

PGA Academy of Golf
Assignment Cover Sheet 2011 – Year Two



COA 2.6 – TUITION PRACTICAL B & TEACHING LOG B
Value: This assignment forms 5% of Year II Coaching

Name: _____
Address: _____

Business Phone: _____ Mobile: _____
Employer: _____

Once your assignment has been reviewed with your employer, please attach this cover sheet to your assignment, have it signed and return to the Academy before the due date.

IMPORTANT: Make a copy of this assignment in case of loss.

DUE DATE: 29th September 2011

I _____, declare that this assignment is the original work of the author and has not been copied, duplicated or plagiarised in any way.

Signature of Trainee Professional (Author)

Date: _____

Signature of Training Member (Confirming Review)

Date: _____

OFFICE USE Date Received: _____ Assessor: _____ Grade: _____



Professional Golfers' Association of New Zealand

PGA ACADEMY OF GOLF

TRAINEE

TEACHING

LOG BOOK 'B'

OVERVIEW

The Trainee Teaching Logbook is designed to be an ongoing record of lessons taught by the Trainee. It will serve as a preparatory tool for you prior to your lessons, and a review and evaluation for them following lessons. For this reason you are encouraged to keep a log of all lessons (hard copy and/or electronic) so that they may be reviewed by your employer or the Academy as required.

Employers are requested to review each lesson and provide feedback as required. This process will enable Trainees to assess those areas in which they are performing well and others which require future attention.

Exposure to practical teaching will compliment the theory which all Trainees learn including the observations they make of their Employer and other PGA members. With exposure to practical teaching the confidence and competence of the Trainee will improve significantly. The Teaching Log Book is designed to ensure the coaching standard of all future PGA members is maintained.

REQUIREMENTS

For the purposes of fulfilling this assessment, Year 2 Trainees are required to submit four (4) lessons. You should arrange a variety of lessons in order to gain exposure to a number of teaching situations.

The Teaching Log Book provides a valuable record of your teaching and should serve as a reference as your teaching progresses.

HOW MUCH TEACHING SHOULD I BE DOING

In the case of a Trainee Member who has passed all year one coaching requirements the employer must provide the trainee opportunity to coach to a maximum of 5 lessons per week (supervised) outside a normal 40 hour working week up until the trainee passes tuition practical A which forms part of this assessment. Trainees, entirely at their employer's discretion may exceed five lessons per week under the proviso these lessons are conducted within the trainee's normal hours of work as per trainee by law 4.2.

Trainees are to NEGOTIATE with their employer a mutually agreeable rate for all coaching services. This may come in the form of wages, salary or coaching commissions or a combination of. The PGA Academy strongly recommends trainees ensure this rate is written into their individual employment agreement. An employment agreement is required by New Zealand employment law.

ASSIGNMENT

PART A:

You are required to submit FOUR (4) completed Tuition Record Sheets which are attached below. Each Tuition Record Sheet must be completed in full during, or shortly after conducting the lesson. There are four different lesson types you will need to undertake. These are provided on the Tuition Record Sheet and are listed as follows:

- Full Swing
- Short Game
- Putting
- Female / Junior

The Tuition Record Sheet is a generic document designed to cater for a variety of teaching styles and preferences. Most sections will be relevant for each lesson type. Trainees are encouraged to be **comprehensive** in their approach, making additional notes where necessary. Additional information should be attached to each tuition record sheet as required.

You will be assessed on the appropriateness of the techniques applied to each lesson but more importantly on your self evaluation and your ability to seek improvement through critical analysis.

Your grade from this assessment that goes toward your end of year grade in coaching will be derived from your practical assessment with your assigned assessor. All four (4) lesson logs fully complete are still required for an overall pass in this assessment.

Body Position:

Key Teaching Points / Comments:

Parallel to target line – Yes

No

Feet:

Closed

Square

Open

Position of feet (draw feet):



Posture:

Back Straight – Yes

No

Arm Hang:

(Down & Relaxed) Yes

No

Hip Flex:

Yes

No

Knee Bend:

Yes

No

Spine Tilt:

Away from target

Vertical

Towards Target

Stance:

Shoulder width

Other (specify)

Ball Position:

Too far forward

Centred

Too far back

ERROR DETECTION:

SECTION B
IN – SWING PRINCIPLES

RECOGNISED ERRORS / COMMENTS

Path of Clubhead:

Shaft Plane:

Angle of Approach:

Width of Arc:

Length of Arc:

Squareness of Face:

Rotation:

Timing:

Release:

Swing Centre:

SECTION C
CHECKPOINTS

RECOGNISED ERRORS / COMMENTS

TAKE AWAY:

HALF SWING (up):

TOP OF SWING:

HALF SWING (down):

IMPACT:

FOLLOW THROUGH:

FINISH:

Lesson Self Evaluation Checklist:

