



UNIVERSITY OF  
GLOUCESTERSHIRE

at Cheltenham and Gloucester

# TABLE TENNIS HEAD COACH

» Level 3 Coaching Award





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# YOUR COACHING JOURNEY - WELCOME

## **Table Tennis England and the University of Gloucestershire, welcome you to the School of Sport and Exercise and the Level 3 Head Coach course.**

Through the course you will become part of the community of Level 3 coaches and the Community of Professional Practice in Sport within the School of Sport and Exercise at the university.

Dr Anita Navin is the Head of School and we are one of the largest providers of sport and exercise programmes in the UK and have an excellent reputation for teaching and research. The course is delivered by a dedicated and enthusiastic team of staff who, working closely with your NGB, will provide a challenging and engaging experience that will facilitate your success. In return we look for a similar level of enthusiasm and engagement from you. Through our mutual commitment working together we can ensure a worthwhile learning experience for all.

The school is based at the award-winning purpose-built Oxstalls campus which provides sports facilities, specialised laboratories and technology-rich teaching and learning spaces. The student experience is underpinned by internationally recognised research. Hence, you will have access to a breadth and depth of expertise and research to enable you to explore coaching from your own interests and perspectives, continuing your study should you wish.

The purpose of this handbook is twofold. First, it aims to address many of the administrative questions that you may have during the early stages of the course. This may relate to enrolment or registration. Finally, the handbook provides a description of the tools that you will be using throughout the course and will explain the typical delivery process. This handbook should be used alongside other university guides and should be kept in a safe place.

As a team of coaches, academics and administrators, we are here to help. If you have a problem or question, either phone or email us. Our contact numbers and email addresses can be found in this handbook.

‘Embrace the challenge and enjoy the learning’

### **Aled Howell**

National Coaching and Education Manager

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For information relating to the campuses and courses **[www.glos.ac.uk](http://www.glos.ac.uk)**



## THE LEVEL 3 - HEAD COACH AWARD

The Level 3-Head Coach coaching award is awarded by Table Tennis England, in conjunction with University of Gloucestershire. It focuses on each candidate's individual coaching needs and is designed to support the area(s) a coach coaches within, such as Performance, Participation, Development and Club.

Coaching Table Tennis, whether employed or in a voluntary capacity, is a rewarding and responsible role. The sporting community has expectations of coaches' conduct and behaviour that must be understood and supported by everybody. The Table Tennis Code of Conduct underpins the qualification and can be found <https://tabletennisengland.co.uk/wp-content/uploads/2011/04/Licensed-Coach-Code-of-Conduct-web.pdf>

While you are studying the qualification, you will be helped to understand what is expected of you as a Table Tennis coach, what the standards of behaviour are and how you must be a role model for others.

The Level 3 is aimed at coaches who have already achieved the UKCC Level 2 Table Tennis qualification. Becoming recognised as a Level 3 Coach through your NGB programme involves completion of the University of Gloucestershire's module SP5360 Professional Practice in Sports Coaching 2.

This is a demanding qualification which requires attendance on delivery days, home study and coaching practice. Students who successfully complete the course will develop and master an array of cognitive and transferable skills alongside a complex blend of knowledge and theories. The development of such knowledge and skills will enhance coaches' abilities to manage and engage in informed decision-making within sports coaching. The course consists of several stages, typically spread over a period of nine months.

## The Coaching Portfolio

The coaching portfolio should present a record of personal development over the period of the programme and forms an essential part of the Level three qualification.

The coaching portfolio is integral to the module SP5360 Professional Practice in Sports Coaching 2. The intention of the portfolio is to help coaches to recognise, apply and to reflect on their coaching in the context of the subjects delivered and discussed, this influencing practice. Coaches will be required to submit their portfolio to gain successful completion of the module and Level 3 award.

The portfolio should be authentic and genuine in detailing knowledge, understanding and the impact of these reflections on coaching practice. You will be supported in the development of your portfolio, both within the contact days and through contact with your mentor. The portfolio will include evidence and reflections on practical coaching sessions, as well as drawing from the knowledge you gain along your journey.

### Support

Each candidate is allocated a mentor who is either a UKCC Level 4 qualified coach or Coach Education Advisor for Sport Coach UK. These mentors have a wealth of knowledge and experience in various sectors within table tennis coaching (performance, participation, club and development). Mentors are there to support and guide each level 3 coach on their journey through the qualification.

Mentoring is a formal, or 'formalised informal', process whereby a coach is actively engaged in being guided towards acquiring new knowledge, feedback, ideas or advice (InVEST, 2007).

### Award requirements

You must pass all assessments to be awarded the Level 3 Coaching Award. The L3 is awarded through your NGB, upon satisfactory completion of the course, inclusive of the coaching portfolio, observation and panel meeting.

