



Community Coaching Fundamentals

Step 11: Evaluation



Reference Material



PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



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Coaching Tip: Fluent action and confidence on skis will encourage children when they reach the developmental stage where they are self-conscious about their appearance in front of others.

Source: CCBC Ski League Manual

11.1 NCCP Community Coaching Certification Process

The NCCP is a competency-based program. This program trains coaches, and then permits trained coaches to become certified. Certification is based on demonstrating abilities to “do” certain things that are deemed important for meeting the needs of those being coached, thereby creating an environment that will both optimize athletic development and encourage individuals to make a life-time commitment to sport and physical activity.

In the new NCCP system a coach is described as:

- In Training** - when the coach has completed some of the required training for a context.
- Trained** - when the coach has completed all required training for a context.
- Certified** - when the coach has completed all evaluation requirements for a context.

The Introduction to Community Coaching and Community Coaching workshops provide you with the basic training you require in order to coach children in the Active Start and FUNdamental stages of growth and development.

- When you have completed the first workshop (Introduction to Community Coaching) you will be designated a “community coach in training”.
- When you have completed the second workshop (Community Coaching) you will be designated a “trained community coach”.
- At the end of the second workshop you will have completed most of the steps required for certification.
- Community Coaching certification is a prerequisite for entry into the next step in the NCCP progression (i.e. attendance at the first CCI workshop – the L2T (Dryland) workshop).
- Once you have acquired a particular status in the NCCP progression (i.e. community coach “in training”, “trained” community coach and “certified” community coach, it will be recorded on the Coaching Association of Canada (CAC) database as part of your coaching record.
- Your certification status will be valid for a period of five years, and can be extended by completing designated development activities, such as coaching seminars, practical assignments and additional coaching workshops.
- Your certification status can be revoked if you contravene the CCC Coaches Code of Conduct or NCCP Code of Ethics.

A complete explanation of the Community Coaching certification process, and the forms used in this process are available on the Cross Country Canada website. In addition, the following chart identifies

the key outcomes and evaluation components which comprise Community Coaching certification:

Outcomes	Evaluation Components
1. The coach makes ethical decisions.	a. Code of Conduct. The coach signs one copy of the CCC Coaches Code of Conduct and submits it to the Facilitator. b. Ethics Evaluation. The coach successfully completes the “Making Ethical Decisions (MED)” on-line evaluation from the Coaching Association of Canada.
2. The coach plans a safe, effective activity/ practice session.	c. Emergency Action Plan (EAP). The coach completes an appropriate EAP for an activity session and submits it to the Facilitator. d. Practice Planning. The coach prepares an appropriate written activity/practice plan and submits it to the Facilitator.
3. The coach analyzes ski technique.	e. Identifies Techniques. The coach correctly identifies the basic characteristics of common ski techniques. f. Critiques Technique. The coach correctly identifies aspects of basic techniques that require improvement, and correctly prescribes changes that will result in improvement.
4. The coach provides appropriate support to athletes.	g. Facility Safety. The coach completes a Facility Safety Checklist for a practice session and submits it to the Facilitator. h. Leading a Practice. The coach successfully leads a practice session placing an appropriate emphasis on key teaching principles and safety factors.
5. The coach supports athletes at a “special activity”.	i. Experience at an Age-Appropriate “Special Activity”. The coach supports a group of skiers at a Season Wind-up, Bunnyrabbit and/or Jackrabbit Fun Day, Ski Tournament or some other age-appropriate “special activity”.
6. The coach manages a skill development program for athletes in the FUNdamental stage of development.	j. Community Coaching Certification Test. The coach successfully completes a knowledge test demonstrating his/her understanding of the key coaching concepts covered in the community coach program.

<p>7. The coach has personal technical competence.</p>	<p>k. Technique Evaluation. The coach demonstrates a basic level of technical skill in each of the techniques covered in the Community Coaching workshop.</p> <p>Note: Coaches with a significant reason for being unable to complete the technical skill requirements have an opportunity to apply for an exemption.</p>
<p>8. The coach has general coaching experience.</p>	<p>l. Coaching Experience. The coach: completes one season of coaching; prepares for, assists with and/or leads a minimum of six activity/practice sessions (minimum 20 hours); and receives satisfactory reviews from the parents and athletes.</p>

11.1.1 NCCP Community Coaching Certification Steps

To acquire Community Coaching certification in cross-country skiing, you must successfully complete the following:

- ICC Workshop and assignments (see the checklist below).
- CC Workshop.
- Community Coaching Experience Form.
- Community Sport Making Ethical Decisions (MED) Online Evaluation.

