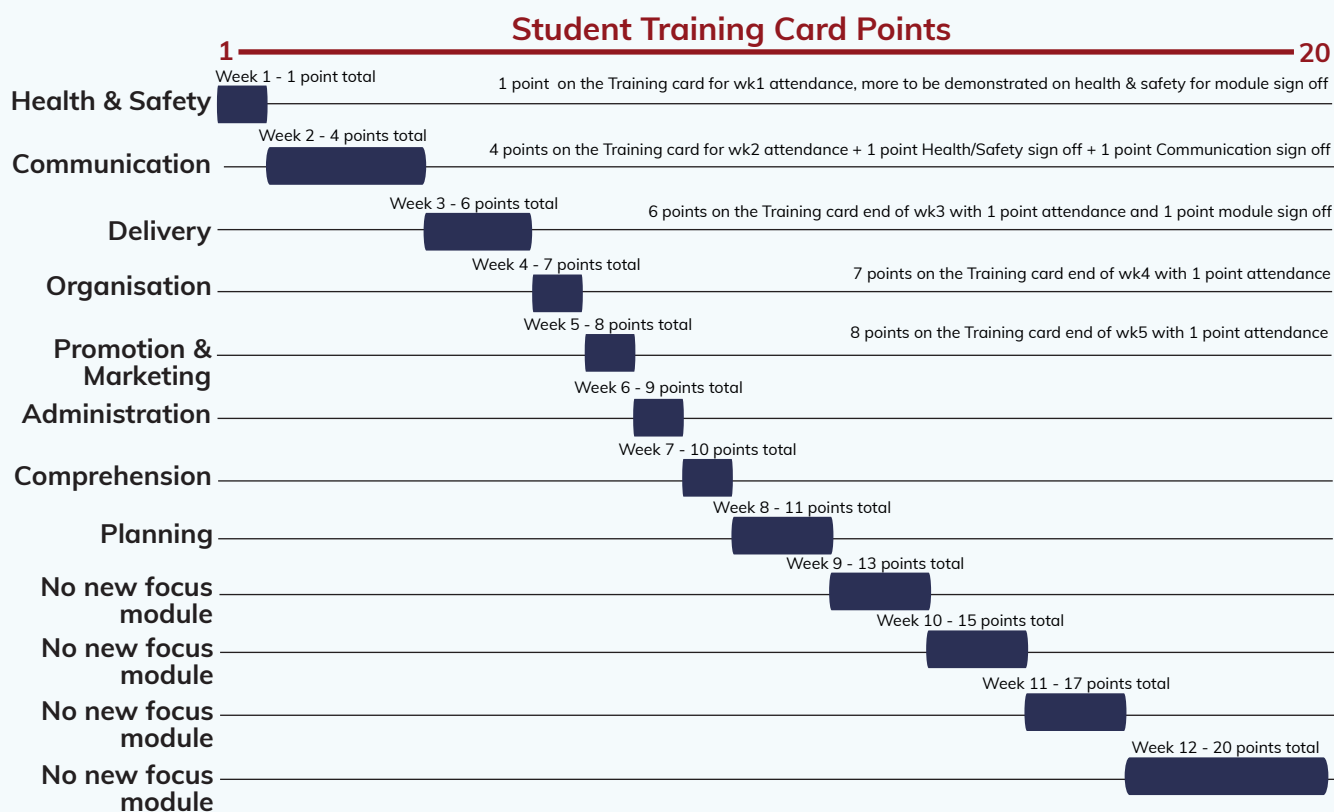
MODULES

The modules are designed to follow the suggested order below, but you are welcome to adjust the sequence to best suit your student's learning progress. Below is a recommended implementation plan, followed by an overview of each module on the next page.

Session 1 Health & Safety	Session 2 Communication	Session 3 Delivery	Session 4 Organisation
OFF Court Hour Task: Promotion & Marketing		OFF Court Hour Task: Administration	
Session 5 Comprehension	Session 6 Planning	Sessions 7-12 Remainder of 12 hours volunteering to cover off skills not passed within the same week as module allocated	

Note: As the coach/mentor, you can decide whether the off-court work in the Marketing/Promotion and Administration modules can substitute for additional on-court volunteer hours.

