

Appendix 2:

INSTRUCTOR COURSE EVALUATION (For Course Participants)

Version 6.1

Updated: September 2006

Instructor Certification Evaluation Process

COMPONENTS BEING EVALUATED:

There are 5 separate evaluations in 3 general categories that participants must complete to achieve Instructor Certification:

- Practical Evaluation
 - Demonstration
 - Leadership
 - Teaching
- Knowledge Evaluation
 - Workbook 1
 - Workbook 2
- NCCP Make Ethical Decisions Evaluation
 - Web-based online evaluation

CATEGORY ONE: Practical Evaluation

This evaluation includes 3 parts: the Demonstration Evaluation, the Leadership Evaluation and the Teaching Evaluation. Depending on the region in which this course is delivered, this evaluation may be in-course or will take place 1-4 weeks following the end of the course.

A) Demonstration Evaluation

This evaluation has 2 parts:

- ½ court evaluation: Participants must demonstrate effectiveness (consistency) and the appropriate conformity in a ½ court groundstroke rally so they can present a satisfactory visual model to students. In other words, participants must possess the ability to send a slow, arching, flat ball that will arrive on the decline to partner (a ball which would be appropriate to a 2.0 player).
 - Implementation:
 - Balls used: 90 mm Nerf balls
 - Participants will team up and work cooperatively to complete the evaluation.
- ¾ court evaluation: Participants must demonstrate effectiveness (consistency) and the appropriate conformity in ¾ court tennis rally so they can present a satisfactory visual model to students. The evaluation includes groundstrokes, volleys, serves and returns.
 - Implementation:
 - Balls used: Introductory decompressed tennis balls
 - Participants will team up and work cooperatively to complete the evaluation.

B) Leadership Evaluation

This evaluation has 2 parts:

- The first part is “professionalism”. Participants are evaluated on this competency throughout the entire course. On the evaluation day, the Course Facilitator gives an accumulated evaluation for this competency.
- In the second part, participants must demonstrate competency in leadership and communication.
 - Implementation:
 - Using a group of 6-8 students, participants sell, set-up and run a game (while incorporating a skill) which is taken from the Tennis Canada Skill Development Manual.

C) Teaching Evaluation

This evaluation has 2 parts:

- The first part is the evaluation of student performance in a "live" teaching scenario. Participants must demonstrate competency in their ability to problem solve using the ball controls and PAS.
 - Implementation:

- Participants will either watch the video of a group lesson OR will watch the Course Facilitator teach a group of real students a 15 minute group lesson and will record their observations directly on their personal "Summary of Results" form and return to the Course Facilitator.
- In the second part of this evaluation, participants must demonstrate competency in teaching a portion of the Tennis Canada Junior Introductory Lessons. Ultimately they need to demonstrate that they can unfold the portion of the lesson in a systematic manner while ensuring enjoyment and improvement.
 - Implementation:
 - Using a group of 3-6 and a topic from the Junior Lesson manual, participants must present a topic, emphasize a skill or teaching point, set-up a drill, run the drill and provide feedback to improve both the drill and the skill.

CATEGORY TWO: Knowledge Evaluation

This evaluation includes 2 parts: Workbook 1 and Workbook 2. This evaluation will take place during the course.

D) Knowledge Evaluation

Successful completion of 2 workbooks:

- Workbook 1 is a “take-home” workbook that is due at the beginning of the second weekend. Inside this workbook is an Emergency Action plan which must be completed.
- Workbook 2 is an “in-course” workbook that contains learning and reflection exercises along with key points that assist in on-court note-taking.

CATEGORY THREE: NCCP Make Ethical Decisions Online Evaluation

E) NCCP Make Ethical Decisions Online Evaluation

The Coaching Association of Canada (CAC) is pleased to announce the launch of the Make Ethical Decisions online evaluation. The successful completion of this online evaluation is mandatory in order to attain your Instructor Certificate. Before you start the evaluation, you will need:

- Your CC number. The Course Conductor will provide you with a CC#. Please put the CC# in a safe place as you will require this number in order to take your on-line Ethics Evaluation.
- An account with the NCCP Database. Once you have your CC number, please visit <http://nccpdb.coach.ca/production/>, click on "Sign Me Up" and follow the instructions. If you encounter any problems signing up, please contact the NCCP Database via e-mail at coach@coach.ca. Please remember to include your full name, CC number, and e-mail address in the correspondence.

Please be advised:

- There is no charge for the first two attempts of the evaluation.
- The evaluation can take at least one hour to complete. You may quit the application in order to continue when it's more convenient without losing your place.
- The application only allows two attempts at successfully completing the evaluation. If both attempts are unsuccessful, you will be required to participate in a Make Ethical Decisions module in order to access the online evaluation for another two attempts.
- Once you have successfully completed the online evaluation, your file on the NCCP Database will be automatically updated. To view your transcript online, please visit <http://nccpdb.coach.ca/production/> and login using the same username and password you used to access the online evaluation.

