

CANADA SNOWBOARD COACHING PROGRAM



OPERATIONS MANUAL

REVISED THROUGH 23 JUNE 2015

COACH DEVELOPMENT, TRAINING, AND EVALUATION

PROGRAM STANDARDS AND PLANNING

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INTRODUCTION

CANADA SNOWBOARD COACHING PROGRAM

The Canada Snowboard Coaching Program (CSCP) is the section of Canada Snowboard that develops the materials and delivers the courses that give coaches the tools needed to provide the highest quality of instruction to athletes at all levels of competitive snowboarding.

The philosophy of the CSCP is “Better Riders Through Better Coaches.”

The CSCP’s plan for long term coaching development has been created in conjunction with the National Coach Certification Program (NCCP) and is based on Canada Snowboard’s Long Term Athlete Development Model (Park to Podium, Second Edition, 2012)

The CSCP recognizes the new NCCP’s approach of competency based education training to provide for more competent coaches by conducting training using modern adult education principles such as facilitated learning, self-directed modules, and the evaluation of both coaches and facilitators. In workshops or modules delivered in person, the overall teaching format will be based on mentorship and facilitation of learning by participants. Competency-based education and training is founded on the concept of learning by doing. Coaches develop and refine their skills when they are given the opportunity to apply the concepts. The workshops are designed to allow participants to practice the core skills required in each coaching context and to enable them to reflect on how they may apply what they have learned in their own programs.

The CSCP’s Coaching Development Model provides five contexts for the development of snowboard coaches. Each context aligns with a Stage of the Canada~Snowboard Long Term Athlete Development Model:

- ⌚ Comp Intro Coach (LTAD Stage 3)
- ⌚ Comp Intro Advanced Coach (LTAD Stage 4)
- ⌚ Comp Dev Coach (LTAD Stage 5)
- ⌚ Comp Dev Advanced Coach (LTAD Stage 6)
- ⌚ Comp High Performance (LTAD Stage 7)

These are described in detail in the Coach Development section below. In addition, entry into coach training at each context will be outlined in the *Coach Pathway* which can be found at <http://www.canadasnowboard.ca/en/programs/coaching/>.

MISSION, VALUES, AND VISION

The Mission of the CSCP is to further competitive snowboarding at all levels in Canada through the provision of a professional development program for current and prospective coaches that is based on cutting edge methodologies with respect to athlete development and professional education, and reflects the ethics of professional coaching as these are presented by Coaches of Canada.

In pursuit of its Mission the CSCP is guided by the following values:

- ⌚ All Canadians shall have the right and opportunity to participate and pursue excellence in snowboarding without fear of discrimination or harassment.
- ⌚ Snowboarding as a lifestyle and sporting experience is valued in and of itself.
- ⌚ Snowboarding is based on and reflects achievement, enjoyment, responsibility, safety, teamwork, respect, and fairness.
- ⌚ Snowboarding includes the pursuit of excellence and the desire to win within a fair and ethical environment.
- ⌚ The rules of competitive snowboarding are applied equitably, and disputes are addressed in a manner, which respects the fundamental principles of due process and natural justice.
- ⌚ Fun is an essential part of sport.

The vision of the CSCP is to have in place, a snowboard coach development program which:

- ⌚ Has a surrounding snowboard sport environment which is, and is generally recognized as, athlete centered and coach driven.
- ⌚ Focuses on, and enhances the objectives set out in the 2014-222 Canada Snowboard strategic plan.
- ⌚ Includes only coaches who exemplify the highest standards of ethical conduct.
- ⌚ Makes a significant contribution to the physical, moral, and social development of Canadians through snowboarding.
- ⌚ Provides athletes, through quality coaching, the opportunity and the means for personal enjoyment and the pursuit of excellence.
- ⌚ Provides coaches with opportunities for ethical education and development, and the enhancement of personal health and well-being.
- ⌚ Provides coaches with encouragement and support for personal achievement, self-esteem, teamwork, and social interaction and cohesion.
- ⌚ Provides coaches and athletes with opportunities for pride and identity through personal achievement.
- ⌚ Is recognized in Canada and internationally as an ongoing model of best practices.
- ⌚ Includes a critical mass of at least 30 coaches, at the fully trained Comp Intro Advanced or higher level of professional development, who share a common vision and assume leadership roles within the development of the sport.

