England Priority School Games
Competition Year 3 & 4 Mini Tennis Red (3a.1)

This document aims to assist you in running a Year 3 & 4 Schools Tennis Competition, by providing information about the rules of Mini Tennis, guidance on formats and all other areas associated with the competition.

This document is split into the following areas:

- Aim of the Year 3 & 4 Mini Tennis Red Competition
- Overall Competition Structure
- Roles & Responsibilities
- Team Composition
- Tournament Format, Length of Matches & Scoring
- Young Leaders & Officials
- Resources
- Fair Play – The spirit of the games
- Event Checklist

Please note that much of the information in this document is for guidance only. Mini Tennis, especially in schools, has been designed to allow a deal of flexibility to encourage participation.
Aim of the Year 3 & 4 Mini Tennis Red Competition (3a.1)

The Year 3 & 4 Mini Tennis Red Schools Competition is an entry level event, aimed at beginners and players new to the game, rather than an opportunity for advanced players already competing regularly outside of school. Options on how to run competition for other age groups and abilities in schools can be found later in this toolkit.

Ideally, entry into the competition should have been preceded by a teacher attending a 3 hour Primary School Teacher Training Course*, who then delivers within the curriculum and/or as part of Out of School Hours Activity. This can then culminate in a Level 1 intra-school competitions and the teacher preparing teams of children to take part in local Level 2 Year 3 & 4 competition.

Alternatively, activity could be delivered by a qualified and licensed tennis coach from a local tennis provider that the school has a link with.

*More information, including a 5 minute promotional video, on the 3 hour Primary School Teacher Training Course is available at: www.schoolstennis.org

The Tennis Foundation/LTA welcome the inclusion of independent schools in this event, as long as the appropriate standard of players are entered, in accordance with the aim of the event (see above). However, as this may link to a Level 3 School Games County Festival your Local Organising Committee may provide guidance for working with independent schools across all sports.

Flow Chart of Year 3 & 4 Mini-Tennis Red Competition

1. **Teacher attends 3 hour Primary Schools Teacher Training Course and receives free AEGON Schools Tennis resources and equipment pack**
2. **Five-week curriculum delivery using innovative pupil-facing DVD**
3. **Level 1 intra-school competition**
4. **Level 2 inter-school Mini Tennis Red competitions**
5. **Level 3 School Games County Festival**
6. **Players signposted to a local place to play tennis**
Overall Competition Structure (3a.1)

The competition structure has been created to engage with School Games Organisers and the wider school sport network across England, as well as local clubs and places to play tennis who could play a key role in the delivery of competitions.

We hope a county or area's Local Organising Committee (or sub-group thereof) will choose to include our Year 3 & 4 primary school competition within the Level 3 School Games County Festival. If not these events should still run on a stand-alone basis (as previously run).

School Games Organisers, working closely with the local Tennis Development Manager and a place to play tennis should take overall responsibility for co-ordinating the competition at Level 2 (inter-school competition) ensuring strong links to the Local Organising Committee.

The structure has been designed so that no one person is over-burdened with running a large amount of events.

The competition works at 3 stages:

Stage 1: Cluster Events
These events take place at each Secondary School which acts as a central venue for each cluster primary to compete against each other. These events can be co-ordinated by the relevant School Games Coordinator (one day PE teacher release) and may involve a one off event or, where interest and capacity allows, even a 3, 4 or 5 week league.

Stage 2: Level 2 Finals
The winners of each Cluster Event then progress through to the Level 2 Finals to compete against each other. This event can be run at a local club or place to play tennis and can be co-ordinated by the School Games Organiser, local club/place to play tennis or school sport network staff.

Stage 3: School Games County Festival
If tennis has been selected as one of the Local Organising Committee's chosen sports then the winners of each Level 2 Final within your County progress through to the School Games County Festival to compete against each other. This event will be run as part of an exciting multi-sport event with around 10 other sports. This event is co-ordinated the Local Organising Committee working closely with the local Tennis Development Manager.

In some instances tennis may not been selected as one of the Local Organising Committee's chosen sports, if that happens in your county the Year 3 & 4 County Finals should take place on a stand-alone basis (as they have done previously). This could take place at an Indoor Tennis Centre, centrally located in the County or an appropriate secondary school and will be coordinated by the local Tennis Development Manager.