DID YOU AS THE COACH:	YES	NO
Use a brief but effective introduction		
Outline the session objectives		
Include adequate warm up opportunity		
Organise and conduct activities appropriate to the needs of the client		
Utilise risk management and safety strategies when conducting sessions		
Analyse the golfers technique against an ideal model		
Identify faults and provide appropriate exercises to correct faults		
Provide relevant drills or activities		
Demonstrate appropriate communication techniques and modify coaching style to suit particular situations and individuals		
Provide clear and regular feedback on performance		
Assist the client to evaluate achievement of session objectives		
Develop and implement a subsequent training program		
Implement stretching and other injury prevention strategies		
OVERALL EVALUATION:		
Did the session suit the level of the group		
Were the objectives clear and were they met		
Was all equipment available and accessible		
Was the session conducted in a timely manner		
Were the weather conditions accounted for		
Were all instructions clear and easily understood		
Comments and areas for improvement:		
EMPLOYERS SIGNATURE:		

ASSIGNMENT

PART B:

Part B is a post workshop activity following on from your Effective Coaching II workshop at the Golf Science School in March which requires you to implement a simple communication plan.

It asks you to reflect on your own coaching after having carried out your four practical lessons above in Part A.

Please use **appendix six** on the following two pages and answer the questions within this template (only one template needs to be completed for all four lessons).

Once you have completed this template submit Part B with the rest of this assignment. Please ensure you continue to use this template as it will help you to improve your communication skills with your players.

APPENDIX SIX:

Non-verbal Language:

Identify examples of good or not so good practices relating to how your body language, gestures and tone of voice are used.

For the 'not so good' practices, identify possible strategies that would make non-verbal communication more positive for the community of athletes you coach.

Verbal Language:

Identify examples of good or not so good practices relating to your verbal communication.

For the 'not so good' practices, identify possible strategies that would make verbal communication more positive for the community of athletes you coach.

Listening:

Identify examples of good or not so good practices relating to how you listen

For the 'not so good' practices, identify possible strategies that would enhance the coach's listening skills for the community of athletes you coach.

List two things which would improve the empathy of the coach.



Professional Golfers' Association of New Zealand

PGA ACADEMY OF GOLF

YEAR TWO

TEACHING

PRACTICAL 'B'

ASSIGNMENT

PART C:

Your Teaching Practical Assessment 'B' requires you to conduct a lesson in front of an assessor. Your assessor contact details can be found in the 'Members Only' section of the PGA website www.pga.org.nz under 'PGA Academy – Assignments'.

It is your responsibility to contact your assessor and organise a time that is suitable for you both to enable the assessment to be completed.

Your assessor will have a client for you. You should arrive at the lesson with all the equipment that you would normally use for a lesson. Please be on time!

On the following page you will find an outline of the assessment criteria and how the lesson will be marked. It is your responsibility to bring this assessment form with you to the lesson and present this to your assessor – no assessment form will mean that you get 0% for this assessment. Please ensure that you come prepared.

As per the Trainee by Laws and Regulations 2.3, a 75% grade is required to Pass this assessment. All Trainees should read this section of the By Laws so that they are fully conversant with procedures surrounding Practical Assessment.

The Assessment should be discussed with your assessor at the completion of the lesson. Once this has been done and comments recorded the form should then be given to the Trainee for return to the Academy with Lesson Log B.

'Parts A' 'B' and 'C' should be returned to the office on or before the due date of 29th September 2011.

Note: This assignment requires you to be organised. The Academy will not accept the excuse of "my assessor does not have enough time to complete the assessment". You have plenty of time to organise this assessment – a full list of assessors will be posted on the website in the 'PGA Academy - Assignments Section' before the end of February 2011.

Year 2 Tuition Practical "B" Assessment Form

Trainee:	Assessment Date:
Assessor:	Signature:

4 lesson logs submitted		YES / NO
Introduction <ul style="list-style-type: none"> • Adequate warm up • History / Goals of the pupil established • Clearly stated lesson objectives • Rapport 	Assessor Notes	/2 /3 /3 /2
Required Improvements and/or Assessor Suggestions:		
Rating		/10

Error Detection <ul style="list-style-type: none"> • Appropriate assessment of pupil (viewed from different perspectives, pre-swing etc) • Determined root cause of error • Ability to explain cause and effect • Used clear communication 	Assessor Notes	/10 /10 /10 /10
Required Improvements and/or Assessor Suggestions:		
Rating		/40

Error Correction <ul style="list-style-type: none"> • Appropriate drills for skill level • Appropriate use of teaching aids • Clear and regular feedback • Allow time for skill practice 	Assessor Notes	/10 /10 /10 /10
Required Improvements and/or Assessor Suggestions:		
Rating		/40

Post lesson <ul style="list-style-type: none"> • Lesson summarised for client • Further practice discussed • Follow up plan (written, video, email) 	Assessor Notes	/3 /3 /4
Required Improvements and/or Assessor Suggestions:		
Rating		/10

OVERALL RATING	/100
-----------------------	-------------