



Schools pre-program checklist for coaches

Purpose – to ensure tennis coaches are professional and prepared for their first lesson at a school, increasing their ability to provide a quality tennis experience for the students.

It is also important for both the teacher and the coach to discuss the program objectives and plan together using their combined expertise and knowledge.

To build this understanding, teachers and coaches should consider the below pre-program questions:

Goals of the program

- What are the School's desired outcomes from the program?
- What are the Coach's desired outcomes from the program?
- How can the program help to build a tennis culture in the school? (eg. connection with families, include teachers in activities)
- Is there an opportunity to facilitate the transition of students from playing at school to community play at the local club? (eg; Intra school competition, and/or club day)

Facilities

- Are there any barriers that make it difficult to access the venue?
- Is there parking available? If so, where?
- Are there any check-in procedures and/or documents required upon arrival?
- Is it possible to gain access to the space for set up before the first session of the day?
- What surface will we be playing on? (eg; concrete, asphalt, grass)
- Is the playing area undercover? If not, is there a wet weather contingency?
- What size is the space? (eg.; netball/basketball/tennis court)
- Do you have any tennis equipment already at the school?

Program sessions

- Have you confirmed the dates, times and location of all sessions?
- Who are the targeted students for the program?
 - o their year level?
 - o their current level of tennis engagement?
 - o the barriers to tennis participation and the opportunities for the program to address these?
 - o their skill level?
- How many students are in each class?
- Are there any accessibility requirements for any of the students?
- Do any of the students have a preferred communication style?
- Do you have any tips for managing behavior?
- Are there any words or actions that I should use or avoid? (eg; to get the classes attention with a whistle)
- Will any teachers will be available to support the tennis session?

Preparing students

- We encourage you to create a short video for teachers to show the students the week before their first tennis session. This could be as simple as introducing yourself as their tennis coach, or you could create a virtual social story by running them through what a typical lesson looks like – some games they might play, some basic rules of the session, some equipment they may use.
- This is a great way to introduce the students to tennis before you even make it to the school! By the time you arrive, you will be a familiar face and hopefully the kids will be more excited than nervous to get out on the court

During and After the program

- Seek formal and/or informal feedback from the teachers after each session regarding:
 - o your communication style and effectiveness
 - o your enthusiasm and empathy
 - o the suitability and flexibility of the program activities
 - o any suggestions or adaptations for next session
- Can photos and feedback on the program be shared via the school newsletter and/or social media?
- Can students share their involvement in the program at school assemblies and in class?
- Is there an opportunity to have any of the sessions held at the local tennis club?

Keep connected to the school through regular communication and visits after the program finishes.

Consider offering free introductory sessions at the club or Family friendly sessions before/After school.

Complete the [**Coaching Self Evaluation Questionnaire**](#)

Promote resources for teachers including:

- BOUNCE
<https://bounce.tennis.com.au/login/index.php>
- Special Olympics
<https://www.specialolympics.com.au/>
- TV website
<https://www.tennis.com.au/vic/>
- Your Club and Coach website