If you experience any technical difficulties or you have any questions about the technology being used, please contact Lesley Brownlee, Coordinator of Information Systems at lbrownlee@coach.ca. Lesley will provide you with technical assistance or will forward your feedback to us to help improve the online evaluation tool. Now that you are ready to take the Make Ethical Decisions online evaluation, please visit: <http://nccpeval.coach.ca/>.

Thank you for participating in Canada's National Coaching Certification Program (NCCP).

Your feedback is appreciated. Please e-mail us at coach@coach.ca with your comments.

Coaching Association of Canada

PASSING:

Candidates must achieve a “met standard” rating on **all** of the evaluations to be certified. If candidates achieve a “did not meet standard” rating on any evaluations, they must re-take that evaluation. If they “did not meet standard” on all 3 of the practical evaluations, they must re-take the entire course at full price.



INSTRUCTOR CERTIFICATION SUMMARY OF RESULTS

Name:	CC#:	Course Date:
		Test Date:

Thank you for taking this step towards Instructor Certification. You are part of a growing team of tennis teachers across the country who will introduce tennis to a new generation of players.

Below is a summary of your results from the Instructor course. To achieve Instructor Certification, **all** sections must be listed as “Met Standard”. If any sections are listed as “incomplete”, please read up on, and practice, the components of that section. Once you have sufficiently mastered those areas, please contact your Provincial Association for a re-evaluation. (Note: if you receive “did not meet standard” on all 3 parts of the practical evaluation you will be required to retake the course).

Course Facilitator(s)

Evaluator(s)

FINAL RESULT:

- Met Standard, with Honours
- Met Standard
- Did Not Meet Standard

COURSE OF ACTION

- Congratulations, you are a fully certified Tennis Instructor
- Retake the following Evaluation(s) (by paying ‘retake fee’)
 - Demonstration Evaluation
 - Leadership Evaluation
 - Teaching Evaluation
 - Knowledge Evaluation
 - NCCP Make Ethical Decisions Online Evaluation
- Retake Course (by paying appropriate Course Fee) (if “Did Not Meet Standard” on 3 or more valuations)

*Please note: There are two requirements for maintaining active status of certification:

1. Maintain membership in Tennis Canada's Tennis Professionals Association (TPA) (available at www.tenniscanada.com)
2. Ongoing Professional Development. Since 1994, the Tennis Canada policy requires all certified individuals to attend a Professional Development opportunity every 4 years. This opportunity can include: the next level of technical certification; coaching conference; re-certification day; and in certain cases, auditing a previously attended certification course

Competency (Note: mark if attained)	Result: Met Standard	Comments
<p>1. Present the Topic: Story is: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> “Selling” the topic by connecting it to a tactical story while presenting image <input type="checkbox"/> Stimulating a desire to learn with rational & emotional reasons <input type="checkbox"/> Eye contact 	<p>(circle one)</p> <p>Yes No</p>	<hr/> <hr/> <hr/> <hr/>
<p>2. Emphasize the Skill/Teaching Point: Teaching Point is: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good visual demonstration (correct, proper #, placement) <input type="checkbox"/> Concise verbal highlights (word & image together) <input type="checkbox"/> One highlight at a time 	<p>Yes No</p>	<hr/> <hr/> <hr/> <hr/>
<p>3. Set-up a Drill:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Used a “representative grouping” to explain and demonstrate the drill so participants understood <input type="checkbox"/> Instructor was properly positioned <input type="checkbox"/> Set-up respected drill organization outlined in Lesson Plan 	<p>Yes No</p>	<hr/> <hr/> <hr/> <hr/>
<p>4. Run a Drill:</p> <p>Ensure Drill is well done:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety – ensures drill is safe from risk factors <input type="checkbox"/> Respect of Topic and organization outlined in Lesson Plan <input type="checkbox"/> Proper use of targets, markers <p>Ensure Drill is Fun (Enjoyment):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Optimal Challenge <input type="checkbox"/> Maximum Activity <p>Appropriate Feedback on Drill:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make adjustments if required <input type="checkbox"/> Clarify as required 	<p>Yes No</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>5. Feedback to improve a Skill:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Feedback respects topic <input type="checkbox"/> Ensure feedback to <u>each</u> individual while circulating <input type="checkbox"/> Praise when skill is being performed correctly <input type="checkbox"/> Correction is appropriate <input type="checkbox"/> Provide a correction in an encouraging manner if skill is not being performed correctly <input type="checkbox"/> Performance has improved 	<p>Yes No</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