Your Current NCCP Status?

To find out your current NCCP status, access your transcript details on the Coaching Association of Canada (CAC) website at: www.coach.ca. Your transcript provides a summary of the workshops and “experiences” in which you have been trained and evaluated. To do this, click on the link to “Check Certification Status”. Next, enter your Certification Card number (CC#) and your last name. If you do not know your CC#, you can request it via coach@coach.ca.

If you discover there is a problem with your certification records, please contact your Division Coaching Coordinator.

Community Coaching Experience Form

If you haven’t already done so, follow the instructions on the attached form, and, when it is completed, forward it to your Division Coaching Coordinator.

Community Sport Making Ethical Decisions (MED) Online Evaluation

Before you begin the evaluation process you will need:

- Your CC#.

- ❑ An account with the NCCP Database:
 - ✓ If you have your CC# but do not have an account set up with the NCCP Database, contact the NCCP database via email at coach@coach.ca.
 - ✓ If you encounter any problems signing up or do not remember your username and password, contact the NCCP Database Team at coach@coach.ca.
 - ✓ Remember to include your full name, CC# and e-mail address in the correspondence.
- ❑ The “Six Steps of Making an Ethical Decision”. Write them down! This information will help you complete your evaluation successfully.

Please be advised:

- ❑ The first time you access the evaluation, you will be prompted to confirm your enrolment. Click on the “Yes” button.
- ❑ The evaluation process will take at least one hour to complete. You may stop at any time and continue when it is more convenient without losing the work you have already done.
- ❑ You will have two opportunities to complete the evaluation successfully. If are unsuccessful both times, you will be required to participate in a “Making Ethical Decisions Module” in order to access the online evaluation again.

When you are ready to take the Making Ethical Decisions Online Evaluation for Community Sport, visit: <http://evaluation.coach.ca/course/view.php?id=53>.

Your Certification Checklist

❑ **ICC Workshop**

- ✓ Sign and submit Code of Conduct to Facilitator.
- ✓ Complete and submit Emergency Action Plan to Facilitator.

❑ **Between Workshops**

- ✓ Develop a written Activity Plan or Practice Plan and use it with your group.
- ✓ Complete one season of coaching. Prepare for, assist with and/or lead a minimum of six sessions (minimum 20 hours).
- ✓ Support/lead a group of skiers at a Season Wind-up, Bunnyrabbit and/or Jackrabbit Fun Day, Ski Tournament or some other age-appropriate “special activity”.

❑ **CC Workshop**

- ✓ Submit written Activity Plan or Practice Plan to Facilitator.
- ✓ Complete and submit Facility Safety Checklist to Facilitator.
- ✓ Personal technique competence evaluated.
- ✓ Lead a practice session and receive feedback.
- ✓ Technique analysis skills evaluated.

- ✓ Complete Community Coaching Certification Test and submit to Facilitator.
- ✓ Submit NCCP Community Coaching Experience Form (evidence of 20 hrs of coaching and support for a group of skiers at a “special activity”) to Facilitator.

□ **Post CC Workshop**

- ✓ Complete the Coaching Association of Canada’s (CAC) “Making Ethical Decisions” on-line evaluation. This step can be completed at any time following the Community Coaching workshop.
- ✓ Participants who have not completed their other certification steps by the end of the Community Coaching workshop will have an opportunity to complete the process afterwards provided this is done within 12 months of the date of which the CC workshop was held. Options for completing the unfinished tasks include:
 - submitting their NCCP Community Coaching Experience Form directly to their Division Office; and/or
 - submitting other outstanding forms to the Facilitator for review; and/or
 - arranging an evaluation opportunity with a qualified coach or Facilitator.
- ✓ The cost of the Facilitator reviewing and processing forms/documents following the CC workshop is included with the original honorarium.
- ✓ Possible costs relating to a subsequent on-snow evaluation are the responsibility of the club or individual.

11.2 Community Coaching Flowchart



Coaches may initiate CCI-L2T training after obtaining **CC in training** status



Check Nordiq Canada page for active links: <http://www.cccski.com/Programs/Coaching-Development/National-Coaching-Certification-Program/Community-Coach.aspx>

11.3 Recommended Training Standards for Coaches

One of the underlying principles of the NCCP is that “every child deserves a competent coach.”

All individuals coaching children should have a minimum of 25 hours of training to prepare them for their responsibilities. This would include both the Introduction to Community Coaching (ICC) workshop and the Community Coaching (CC) workshop.

Help keep kids in cross-country skiing by being prepared!