## YOU AS A STUDENT MANAGING YOUR PROGRAMME OF STUDY

As well as having an entitlement to study, as a student at the University of Gloucestershire you have several responsibilities relating to your studies:

- Ensuring you are aware of the relevant regulations and procedures, as published in the Academic Regulations for Taught Provision, and other relevant documents.
- Checking your university student email account on a regular basis.
- Checking, on a regular basis, your own record, via Student Records Online so that contact details are current.
- Keeping the university informed of any changes to your personal circumstances.

## Course Structure

Your attendance at taught sessions is critical to your success, there is a lot of valuable discussion that occurs here between you and your peers, that is not captured through the lecturers power-points. Engaging in this supports your achievement. This course has a high practical content that expands on the organisation and management focus. At the heart of coaching is the ability to manage people and build effective relationships; this course examines the interpersonal skills required to develop coaching craft that allows for effective interaction with athletes and fellow coaches.

The course is structured into four contact days, home study via on-line workshops, as well as coaching practice.

INDICATIVE CONTENTS	DELIVERY LOCATION
<b>DAY 1</b> An introductory day to explore coaching knowledge, effectiveness, coach-athlete relations and communication	The School of Sport, Oxstalls Campus, University of Gloucestershire GL2 9DW
<b>DAY 2</b> A day focusing on reflective practice and its application	The School of Sport, Oxstalls Campus, University of Gloucestershire GL2 9DW
Working with the university and Table Tennis England, coaches will also individually select a number of online modules delivered through the university. These will be solely focused on areas that interest you as a coach or areas that, alongside the university and Table Tennis England, you believe you need to develop	Online/home study
<b>Day 3 and 4</b> Table Tennis practical sessions led by Table Tennis England national coaches and other appropriate individuals who will aid the content of the course	Lilleshall National Sports and Conferencing Centre, Near Newport, Shropshire TF10 9AT
Portfolio Submission	

## ACADEMIC REGULATIONS

Remember all courses operate under the University Academic Regulations for Taught Provision, and you should ensure you are familiar with these regulations and are aware of the procedures which you are required to follow, available at: Academic Regulations [www.glos.ac.uk/docs/pages/default.aspx](http://www.glos.ac.uk/docs/pages/default.aspx)

Via the above link you can find further detail about Course Management, External Examiners, progression and condonement.

The university has predetermined MAXIMUM study periods for each award level and mode of study these are given in the regulations.

Alongside the Academic Regulations you have access to a variety of documents, including the University

- equal opportunities policy
- appeals procedure
- complaints procedure.

## PEOPLE IN THE TEAM

Table Tennis England and the university staff work closely together throughout the design and delivery of the level 3 course. This ensures the connection between the professionals in practice and the theory base, maintaining currency and relevance throughout.

### Some of our mentors

#### Stephen Gertsen

My work with Table Tennis Wales and Table Tennis England has involved coaching at national level with both juniors and seniors; this has included coaching at international events such as the Commonwealth Games, Worlds and Europeans. I have also led numerous national training camps for Table Tennis Scotland. My role as regional coach at Table Tennis England involved nurturing the development of the coaches in the area and bringing the overall quality of coaching in the region up to the highest standard possible. My role as Coach Development Officer at Greenhouse Sports involved managing and mentoring a team of coaches across London. I have also led coach education workshops on an ad-hoc basis for Table Tennis England, Table Tennis Scotland and Sports Coach UK. I'm still heavily involved in sport, I'm a lecturer at the University of Highlands and Islands and coach some of Scotland's top players on a one to one basis. I'm delighted to be part of Table Tennis England level 3 programme and look forward to sharing ideas with top coaches in the UK.



#### Qualifications/Highlights:

- MProf in Elite Performance
- UKCC Level 4 qualified
- PGDip in Elite Sports Coaching and Talent Development
- Coached Wales (Junior and Senior) at International events 2002-2010 and 2013-2015
- Coached England (Junior and Senior) at International events 2011-2013
- Coach for British Paralympic Association 2004-2010
- BSc Sports Development
- 1st4Sport tutor/assessor



### **Craig Bryant**

I wanted to be a part of the mentoring team in the Level 3 program because I enjoy giving back to people that love our sport and that want to develop and grow it. As a table tennis coach, it's easy to get 'trapped' in your own silo, with your own ideas. This program allows the Level 3 coaches to reach out to different contacts to receive different ideas and have their current ideas and practices checked and challenged. It's a great opportunity to allow people to learn and grow.

#### *Qualifications/Highlights:*

- UKCC Level 4 qualified
- PGDip in Elite Sports Coaching and Talent Development

### **External Examiner**

The university has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided in the UK.

The School will also send a sample of student coursework to the external examiner(s) for moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work across the full range.

### **Course Evaluation**

In this current delivery you will be given the opportunity to undertake module evaluation which will inform our ongoing monitoring and review for future cohorts. This will be conducted by the module tutor

If you have any questions concerning the qualification or your learning programme, please discuss them with your Tutor.