LONG TERM ATHLETE DEVELOPMENT MODEL

The CSCP is an integral part of Canada Snowboard's Long Term Athlete Development Model.

The LTAD Model, which is explained in detail in the document [Park To Podium](#) (available at www.canadasnowboard.ca), sets out the process of an athlete's participation in sport from the earliest acquisition of basic skills through participation in the Olympic Winter Games and beyond – "from playground to podium". It is based on the participant's developmental (both physiological and mental) age, rather than chronological age.

Canada Snowboard has adapted the conceptual LTAD Model to the development of athletes in our specific sport. The Canada Snowboard LTAD Model has the following stages:

- ⌚ Active Start (Stage 1)
- ⌚ Fundamentals (Stage 2)
- ⌚ Learn to Ride (Stage 3)
- ⌚ Train to Train (Stage 4)
- ⌚ Train to Compete (Stage 5)
- ⌚ Learn to Win (Stage 6)
- ⌚ Train to Win (Stage 7)
- ⌚ Riding for Life (Stage 8)

The development of snowboard-specific competition skills takes place at the Learn to Ride through Train to Win stages of the model (Stages 3 through 7). At each of these stages, coaches must have the appropriate training. The CSCP Coach Development Model is aligned to the LTAD Model as follows:

Athlete Stage	Coaching Context
Learn to Ride (Stage 3)	Competition Introduction Coach
Train to Train (Stage 4)	Competition Introduction Advanced Coach
Train to Compete (Stage 5)	Competition Development Coach
Learn to Win (Stage 6)	Competition Development Advanced
Train to Win (Stage 7)	Competition High Performance

In Addition, the CSCP offers the Adaptive Fundamentals workshop for Stage 2 athletes with a disability. This program falls under the Community Stream of the NCCP. This workshop is described in detail in the Coach Development section below.

PARTNERS

The CSCP's partners in coaching development are:

- ⌚ The Coaching Association of Canada, which manages the National Coaching Certification Program (NCCP) and is the leader in the transition by all sports to competency-based coaching development (the “new NCCP”).
- ⌚ Coaches of Canada, which is the body responsible for the management of coaching as a recognized profession.
- ⌚ The other sections of Canada Snowboard’s Sport Development Program, especially those responsible for the LTAD Model, the Officials Development Program and introduction to competition program (ex. Riders).
- ⌚ The provincial and territorial snowboard associations, which are responsible for the vast majority of the delivery of competitive snowboard programs across the country.

WORK TO DATE AND WORK TO DO

The CSCP was established in 2007, when Canada Snowboard took over the responsibility for coach development and education from the Canadian Association of Snowboard Instructors.

Milestone developments since that time have included:

- ⌚ Creation of the Coach Development Model.
- ⌚ Creation and revision of the content for the Comp Intro course.
- ⌚ Creation and revision of the content for the Comp Intro Advanced course.
- ⌚ Creation and revision of the content for the Comp Dev course.
- ⌚ Final approval from the CAC for the Comp Intro (formerly ‘Basic Coach’) and Comp Intro Advanced course.
- ⌚ Adoption of a program standard for Learning Facilitators required for the Comp Intro Basic Coach and Advanced Gradation courses.
- ⌚ Training of core Master Learning Facilitators and Master Evaluators to deliver train the future leaders across Canada.

- ⌚ Publication of this Operations Manual, which defines the standards and processes for delivering coach training and development programs for competitive snowboarding in Canada. This manual will be a ‘living’ document, requiring continual updating as each new element of the coaching and athlete development contexts and pathways is introduced.
- ⌚ Adoption of the Coaches of Canada coaching Code of Ethics as applicable to all coaches recognized by the CSCP.
- ⌚ Creation of the Adaptive Fundamentals workshop that provides coaches with basic knowledge in how to teach people with disabilities how to snowboard.
- ⌚ Application for Final Approval from the CAC for the Comp Dev course.
- ⌚ Finalization of a Community Stream course for coaches working with stage 2/3 athletes with a disability.