An example of how the course timeline might transpire (in terms of how the points are allocated per week can be seen below):



Be available to provide feedback and support as your assistant develops their understanding and demonstrates the key elements of each module. Your guidance will serve as a valuable toolkit, helping them refine their skills, build confidence, and master the essential aspects of each module.

01

Health & Safety

Health and safety is the most important aspect of assisting in tennis sessions. This module focuses on risk assessment before the session, including checking for weather conditions, obstacles, or hazards near the playing area. It also covers maintaining a safe environment throughout the session, such as ensuring cones are properly placed, queues remain a safe distance from the playing area, and players avoid swinging racquets or hitting balls when not actively participating. Assistants must also be aware of changing conditions, such as shifts in weather or other external factors that may impact safety after the initial risk assessment has been completed.

03

Delivery

One of the most important skills for a Coach Assistant is the ability to feed the ball effectively. This includes techniques such as drop feeding, throw feeding, basket feeding, and rally feeding. Selecting the appropriate feeding method for each drill is essential to ensure players get the right level of challenge and support. Assistants should also be aware of their own limitations and adjust feeding techniques accordingly to meet the exercise requirements. Positioning the feed correctly is crucial and combines both organisation and comprehension skills. Some drills focus purely on technique, requiring the feed to be placed precisely so that players do not need to move and can focus entirely on their stroke. Other drills combine technique and movement, meaning feeds should encourage slight movement while maintaining accuracy. In exercises designed for footwork and agility, feeds should be placed to promote significant movement, helping players develop their mobility and positioning on the court.

05

Promotion & Marketing

This module requires the coach to assign an exercise where the assistant takes on a small marketing responsibility. Coach mentorship is crucial in guiding the assistant through a task that allows them to take ownership of a marketing opportunity. This could involve creating a social media post or series of posts to promote sessions, or designing a poster for an upcoming course.

07

Comprehension

This module focuses on the assistant's ability to understand and process instructions given either directly to them or as part of the wider group. Strong comprehension skills help minimise misunderstandings between the coach and assistant, ensuring drills run smoothly without unnecessary repetition. Assistants should actively listen and absorb key details but also feel confident in asking for clarification if anything is unclear.

02

Communication

Effective communication is essential for relaying instructions clearly and ensuring sessions run smoothly. This includes everything from simple directions, such as where players should stand, to offering praise, encouragement, or corrective guidance when needed. Communication can be both verbal and visual—gestures and pointing are sometimes more effective than words, while verbal instructions remain crucial for delivering detailed explanations. A key aspect of communication is voice projection; speaking at an appropriate volume and with enthusiasm can enhance the session atmosphere, while unclear or poorly projected communication can lead to confusion and disengagement.

04

Organisation

This module focuses on developing the ability to organise sub-groups efficiently, ensuring players maximise their hitting time and benefit fully from each session. Effective organisation includes grouping players appropriately based on ability or session objectives, managing session structure to minimise waiting times and ensure smooth transitions, and adapting drills to accommodate different skill levels while keeping all players engaged. Time management is also crucial, allowing assistants to effectively allocate drills and progressions within the available session time. Strong organisation skills contribute to a well-structured, efficient, and enjoyable coaching environment.

06

Administration

The coach should assign an off-court administration exercise to the assistant, focusing on essential tasks that support the smooth running of coaching sessions. This could involve record-keeping, attendance tracking, scheduling, or other administrative duties that contribute to the organisation and efficiency of the programme.

08

Planning

This module helps assistants understand session structure and the difference between proactive and reactive planning. Proactive planning involves designing sessions in advance, while reactive planning allows coaches to adapt drills based on player responses. Experienced coaches often use a combination of both. For this course, the coach will assign a simple planning task, such as designing a drill based on a theme. The coach and mentor will then review and decide whether to implement it or have the assistant lead it in the session.



GET IN TOUCH



Office Mobile:
07542 321404



membership@btca.org.uk
www.btca.org.uk

steadfast
STEADFAST ROOFING LIMITED