- ❑ **Active Start.** The minimum (required) training for coaching children in the “Active Start” stage of development is the ICC level (completion of the ICC workshop).
- ❑ **FUNDamentals.** The minimum (required) training for coaching children in the “FUNDamentals” stage of development is the CC level (completion of the CC workshop).
- ❑ **Learning to Train.** The minimum (required as of January 1st, 2012) training for coaching children in the “Learning to Train” stage of development is the CCI Learning to Train level, which involves completing CC certification and the CCI Learning to Train (Dryland and On- Snow) workshops.
- ❑ **Training to Train.** The minimum (January 1st, 2014) training for coaching athletes in the “Training to Train” stage of development is the CCI Training to Train level, which involves completing CCI Learning to Train program requirements and the CCI Training to Train (Dryland and On-Snow) workshops.

11.4 NCCP Community Coaching Certification Test

Date of Workshop: _____ Location: _____

Facilitator's Name: _____

Coach's Name: _____

The following is your "Community Coaching Certification Test". Please circle T (true), or F (false), OR the appropriate letter for each of these statements:

- 1) At six years of age children should be developing fundamental movement skills through specialization in one sport, rather than a variety of activities. T F
- 2) Athletes will never reach their optimal or genetic potential if fundamental movement skills and fundamental sport skills are not established before what age? A B C
A. Seven (female) and eight (male) years of age.
B. 11 (female) and 12 (male) years of age.
C. 14 (female) and 16 (male) years of age.
- 3) The first of two windows for optimal development of speed are: A B C
A. Six to eight years (females) and seven to nine (males).
B. Eight to 11 years (females) and nine to 12 years (males).
C. 13 to 15 years (females) and 14 to 16 years (males).
- 4) Basic motor abilities can be developed through games; therefore, during practice sessions for children six and seven years of age most activities should take the form of games. T F
- 5) In summary, the guide to ethical decision making is: T F
✓✓ gather the facts;
✓✓ determine if the situation is legal or ethical;
✓✓ consider what might influence how you see the situation; and
✓✓ use the NCCP Code of Ethics to guide decision-making.
- 6) Studies indicate that coaches who work with young participants in sport have little influence in helping them develop positive self-esteem. T F
- 7) The development of balance on skis is helpful in the development of good ski technique, but not essential, and is commonly over-emphasized. T F

- 8) A ski playground is only useful for teaching technique to children under six years of age. T F
- 9) In Diagonal Stride, a skier is on one weighted foot at a time. T F
- 10) The “scooter drill” is a good game to use to improve weight shift, but only if it is done correctly. T F
- 11) In Diagonal Stride, when the push foot returns forward, it touches the snow: A B C
A. Behind the heel of the glide foot.
B. Off to the side of the pole.
C. Beside or slightly in front of the glide foot.
- 12) In Double Poling, when you start to plant your poles, your hips should be aligned: A B C
A. Over the ball of the foot.
B. Over the heel.
C. Behind the heel.
- 13) In Offset technique, the skiers weight shifts quickly from ski to ski. T F
- 14) In Skating Technique, the kick leg: A B C
A. Pushes out to the front of the body.
B. Pushes out to the side of the body.
C. Pushes out to the back of the body.
- 15) In Skating Technique, the size of the “V” made by the skis should be as wide as possible. T F
- 16) In One-Skate Technique, a double pole plant occurs with each leg push. T F
- 17) In Two-Skate Technique, there is/are: A B C
A. One arm push for each leg push.
B. One arm push for every two leg pushes.
C. Two arm pushes for every leg push.
- 18) Skiing without poles is a good way to develop balance and weight transfer. T F

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| 19) Six to eight sessions a season are sufficient to keep a nine year old child interested in the sport and provide him/her with a good foundation of sport specific skills. | T | F |
| 20) Children under ten do not need “special activities” incorporated into a program in order to keep them interested in the sport. | T | F |
| 21) Practice sessions held during the fall can provide a positive team-building experience for the skiers in your program. | T | F |
| 22) When praising a skier on a technical skill, the praise should be general, not specific. | T | F |
| 23) When giving feedback on a skill, a coach should emphasize what not to do. | T | F |
| 24) When teaching a skill it is important to emphasize all aspects of the skill before letting the skier practice it. | T | F |
| 25) An athlete-centred sport environment means that the coach does everything for the skier, i.e. waxes their skis for them all the time. | T | F |
| 26) The camber is the surface texture/finish that allows a ski to glide better on the snow surface. | T | F |
| 27) When selecting classic skis it is common to pick skis that are too soft. It is best to err on the side of skis that are slightly too stiff than skis that are slightly too soft. | T | F |
| 28) The quality in the running surface in the ski base deteriorates with use and from time to time the ski should be re-scraped or re-ground. | T | F |
| 29) Formal skill instruction sessions are not enough to keep a child involved in sport – they require an appropriate ratio of “game-time” (age-appropriate FUNdamental competitive activities) to challenge themselves against their peers. | T | F |
| 30) As a general principle, children should get their first exposure to competitive activities in the context of games during practice sessions. When they learn the skills to manage one level of competitive activity they are ready to graduate to the next one. | T | F |

Please submit this test to the Facilitator when it has been completed.