Major initiatives currently under way include:

- ⌚ Development of resources and tools to effectively implement the coach and athlete development pathways - such as skill level and progression monitoring technology systems, workshops, workbooks, LF Guide and portfolios.
- ⌚ Implementation of the skills matrix and gold medal profile into each of the LTAD contexts
- ⌚ Comprehensive means of training and certifying Learning Facilitators and Evaluators in all contexts.
- ⌚ Identification of future coach leaders, stage experts, talent identification experts, learning facilitators and evaluators.
- ⌚ Identify and develop initiatives to increase the involvement and capacity of the provincial / territorial snowboard associations
- ⌚ Implementing the strategic plan initiatives through the Canadian coaching system

Snowboard Coach Development

Foundation

The CSCP Coach Development Program is based on the conceptual foundation of the LTAD Model and the competency-based “new NCCP”. From this foundation the NCCP has developed a system of coach development contexts, which provide appropriate opportunities for education in each of three “streams” of coaching: Community Sport, Competition, and Instruction.

The Canadian Snowboard Coaching Program is focused on the Competition stream.

Within the CSCP Competition Stream, there are three areas of training:

- ⌚ The Introductory area, subdivided into Comp Intro Coach, and Comp Intro Advanced Coach;
- ⌚ The Development area, subdivided into Comp Dev Coach, and Comp Dev Advanced Coach; and
- ⌚ The High Performance area (Comp High Performance).

Beyond the Comp Intro Coach level, all areas of training are sub-divided into parallel courses - "style" and "speed" – reflecting the two basic divisions of competitive snowboarding.

The system is not hierarchical. The only mandatory aspect is the entry point of the Comp Intro Coach, which must be taken (or challenged) by all coaches. Following that entry point a coach may, assuming he or she has the appropriate experience and technical ability, take courses at any level in any of the coach development contexts.

Within the CSCP Community Stream, there are two areas of training:

- ⌚ Adaptive Fundamentals (Stage 2/3)
- ⌚ High School Coaches (*course not yet developed*)

COACH DEVELOPMENT MODEL

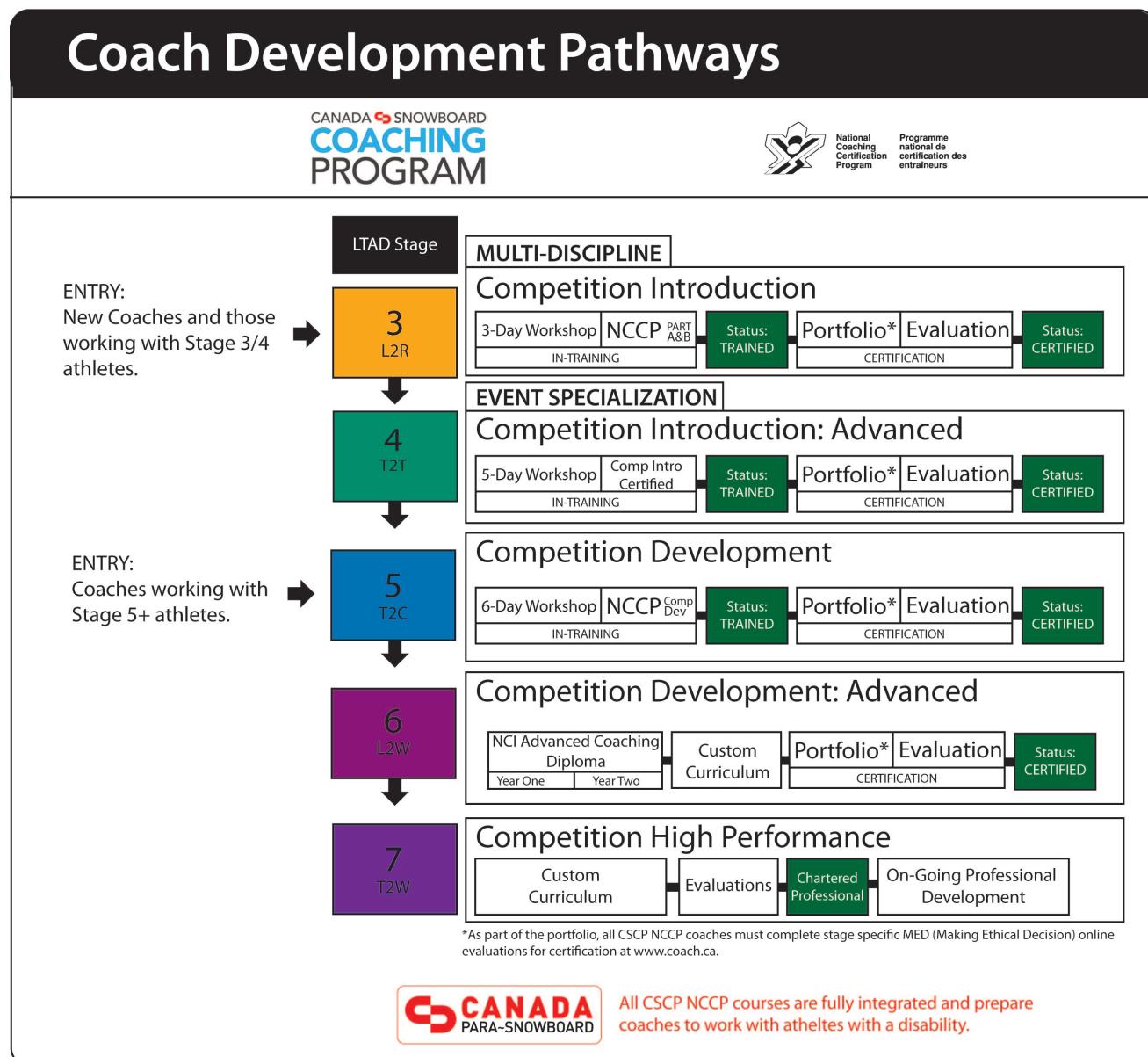
Entry into the CSCP is through the Comp Intro Coach course. This is a three-day course combining on-snow and classroom education. Completion of this course allows the coach to be recognized by the CSCP as having ***In Training*** status. A coach attends the NCCP multi sport A & B modules to obtain ***Trained*** Status. A coach works to complete a portfolio and participants in an evaluation with a mentor coach to complete this stage of their training and become ***Certified*** at the Comp Intro level.