Building a Workforce
All stages of the Year 3 & 4 primary school competition can be supported by Tennis Leaders and Young Competition Organisers – contact your local Tennis Development Manager to arrange a course.
Roles & Responsibilities (3a.1)

A range of local people and organisations will be able to contribute to the running and coordination of this competition.

The below table is a guide for the headline responsibilities each partner could take on:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Role</th>
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<tbody>
<tr>
<td>Tennis Development Manager (TDM)</td>
<td>● Overall co-ordination &amp; management of priority local competitions across the County working with local partners.</td>
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<td></td>
<td>● Co-ordination/delivery of County Finals working with the Local Organising Committee.</td>
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<td>● Responsibility for tennis specific issues; ensuring exit route information is promoted accordingly and arranging involvement of local tennis providers where appropriate.</td>
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<tr>
<td>School Games Organiser (SGO)</td>
<td>● Co-ordination/delivery of Level 2 Finals.</td>
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<td></td>
<td>● Responsibility for encouraging schools to enter and dealing with entry related administration.</td>
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<td></td>
<td>● Identify training needs of schools.</td>
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<tr>
<td>School Games Coordinator (one day PE teacher release)</td>
<td>● Co-ordination/delivery of Cluster Events.</td>
</tr>
<tr>
<td></td>
<td>● Responsibility for encouraging schools to enter and dealing with entry related administration.</td>
</tr>
<tr>
<td></td>
<td>● Identify training needs of schools.</td>
</tr>
<tr>
<td>Club or Place to Play Tennis</td>
<td>● Support the organisation and delivery of the Level 2 Finals (a small grant may be available to help support clubs or places to play tennis).</td>
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<td></td>
<td>● Host cluster and/or Level 2 Finals events.</td>
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<td></td>
<td>● Promote programmes and activities to participants using allplay resources so that children can continue playing in a community environment after taking part in the competition.</td>
</tr>
<tr>
<td>School Sport Network (e.g. School Sport Partnership (SSP) or newly formed Trust/Foundation)</td>
<td>● In many areas a School Sport Partnership or equivalent may be available to support.</td>
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<tr>
<td></td>
<td>● If so, their expertise can be used to support the delivery at all levels of the competition.</td>
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</tbody>
</table>

Case Study

Linking schools competition with a place to play tennis in Christchurch, Dorset

Christchurch Tennis Facility are a flagship beacon site and see the link to local schools competitions as a great way to raise the profile of their facility and increase the number of young players on their coaching programmes.

The local Tennis Development Manager and local school sport network staff liaise with Christchurch to ensure the right people – such as a coach and/or club volunteer – are well supported and have the resources they need (which are all available in this Toolkit) to organise and deliver the local cluster competition. The Tennis Development Manager provides Christchurch with a small grant to support them and in return they are asked to submit some simple information such as the number of participants that take part as well as the competition results.

In addition to this the local Sports College are supported by the County LTA to train a group of 16-18 year olds as Competition Organisers – these young people not only support the local schools competition but feed into the club programme throughout the summer giving the young people valuable experience as well as providing Christchurch with some enthusiastic and committed volunteers.
**Team Composition (3a.1)**

- The suggested team composition is 4 players, 2 boys and 2 girls and schools are encouraged to enter more than 1 team, capacity permitting.
- Alternatively, should it be jointly agreed locally, a larger team approach can be taken – with teams of 6 or 8.
- By entering more than 1 team or creating larger teams – schools are helping to grow the depth of competition at Level 2 of the School Games.
- Players should be from Year 3 and/or Year 4 – i.e. a mixture of the two Year Groups can be used, or teams can be from just one Year Group. This should be agreed in advance across the County by the Local Organising Committee, School Games Organisers and your Tennis Development Manager.
- This competition is an entry level event, aimed at beginners and players new to the game, rather than an opportunity for advanced players already competing regularly outside of school.

Please take the above into account when inviting schools to enter the event. To assist in ensuring the appropriate standard of players are participating, you may wish to decide with your local Tennis Development Manager to implement a Countywide entry restriction using ‘Mini Tennis Ratings’ as a guide. Tennis Development Managers can provide more advice on this.