11.5 NCCP Community Coaching Experience Form

NCCP CC #: _____ Last Name: _____

First Name: _____ Street: _____

City: _____ Prov.: _____

Postal Code: _____ Tel: _____ Email: _____

Date of Birth (d/m/y): _____ Male or Female English or French
(circle one) (circle one)

1. Complete one season of coaching experience. Prepare for, assist with and /or lead a **minimum** of six activity/practice sessions including one “special activity”. **Minimum** of 20 hours of coaching including preparation time.

Beginning date: _____ Ending date: _____ Age
range: _____ Name of Ski Club: _____

Receive a satisfactory evaluation from a club leader (i.e. Club Head Coach, SDP Programmer) who has gathered comments from skiers and parents involved with the program).

2. Assist/lead a group of skiers at a Season Wind-up, Ski Tournament or some other age- appropriate “special activity”.

Date, name and location of “Special Activity”: _____

Receive a satisfactory evaluation from a club leader (i.e. Club Head Coach, SDP Programmer) who has gathered comments from the skiers and parents involved in the activity.

Please sign the following statement and have it verified by a leader from your ski club (Head Coach, SDP Programmer, Club Executive):

I, _____ have completed the NCCP Community Coaching experience requirements for cross-country skiing.

Date Signature of Applicant

I verify that _____ has completed the NCCP Community Coaching experience requirements for cross-country skiing.

DATE Signature of Club Official

Please forward to your Division Office

Community Coaching Workshop Cross-Country Skiing

Date of Workshop: _____ Location: _____

Facilitator's Name: _____

Please fill in this form and hand it in to the Facilitator before you leave. Your comments are important to the ongoing development of the National Coaching Certification Program.

Please answer the following:

The workshop gave me a better understanding of why sport experiences are important for children.

1	2	3	4	5
<i>Strongly disagree</i>				<i>Strongly agree</i>

The workshop provided me with a better understanding of the growth and development characteristics of children and the implications for coaching different age groups.

1	2	3	4	5
<i>Strongly disagree</i>				<i>Strongly agree</i>

Having completed the workshop I can more effectively respond to an ethical situation in a way that is consistent with the NCCP values and philosophy.

1	2	3	4	5
<i>Strongly disagree</i>				<i>Strongly agree</i>

I developed a better understanding of the key teaching points and progressions for classic techniques.

1	2	3	4	5
<i>Strongly disagree</i>				<i>Strongly agree</i>

I developed a better understanding of the key teaching points and progressions for skating techniques.

1	2	3	4	5
<i>Strongly disagree</i>				<i>Strongly agree</i>

I understand how to design an overall plan for a season for children in the FUNdamentals stage of development.

1 2 3 4 5
Strongly disagree *Strongly agree*

I understand how to design, modify and teach a practice session.

1 2 3 4 5
Strongly disagree *Strongly agree*

I understand the basic elements of equipment selection and ski preparation.

1 2 3 4 5
Strongly disagree *Strongly agree*

The workshop prepared me to introduce children to competition the “right way”.

1 2 3 4 5
Strongly disagree *Strongly agree*

I have a better understanding of how to improve and continue to improve my skills as a coach.

1 2 3 4 5
Strongly disagree *Strongly agree*

During this workshop I had several opportunities to exchange with and learn from other community coaches.

1 2 3 4 5
Strongly disagree *Strongly agree*

I found the Workbook and Reference Material to be relevant to my coaching needs.

1 2 3 4 5
Strongly disagree *Strongly agree*

The workshop prepared me to lead a practice for children in the FUNdamentals stage of development.

1 2 3 4 5
Strongly disagree *Strongly agree*

I would recommend this workshop to other coaches I know.

1 2 3 4 5
Strongly disagree *Strongly agree*

Please answer the following questions:

What sections of the workshop did you find particularly useful?

Would there be anything you would like to see added to this workshop? If so, what would it be?

Are there any additional comments or suggestions you wish to add?

Thank you for your feedback, and best wishes in your coaching.