

## **Director of Tennis**

This person has taken part in the requisite training and is qualified to work as a Director of Tennis under the programme developed by Tennis Ireland.

### **DIRECTOR OF TENNIS COURSE (a full E-Learning Programme)**

The Director of Tennis Course is aimed at Club Officials, Provincial Branch Councillors, Coaches and potential Directors of Tennis or Tennis Managers. The Programme is designed to provide the participant with all the knowledge required in order to set up and develop successful on court tennis programmes in a club. If you plan to be in a leadership role voluntary or professional at a tennis club at some stage in the future, the course will provide you with excellent guidance and help you develop the necessary skills to manage and lead the implementation of a complete club development programme. Or, if you are an experienced volunteer seeking new ideas we guarantee there are lots of good ideas in the course to put into immediate practice. Coaches will also benefit greatly from taking the course especially if they are in charge of the on court programmes at a club and of course if clubs are in a position to appoint a Director of Tennis we strongly recommend that the potential candidate take the course. Coaches who do successfully take the course will receive points towards the CPD Programme. One of the main attractions of the initiative is the fact that the course is a full on line programme meaning that participants can work totally at their own pace.

### **The Role of the Director of Tennis**

- Direct the overall programme in relation to both the playing and coaching schedule.
- Design, plan, schedule and supervise the coaching and playing programme for junior and senior club members, at both recreational and performance levels.
- Work closely with both coaches and relevant committees to ensure that all playing and coaching programmes are delivered effectively.
- Monitor activity at the club, in order to plan for further development of the programmes.

### **The Course**

#### **Eleven Modules**

1. The Role of the Coach
2. Approaching a Club
3. Components of a Club Development Programme
4. Working with parents

5. Communication Skills
6. Risk Assessment
7. Protecting Our Children
8. Running A Business
9. Working with Committees
10. Staff Management
11. Important Forms and Documents

The course content is open to all of the Tennis Public free of charge. If, however, a person wants to achieve a qualification as a Director of Tennis they need to pay the appropriate fee and follow the procedure outlined below.

### **ACHIEVING THE TENNIS IRELAND DIRECTOR OF TENNIS QUALIFICATION**

- Study each module.

- Complete tasks that will be assigned to you following certain modules (this will entail completing an online quiz based on the eleven modules, writing a paper and submitting video footage).

Should any of your tasks not be completed to the required standard, you will have an opportunity to repeat the task as often as is necessary for you to reach the required level.

To apply for the course, please go onto the Tennis Ireland site at

[http://www.tennisireland.ie/coaches/coaching\\_courses/director\\_of\\_tennis](http://www.tennisireland.ie/coaches/coaching_courses/director_of_tennis)

**Course Cost - €125**

### **ASSESSMENT/EXAMINATION PROCESS**

In order to qualify as a Director of Tennis with Tennis Ireland, you need to satisfactorily complete three tasks:

1. Complete the online written quiz related to the Director of Tennis PowerPoint's, and achieve a score of 90% or higher.

All questions are either `multiple choice`, or `true or false`.

The passing score is 90%.

There is no time limit to finalise the quiz.

After you have completed the quiz, the answers will automatically be sent to you and to Tennis Ireland.

If you have scored 90% or above, you need take no further action as regards the quiz.

If you have scored less than 90%, you are asked to study the PowerPoint slides again, then retake the quiz.

You can continue this process until you do score 90% or above.

2. Complete a written paper on a subject you will select from a list provided.

The subject will relate to tasks you could be asked to undertake if you were working as a Director of Tennis, or preparing to do so.

This paper should be produced either as a Microsoft Word document or as a PDF. Upon completion it should be emailed to the course assessor Peter Farrell at [peter.farrell@tennisireland.ie](mailto:peter.farrell@tennisireland.ie).

The paper will be assessed and placed in one of the following categories:

- (a) Satisfactory – no further action required by the candidate.
- (b) Incomplete – further work needs to be done on the paper in order to bring it up to the satisfactory level – the assessor will outline what and why.
- (c) Not satisfactory – the paper needs to be completely rewritten – the assessor will explain why.

3. Make an 8-10 minute video of yourself presenting on a subject you will select from a list provided.

The purpose of this exercise is to facilitate an assessment of your presentation skills. You should use whatever audio visual aids (PowerPoint, flipcharts etc) you feel are appropriate for the task. The video will be assessed and placed in one of the following categories:

- (a) Satisfactory – no further action required by the candidate.
- (b) Not satisfactory - the video needs to be redone - the assessor will specify why.

**NOTE:**

Some of the written paper subjects and the video subjects are closely related to each other. You may choose to select topics that mirror each other in such a way that you can adapt your written paper material for presentation on the video. Or you may choose two different areas that are not closely related, one for your written paper and one for your video.