**Tournament Format, Length of Matches & Scoring:**

A ‘Round Robin Box’ format is the most appropriate and popular way of organising a Mini Tennis Schools Competition. For example if you have 8 teams competing, you could separate the teams as follows:

![Round Robin Box Sheet]

As teams are made up of 4 players, each match between two schools consists of 4 separate rubbers:

- Boy 1 v Boy 1 Singles
- Boy 2 v Boy 2 Singles
- Girl 1 v Girl 1 Singles
- Girl 2 v Girl 2 Singles

Each ‘match’ is set off to play and the final score entered onto the ‘Mini Tennis Match Card’ and then the ‘Round Robin Box Sheet’ would either be; 4-0, 3-1, or 2-2 – taking into account the individual results from each of the 4 rubbers.

These scores then add up to give a total points score for each team. Individual match points can also be tallied in case of a tie.

Some Counties may wish to run doubles as well as singles matches, as described above.

‘Round Robin Box Sheets’, ‘Order of Play Guidance’, ‘Mini Tennis Match Cards’ and ‘Example Timings and Format for Mini Tennis Competition’ can be found in the ‘Resources’ section of this toolkit. See below for more guidance in terms of timings/format for your event.

It also helps to provide each player with a ‘Player Label’ – stating which Group they are in (i.e. Red or Blue) and which player they are (i.e. Boy 1) – a template for player labels can be found in the ‘Resources’ section of this toolkit.

Mini Tennis scoring does not use traditional tennis scoring (15, 30, 40 etc). Instead, simple numbered scoring is used, i.e. 1, 2, 3, 4 etc.
Several scoring options can be adopted for competitions:

1. ‘Timed’
   - Players play for a set period of time, until the whistle blows. The length of matches depends on time available and amount of entries.
   - Obviously it depends on your team entry, the amount of matches and the format used, but it is recommended that you allow 2-3 hours for each event.

   Timed matches are strongly recommended for schools competition. You can plan exactly how long matches will last and therefore, the overall time your competition will take.

   There are a range of example timings and formats for Mini Tennis Competition in the ‘Resources’ section of this toolkit. They are set up for events lasting 2 or 3 hours and for between 4 and 8 teams entering, although you can adapt them to suit your specific needs.

   An alternative scoring option is outlined to the right – the disadvantage of this is that matches start and finish at different times and it is difficult to plan the overall time needed.

2. ‘First to 10’
   - This is called a Match Tie Break. A benefit of this option is that it is most realistic to a real match situation.
   - On average, a Match Tie Break (with 1 or 2 point clear gap) takes 10 minutes to play.

Court Size
   - Mini Tennis Red is played on badminton-sized courts.
   - The easiest option is to use badminton courts; however, you can also set up Mini Tennis courts on standard tennis courts, both inside and out.

   More information and guidance on the options for setting up Mini Tennis Red courts can be found in the ‘Resources’ section of this toolkit.

Playing
   - The serve is decided by a ‘toss’ at the start of the match.
   - The nominated person serves for the first point, it then alternates every 2 points.
   - When serving, players should stand behind the baseline.
   - When serving, the ball must not be bounced before being hit.
   - The serve can be hit over or under arm.
   - Serves should be hit diagonally, landing in the diagonally opposite service box.
   - Each court should have a helper/scorer, who calls out the scores and helps out with decisions (this is a great opportunity to use Tennis Leaders).
   - Sponge balls should be used if playing indoors, felt Mini Tennis Red Balls should if playing outdoors.
   - Rackets no longer than 23” in length should be used.
Young Leaders & Officials (3a.1)

These events are great opportunities to involve Young Volunteers to assist. British Tennis offers two training opportunities for Young Volunteers:

**Tennis Leaders**
- Tennis Leaders is targeted at 13+ year olds with an interest in tennis.
- Tennis Leaders aims to encourage more young people to get involved and signposts volunteers to off-court tennis activities as well as giving them the skills to volunteer on-court.
- From late 2011 Tennis Leaders will include a ‘Schools/Community’ module and it will be easier for teachers to train to become course tutors.

There are currently 5 modules in the Tennis Leaders Award:
- **Core module (3 hours)**
  - Introduction to Tennis
- **Additional modules (2 hours each)**
  - Volunteering at your tennis venue
  - Leading a practice session
  - Helping at your school
  - Helping at a competition

Find out more about Tennis Leaders at: [www.schoolstennis.org](http://www.schoolstennis.org)

**Competition Organisers Workshop**

A 3 hour workshop, designed specifically for 16-25 year olds, can be delivered locally by our Tennis Development Managers, to provide the skills to run a range of competitions. At the training, attendees will be given a Competition Organisers Toolkit giving you all the tools and resources you need to run competitions.

