

1. Emergency procedures. This is the first sheet in your folder. Please follow the suggested steps for emergencies, including injuries. It is better to error on the side of over-reporting. I strongly recommend that any injury, even a tiny cut, be reported to the athletic director at the school, using the AAPS form.
2. Contents of this folder. Second sheet in the folder. You will probably want to look over all the materials, which are more or less self-explanatory. We need to have the attendance sheets filled out so that we can determine pay for the high school coaches and so that we can report to the USTA the number of program participants.
3. This is your class. You should run it in the way that seems best to you. However, I will make a few points below that worked for me in the past. Other experienced volunteers will have other suggestions, and we would like to hear them at the coach's clinic in April.
4. COVID19 accommodations: In case of rain or other bad weather, we will have indoor backup this year. However, the session could be canceled, at your discretion. This is your decision, but I understand it is not an easy one. You should be able to call the school main office to make an "indoor" or cancellation announcement. In addition, you can get email addresses off the permission slips, so you could inform parents with a mass email. Masks are not required, nor is Covid19 vaccination, but we strongly encourage unvaccinated coaches and players to wear masks. Each school will be given 10 disposable masks to give to sixth graders (and coaches) who need them.
5. I have indicated that the start time will be 3:15 and the end time will be 4:30 for all schools (except Slauson). You can change at your discretion. Please stay within a half hour of those times, and have a total time of about 1.25 hours.
6. The sixth graders should be as active as possible. Before any meetings or verbal instruction, the sixth graders should do some warm up running. They arrive after school full of pent up energy, and learn tennis better if they burn some off and are breathing hard. I also tried to avoid long talks to the group as a whole. It is better if one volunteer explains how to do ground strokes or how to play a game to smaller groups of 8-10 sixth graders. It is even better to do administrative tasks while drills are ongoing. The sixth graders spend some time in line, and this is a perfect time to take attendance, give them their name tag, or get their T shirt size. Finally, if the high school coaches feed the balls, an adult volunteer can take sixth graders aside right after their shot, and give a one minute lesson on improving his or her stroke.
7. Learn the sixth grader's names. Blank name tags are included in the folders. Use them for the first three sessions or longer. The sixth graders pay better attention and learn more tennis if they know you know who they are.
8. Water. The sixth graders should bring their own water bottles. With the pandemic, I think bringing water and disposable cups would be problematic, but your call.
9. After practice. The sixth graders forget to take home personal rackets, musical instruments, water bottles, back packs, etc. Life is easier if you keep an eye on left items and alert the sixth graders before they leave.

10. Parental permission forms. These forms have been distributed to each school, and are available on line at www.aaacta.org/sixth grade program/. The forms are a perennial problem. Get as many returned as you can as soon as you can. The T shirt sizes are part of the form, and so are returned with it. The form is available on line at the AA ACTA website. We would need to make the T shirt order by about May 15. To get a T shirt, the sixth graders must return the permission form.

11. The attendance form, adult volunteer background check form, and T shirt order form are available on line at www.aaacta.org/sixth grade program/. If you need more of any form, just ask and I can print or copy them and give them to you.

12. Number of Sixth graders at first session. Please email to me ASAP, so then I can adjust personnel to cover each school.

13. Net Generation. This program is funded in part by a grant from the USTA, and the USTA suggests that adult volunteers complete the two-hour, on-line Safe Play program: www.usta.com/en/home/Safe Play: How Do I Get Approved | USTA.com) on abuse, bullying, etc. I did it, and it was worth the time, reminding me of potential problems and how to avoid them, or report them if necessary. USTA would like us to make Safe Play certification a requirement. I will not go that far, but please take the time to do this. Its free.