# ASSESSMENT

Assessment methods are varied and include mentored practice, practical assessment and a completed portfolio. Coaches will update their portfolio in partnership with their mentor throughout the entire process.

## The Assessment Brief

<b>Assessment</b>	001: 100% Coursework (Portfolio inclusive of practical assessments)
<b>Arrangements for Submission</b>	<p><b>Assessment 001</b> Electronic Submission via Student Records</p> <p>You should use the following convention for naming your file: 's0123456_Bloggs_J_XX101_A1' (for example, Joe Bloggs –student number s0123456 – submitting a file for XX101 assessment task 1). You are also advised to add this information to the header section of your submitted document.</p> <p>Information about electronic submission, including a set of Frequently Asked Questions, is available at <a href="https://infonet.glos.ac.uk/departments/adu/ema/Pages/emastudents.aspx">https://infonet.glos.ac.uk/departments/adu/ema/Pages/emastudents.aspx</a></p> <p>Once your assignment has been received and logged you will receive confirmation that it has been submitted through your 'My Assessments' screen in Student Records Online. You will also receive notification of when the assignment has been marked and is ready for collection through this screen.</p> <p>You are advised to keep your own copy of the assessment.</p>
<b>Date and Location for Return Work</b>	<p>Coursework should be returned within 20 working days of the final assessment point (working days comprise of the normal working week, excluding periods when the university is shut and weekends). <b>Please see student records for return dates.</b></p> <p>Students will be informed via email once work is ready for collection, confirming opening times and collection arrangements.</p>
<b>Disabled Students</b>	<p>Alternative assessment arrangements may be made, where appropriate, for disabled students. However, these will only be implemented upon the advice of the Disability Advisor. Disabled students wishing to be considered for alternative assessment arrangements must give notification of the disability (with evidence) to the Disability Advisor by the published deadlines.</p>
<b>University Regulations for Assessment</b>	<p>All assessments are subject to the Academic Regulations for Taught Provision. These include regulations relating to Errors of Attribution and Assessment Offences. In exercising their judgement, Examiners may penalise any work where the standard of English, numeracy or presentation adversely affects the quality of the work, or where the work submitted exceeds the published size or time limits, or where the work fails to follow normal academic conventions for acknowledging sources.</p>

**If you are unsure of the way to reference properly, seek advice from a member of staff before you submit the assessment.** In submitting your work for assessment you are making a statement that it is your own work, it has not been submitted for any other assessment, and it does not infringe the ethical principles set out in the University's **Research Ethics: Principles and Procedures**.

## INDICATIVE RESOURCES

### Key Texts

- Cassidy, T., Jones, R., & Potrac, P. (2009). Understanding Sports Coaching, (2nd Edn.), London: Routledge
- Beauchamp, M.R., & Eys, M. (Eds.) (2007). Group Dynamics in Sport and Exercise Psychology: Contemporary themes, London: Routledge
- Jones, R., Armour, K. & Potrac, P. (2004) Sports Coaching Cultures: From practice to theory, London: Routledge
- Jones, R. (Ed.) (2006) The Sports Coach as Educator: Reconceptualising sports coaching, London: Routledge
- Jones, R., & Kingston, K. (2013). An introduction to sports coaching: connecting theory to practice. New York : Routledge
- Kidman, L. & Hanrahan, S.J. (2011). The coaching process: A practical guide to becoming an effective sports coach (3rd Edn.) Abingdon: Routledge
- Nash, C (2015). Practical sports coaching: Milton Park, Abingdon, Oxon ; New York, NY: Routledge
- Lyle, J., & Cushion, C. (2010). Sports coaching: professionalisation and practice. Edinburgh ; New York : Churchill Livingstone
- Potrac, P., Gilbert, W., & Denison, J. (2013). Routledge handbook of sports coaching. New York: Routledge
- Weinberg, R. S., & Gould, D. (2010). Foundations of Sport and Exercise Psychology (5th Edn.), Leeds: Human Kinetics

### Journals

- Athletic Insight
- Faster Higher Stronger (FHS) – magazine of Sports Coach UK
- International Journal of Physical Education
- Olympic Coach Magazine
- Physical education and Sport Pedagogy
- Quest
- Research Quarterly for Sport and Exercise
- Sport Education and Society
- Sports Coaching Review
- Track Coach

## KEEPING IN TOUCH - ALUMNI

We are very keen to have news of students after graduation and updates on your professional progress, find out more about the University Alumni Office at: [www.glos.ac.uk/PARTNERSHIPS/ALUMNI/Pages/default.aspx](http://www.glos.ac.uk/PARTNERSHIPS/ALUMNI/Pages/default.aspx)

And finally, from the Course Team and all of the staff involved in supporting you on the course, we wish you every success in your studies.

# NOTES