Find out more about Competition Organisers Workshops at: [www.schoolstennis.org](http://www.schoolstennis.org)
Resources (3a.1)

This toolkit contains all the resources and templates you require to run your events. You should photocopy the required amount of signs, forms and templates for your event in advance and bring with you on the day.

In addition, you are likely to require the following items to run your event:

- Mini Tennis Red Balls - sponge ball for indoor use and red felt ball for outdoor use (minimum 4 per court)
- Spare rackets (17” - 23”)
- Notice Board
- Pens/Pencils
- Clip Boards
- Marker Pens
- Blue Tac
- Whistle or hooter
- First Aid Kit

Miscellaneous

It is recommended that you set up a Registration Desk, where teams should register and all scores are recorded at.

It is also a good idea to display the Round Robin Box Sheets on a notice board by the desk, to reduce the amount of people asking for the scores at regular intervals!

More Information

In the first instance, if you require more advice or support, you should contact the person co-ordinating the Schools Tennis Competitions within your area – likely to be your School Games Coordinator, School Games Organiser or local school sport network.

Alternatively, you should contact your local LTA Tennis Development Manager.

All resources can be found in the Schools Games Tennis Toolkit and more info can be found online at: www.schoolstennis.org
**Resources (3a.1)**

**Fair Play - The spirit of the games**

It can work well to give out ‘On-The-Spot’ points for ‘Good Sportsmanship’, ‘Best Shot’, or ‘Fantastic Rallies’. These would be added onto the overall score sheet, not the individual matches – this enables all players to contribute to the overall score. Special Achievement Award Certificates are also provided in the ‘Resources’ section of this toolkit.

You may want to link these additional rewards to the Olympic and Paralympic values: Respect, Determination, Excellence, Inspiration, Friendship, Equality and Courage.

**Overcoming challenges**

**Q:** How can we offer Year 3 & 4 pupils of a higher ability or who are already regularly competing juniors an opportunity to represent their school?

**A:** This is a challenge in a lot of Counties where improving or talented young tennis players are keen to represent their school. Some Counties – where capacity and time allows – overcome this by running Mini-Tennis Orange events alongside their priority Mini-Tennis Red competitions.

**Q:** Some schools tell us it is a challenge for them to participate with only four players in a team?

**A:** The simplest way to overcome this is to invite schools to send more than one team. However, where this isn’t practical some Counties run Mini Tennis Festivals alongside their Mini Tennis Red competition so schools are able to bring along a whole class. Alternatively, you could make the teams sizes bigger - but this needs be agreed locally across the County.

**Q:** We have some concerns about including independent schools within this competition?

**A:** The Tennis Foundation/LTA welcome the inclusion of independent schools in this event, as long as the appropriate standard of players are entered, in accordance with the aim of the event – i.e. all players beginners or new to the game, rather than an opportunity for advanced players already competing regularly outside of school.
**England Priority**  
**Year 3 & 4 Competition (3a.1)**

**Event Checklist:**

Please note that the planning section below is based upon the events running to the following timescales:

- **Spring & Summer terms**  
  Curriculum delivery and Level 1 intra-school competitions take place

- **April - May**  
  Cluster Events take place*

- **May - June**  
  Level 2 Finals take place*

- **June - July**  
  Level 3 County Festival takes place*

*If agreed at County level, there is flexibility for these headline dates to change slightly.

The suggested timescales below are specifically for the competitions and don’t state options for wider tennis activity, such as curriculum-time coaching, teacher training and lead-in programmes in general – although these should always be built in to the overall programme.

Please note due to the changes to the school sport infrastructure and the time it may take some areas to form a Local Organising Committee, colleagues may find planning taking place at slightly different times in the 2011 – 2012 academic year than they would normally expect.

