

General Guidelines for

HKTA Coach Certification Scheme Mini-Tennis Instructor Course (Endorsed by ITF)

I. Name of the instructors & examiner:

Part I: Mr. Ricky Chan

Part II: Mr. Jacques Hervet (Examiner) / Mr. Ricky Chan

II. Information on Mr. Jacques Hervet:

Mr. Jacques Hervet, a former French professional tennis player, now a sports specialist, with an emphasis on tennis, coaches top-management teams, in business and in the sports environment.

Mr. Hervet was one of the most highly regarded touring professional team coaches of the International Tennis Federation. He has traveled for more than 20 years all over the world to develop athlete's competencies and help them to reach their potential as champions. For 14 years he directed operational functions for the International Tennis Federation, as manager-coach for the development team, then later as a private coach for some of them. Nowadays, Jacques is conducting coaching in many countries, transmitting his extensive experience in the field of sports coaching and corporate coaching to individuals and groups. Mr. Hervet has been working with the HKTA on the Associations Coach Certification Scheme and other coach education programmes since 2003.

III. Course Components

The primary teaching language will be English, with Cantonese as a supplementary language. Some components of the course may be conducted in English. The majority of the course materials will be in English.

The Mini-Tennis Instructor Course consists of the following two parts:

- a. Theory – specific to tennis
- b. Practical aspects – specific to tennis

The current training course focuses on parts (a) and (b) whereas, to obtain a **Mini-Tennis Instructor Certificate**, candidates should complete the following part (c) in due course upon successful completion and passing of parts (a) and (b).

- c. Practical coaching experience – 9 hours

IV. Syllabus of Mini Tennis

- 1 Mini-Tennis
 - Introduction of Mini-Tennis and Tennis
 - Basic Teaching Methodology
- 2 The Role of the Coach
 - Introduction to the Role of the Coach
- 3 Warm-up
 - for mini-tennis player, beginner
- 4 Feeding
 - Introduction of feeding : Drop feed, underarm feed, racquet feed, rally feed

- 5 Demonstration
 - Importance of Demonstration
 - Key Point of Demonstration
 - Demonstration of Basic Strokes
- 6 Drills/Practices (Group)
 - mini-tennis player, beginner
 - learning process of beginners
- 7
 - perception skills, projection skills and movement
 - Introduction
- 8 Group Coaching
 - Lesson Structure
 - Key Points in Group Coaching
 - Communication
 - Optimum challenge

V. Course Materials

Coaches Manuals will be provided to all candidates at the beginning of the course.

VI. Qualification to be obtained

- 2 A **Certificate of Attendance** will be given to all participants who have maintained **full** attendance at the end of the Course.
- 2 As soon as candidates have acquired passes in the Practical coaching experience, a **Mini-Tennis Instructor Certificate**, issued by the HKTA in conjunction with the ITF, will be given to the candidates, and the candidates will be eligible to apply for an **HKTA Mini-Tennis Instructor License (MTL)**.

VII. Attendance requirement

- 2 Participants with **full** attendance will be issued the **Certificate of Attendance**.
- 2 Participants absent from the course more than 2 hours will be regarded as not having completed the course. Participants who wish to take leave from the course must submit requests in writing and inform the course instructor and HKTA office before hand.
- 2 Participants who wish to take leave from the course due to medical reasons should inform the course instructor and HKTA office as soon as possible and submit written requests for the leave along with the medical certificates; in such case, HKTA will decide if the candidate will need to retake the whole or part of the course. The HKTA has the discretion to schedule the retake in one of the future course.

VIII. Examination

An examination will be conducted in the following manner:

Component	Examination Format	Venue
Practical Test	On-court 1. Feeding Test 2. Group Lesson Coaching Test 3. Playing Test 4. Demonstration Test	On-court

IX. Criteria for retake and apply procedure

Participants who did not complete their previous training courses due to insufficient training hours and have informed the course instructor and HKTA of the reasons for their absence,

may request to retake the course; the requests must be in writing and be submitted to the HKTA's Coach Development Committee and Education Qualification Committee for approval; eligible candidates for retake will be informed individually by HKTA office. A course fee in pro rata may be required.

X. Appeal procedure

Result letters will be sent to participants who have completed the training course. Any disagreement with the results must be appealed to HKTA within 60 days of the date of the result letter.

XI. Notes

- ² HKTA coaches have the right to reject participants from attending the training if he/she fails to pay the required fee.
- ² No refunds and transfers of enrolment fee will be arranged if no sound explanation is provided by participants once the enrolment is accepted.
- ² When the course is run on tennis courts, participants should be dressed in appropriate sportswear and bring along their own tennis rackets.

XII. Inclement weather arrangement

- ² Courses will be cancelled once the typhoon signal No. 8 or above is hoisted, or after a Black Rainstorm Warning signal is announced.
- ² Make up class will be arranged depending on the availability of tennis courts and lecture rooms. The Hong Kong Tennis Association reserves the right of final decision on venues, dates and times for the make-up classes.