



COACH ASSISTANT AWARD

Health & Safety Skills Module

Award sponsored and subsidised by :



Administration Skills Module

Welcome to the Health & Safety Skills Module

As a Coach Assistant, your role isn't just about supporting on-court activities—you may also help with off-court administration tasks that keep the coaching programme running smoothly. Administrative skills are essential for organising sessions, managing player records, and ensuring communication between coaches, players, and parents. This module will teach you how to assist with basic administration tasks, including attendance tracking, session planning support, and handling coaching-related communications. These skills will help you become a more well-rounded assistant and give you experience in organisational tasks useful in many areas beyond coaching. By developing administration skills, you will be able to support your coach more effectively and contribute to the overall success of the coaching programme.

What you will learn

By the end of this module, you should be able to:

- * Assist in tracking attendance and managing player records.
- * Support the coach with session planning and scheduling.
- * Help with basic communication between coaches, players, and parents.
- * Organise equipment and resources for coaching sessions.
- * Follow basic administrative processes to keep sessions running efficiently.



Before the session

Before assisting in a session, make sure you:

- * Read this Administration Skills module from your Student Training Card.
- * Check if the coach needs help with attendance or player sign-ins.
- * Ensure any necessary equipment or documents are ready.
- * Ask the coach if there are any specific administrative tasks to assist with.

Key Skills

Tracking Attendance & Player Records

- Mark attendance for each session to help monitor player commitment.
 - Update player records if required (e.g., tracking progress, noting absences).
 - Ensure sign-in/sign-out processes are completed correctly.
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Supporting Session Planning & Scheduling

- Assist in organising session plans or reviewing planned drills.
 - Help with timekeeping to ensure sessions run to schedule.
 - Be aware of session structures and the expected number of players.
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Managing Communication with Players & Parents

- Help relay key information about session timings or upcoming events.
 - Answer basic questions from players and parents about sessions.
 - Direct more detailed questions to the coach when needed.
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Organising Equipment & Resources

- Ensure all necessary balls, cones, and training aids are ready before the session.
 - Assist in packing away equipment efficiently after sessions.
 - Help maintain a tidy and organised coaching environment.
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Following Administrative Processes

- Follow coaching programme guidelines for keeping records.
 - Ensure any required forms or documentation are completed.
 - Keep any player information confidential and follow coach instructions.
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Practical Task: Your Role in Administration

During the next session, you will:

- 1) Help with attendance tracking or sign-ins.
- 2) Assist in preparing session materials before players arrive.
- 3) Ensure players and parents receive key information.
- 4) Keep track of session timing and transitions.
- 5) Help pack away and organise equipment after the session.

After the Session: Reflect and Improve

At the end of the session, take time to:

- 1) Discuss with the coach how administration tasks were handled.
- 2) Reflect on whether you were able to keep records and assist efficiently.
- 3) Identify one area of administration you can improve for the next session.
- 4) Get feedback from the coach and make sure they log your progress in the Student Training Card.

How You Pass This Module

- You assist in at least one administrative task during a session.
- You track attendance or player-related records accurately.
- You communicate important session details effectively.
- You help ensure session timing and organisation run smoothly.
- The coach signs off your Administration Skills module in your Student Training Card.

Final Thoughts

Good administration is the foundation of a well-organised coaching programme. By assisting with off-court tasks, you help ensure that sessions run smoothly, communication is clear, and players get the best possible experience.

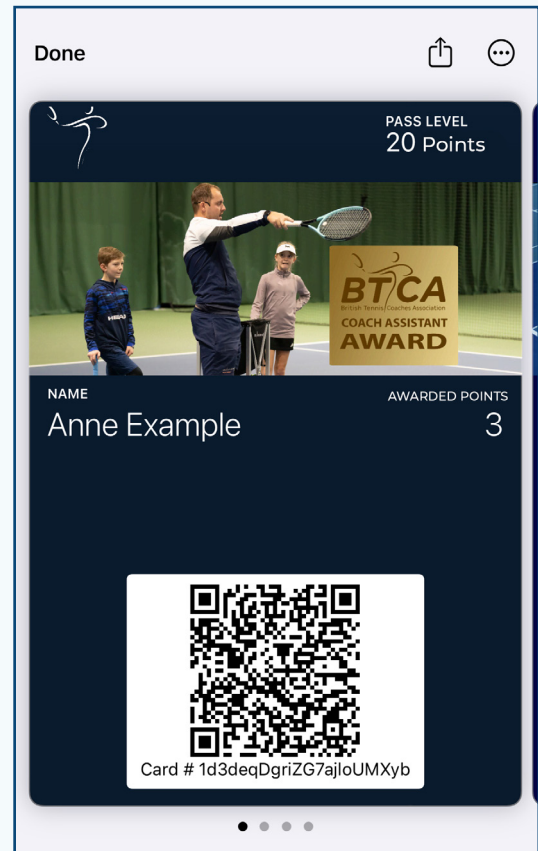
By developing these skills, you will become a more capable and professional Coach Assistant, gaining valuable organisational experience that will be useful in many areas beyond coaching. You're one step closer to becoming an excellent Coach Assistant!

STUDENT TRAINING CARD

Your Student Training Card is a key component of the course, please ensure it is downloaded to the Wallet app of your phone (your coach can assist you if you're unsure how to do this).

Be sure to have your phone and your digital card available to be scanned at the end of each session. If you forget your phone, or your digital card is unavailable in the Wallet app of your phone, the coach can still sign off your volunteer hour attendance and any completed modules via their BTCA Dashboard, but it is an additional administration process for them, so having your digital Student Training Card available at the end of each session is important.

You will receive at least one point for each volunteer hour you undertake and a point for each module passed. When you have reached 20 points, you will have passed the course and your coach/mentor will pass on your certificate to you.



A Summary Reminder

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Have your phone and digital Student Training Card available to be scanned at the end of each session (there'll be at least one point you gain from the volunteer hour). Don't be disheartened if the module isn't signed off at the end of the session as some modules are assessed over a number of weeks.

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Be sure to ask your coach for any feedback related to the session and ask what the module focus is for the following week.




BTCA
British Tennis Coaches Association
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