### Planning:

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<tbody>
<tr>
<td><strong>April - June</strong> (previous year)</td>
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<tr>
<td>Tennis Development Manager meets with School Games Organiser to begin planning the priority competition(s) for the academic year</td>
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<tr>
<td><strong>June - July</strong> (previous year)</td>
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<tr>
<td>LOC makes decision on sports included in Level 3 County Festival Dates for Level 2 events confirmed and venues booked</td>
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<tr>
<td><strong>January</strong></td>
<td></td>
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<tr>
<td>*Send out School Invite Letters for Cluster Events</td>
<td></td>
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<tr>
<td><strong>January – March</strong></td>
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<tr>
<td>*Schools enter Cluster Events by returning School Reply Forms</td>
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<tr>
<td><strong>January – March</strong></td>
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<tr>
<td>Arrange Tennis Leaders and Competition Organisers to help with events and ensure appropriately trained</td>
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<tr>
<td><strong>March</strong></td>
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<tr>
<td>Chase late entries for Cluster Events</td>
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<tr>
<td><strong>March</strong></td>
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<tr>
<td>*Send out Confirmation Letters to schools for Cluster Events</td>
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### One week before the event:

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<tr>
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<tbody>
<tr>
<td>*Place teams/players into Round Robin Boxes accordingly</td>
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<tr>
<td>*Prepare the Order of Play; use the Order of Play Guidance and Round Robin Boxes</td>
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<tr>
<td>*Photocopy Mini Tennis Red Scorecards</td>
<td></td>
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<tr>
<td>*Print out Court Number Signs, Registration Desk Sign and Directional Arrows</td>
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<tr>
<td>*Print out and prepare ‘Welcome Notice’</td>
<td></td>
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<tr>
<td>*Print out Player Labels</td>
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<tr>
<td>Arrange equipment (balls &amp; spare rackets)</td>
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<tr>
<td>Double check and confirm venue booking</td>
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<tr>
<td>Double check and confirm assistants/young leaders</td>
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<tr>
<td>Prepare a useful event pack – pens, blu-tac, paper, clip boards, first aid kit etc</td>
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<tr>
<td>*Print out certificates</td>
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<tr>
<td>*Print out blank Orders of Play in case of last minute changes</td>
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</tbody>
</table>

*Guidance or templates are available in the ‘Resources’ section of this toolkit.
## England Priority
### Year 3 & 4 Competition (3a.1)

<table>
<thead>
<tr>
<th>At the event:</th>
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<tbody>
<tr>
<td>*Set up Registration Desk &amp; Noticeboard</td>
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<tr>
<td>*Put up Court Number Signs</td>
<td>□</td>
</tr>
<tr>
<td>*Put up Directional Arrows guiding teams to the venue</td>
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<tr>
<td>Set up courts and nets</td>
<td>□</td>
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<tr>
<td>Set out equipment (balls &amp; spare rackets)</td>
<td>□</td>
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<tr>
<td>*Complete Risk Assessment</td>
<td>□</td>
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<tr>
<td>Brief assistants/leaders</td>
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<tr>
<td>*Welcome arriving teams and ask to complete sign-in sheets</td>
<td>□</td>
</tr>
<tr>
<td>Conduct a simple introduction to the staff and leaders involved, provide an overview of the format/rules etc.</td>
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<tr>
<td>Conduct a simple warm-up activity – a range of ideas for warm ups can be found via Activity Cards, available from: <a href="http://www.schoolstennis.org">www.schoolstennis.org</a></td>
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</tr>
<tr>
<td>*Commence matches as per your order of play, including any necessary play-offs.</td>
<td>□</td>
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<tr>
<td>*Conduct a short presentation, congratulating all teams involved, thank teachers, leaders, parents etc and distribute certificates and any other prizes.</td>
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<tr>
<td>*Distribute information on local places to play tennis</td>
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<tr>
<td>*Where relevant, invite the team to the Level 2/County Final</td>
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<thead>
<tr>
<th>After the event:</th>
<th>Tick Here:</th>
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<tbody>
<tr>
<td>Send results/relevant paperwork to the relevant co-ordinator</td>
<td>□</td>
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<tr>
<td>Celebrate and promote your success</td>
<td>□</td>
</tr>
<tr>
<td>*Where appropriate, invite winning team(s) through to the next round of the event</td>
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<tr>
<td>*Consider sending a press release to the local media</td>
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<tr>
<td>*Send a copy of Monitoring and Evaluation Form to relevant Tennis Development Manager</td>
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</table>

*Guidance or templates are available in the ‘Resources’ section of this toolkit.