



BTCA

COACH ASSISTANT AWARD

Organisational Skills Module

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Organisational Skills Module

Welcome to the Organisational Skills Module

As a Coach Assistant, your role is to help ensure that group sessions run smoothly and efficiently, allowing players to get the most from their time on court. Being well-organised means that players stay engaged, waiting times are minimised, and drills run as effectively as possible. This module will teach you how to assist the coach by organising sub-groups, setting up drills, and managing time effectively.

By developing strong organisation skills, you will become more confident in supporting the coach, making sessions run more smoothly while helping players progress.

What you will learn

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

- * Assist in grouping players appropriately based on ability and session goals.
- * Help manage sub-group rotations to ensure all players stay involved.
- * Set up and support drills that minimise waiting time and keep players active.
- * Assist in making adaptations for players of different skill levels.
- * Develop time management skills to keep sessions on track.
- * Set up equipment quickly and efficiently to avoid unnecessary delays.

Before the session

Before assisting in a session, make sure you:

- * Read this Organisation Skills module in your Student Training Card.
- * Observe how the coach organises groups and manages transitions between drills.
- * Ask the coach what their plan is for the session so you know what to expect.
- * Understand your responsibilities and be ready to support the coach.



Key Skills

Helping to Group Players Effectively

- **Ability Grouping:** Players should be grouped so that drills are challenging but fair for everyone.
 - **Balancing Sub-Groups:** Assist in making sure groups are not too large or too small.
 - **Making Adjustments:** Be aware of how players are performing and help rebalance groups if needed.
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Supporting Sub-Groups and Rotations

- **Rotating Players:** Help ensure players move between different roles or stations fairly.
 - **Keeping Things Moving:** Encourage players to be ready for the next activity to avoid delays.
 - **Active Engagement:** If players need to wait, suggest shadow swings or watching others to stay engaged.
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Minimising Waiting Time

- **Quick Setup:** Have equipment (cones, balls) ready before the drill starts.
 - **Clear Instructions:** Help ensure players understand what they need to do before starting.
 - **Avoid Long Queues:** Support the coach by setting up extra feeding stations or smaller groups.
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Adapting Drills for Different Levels

- **Modify the Exercise:** Help make small adjustments so all players can participate effectively.
 - **Progress the Challenge:** Assist in making the drill more advanced as players improve.
 - **Encourage Peer Learning:** Support newer players by pairing them with more experienced ones when appropriate.
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Time Management

- **Stick to the Plan:** Keep an eye on the time and help the coach manage session flow.
 - **Use a Timer or Signals:** Be aware of when it's time to move to the next drill.
 - **Help with Smooth Transitions:** Encourage players to switch quickly between activities when needed.
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Practical Task: Your Role in Organisation

During the next session, you will:

- 1) Help set up a small drill or sub-group as directed by the coach.
- 2) Assist in organising players into effective groups.
- 3) Watch for long waiting times and suggest ways to keep players active.
- 4) Help rotate players fairly through different roles.
- 5) Ensure everyone knows where to stand and what to focus on before a drill begins.

After the Session: Reflect and Improve

At the end of the session, take time to:

- 1) Talk to the coach about what went well and what could be improved.
- 2) Reflect on how well you helped with grouping, transitions, and timekeeping.
- 3) Think about one thing 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 organising a sub-group drill during the session.
- The session runs smoothly with minimal waiting times.
- You contribute to keeping players engaged and involved.
- You receive positive feedback from the coach.
- The coach signs off your Organisation Skills module in your Student Training Card.

Final Thoughts

Being well-organised is one of the most important skills for a Coach Assistant. When you assist in structuring a session effectively, players benefit from more practice time, the coach can focus on instruction, and everything runs more smoothly.

By mastering these skills, you will become a more confident and capable assistant, making a valuable contribution to every session. Keep practising, stay aware of session flow, and always look for ways to improve!

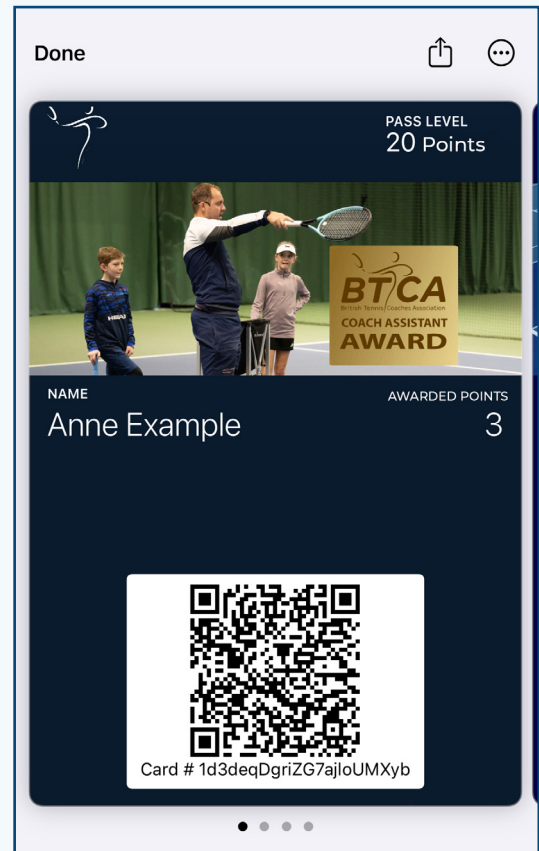
You're one step closer to becoming an excellent Coach Assistant!

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.




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