Most coaches in club or provincial/territorial programs will stay within the Competition stream, and will work towards Comp Intro Advanced in either of the "style" or "speed" channels. This starts with a five-day on-snow course. Completion of this course provides the coach with ***Trained*** status. The coach then works on developing – through her or his real life coaching activities – a portfolio of seven "competencies". At an appropriate point, each of these is evaluated by a trained CSCP evaluator. Successful completion of the portfolio, and on-snow evaluation of all seven competencies will earn the coach ***Certified*** status. Delivery of the Comp Intro Advanced materials is done through Learning Facilitators who are trained and appointed by the CSCP.

Coaches who are working with higher-level athletes – those in Stage 5 (Train To Compete) of the LTAD Model – will move into the Competition Development area (again, in either the "style" or "speed" channel). The process is a six-day on-snow course as well as completion of the NCCP Comp Dev multi sport modules, provides ***Trained*** status. This is followed by work on a portfolio of seven competencies. The Learning Facilitators for the Comp Dev area will be developed by the CSCP in conjunction with Canada~Snowboard High Performance Program. Completion of both an "In-Training" as well as an "In-Competition" evaluation, allow a coach to complete their Comp Dev pathway and become ***certified***. Coaches can continue in this context by working towards the Comp Dev Advanced certification. This pathway consists of the completion of the NCI Advanced Coaching Diploma followed by an evaluation of the coach's skills in all seven coaching competencies. Follow this, a custom curriculum is designed to

assist the coach in improving in areas shown weaker during their evaluation. Once the CD Advanced portfolio is completed and another evaluation performed, the Coach will be awarded the ***certified*** Comp Dev Advanced status.

The fourth area of the Coach Development Model is Competition High Performance. This consists of specialized training provided through the High Performance Program.



TRAINED COACHES AND CERTIFIED COACHES

There is an important distinction between the designations of a “**Trained**” coach and that of a coach who is designated as both “**Trained**” and “**Certified**”. A “trained” coach is who has completed a course is not automatically certified. “Trained” and “Certified” are classifications established by the CAC to highlight the distinction between the successful completion of a course in which the theories and tools of coaching are presented (“Trained” status), and the successful application of these theories and tools through delivery of coaching to athletes (“Certified” status). For example, a coach who has completed the Comp Intro Coach course is recognized as “**In Training**” until he or she successfully completes NCCP A and B theory courses, at which point he or she is considered “**Trained**”. After evaluation the coach is “**Certified**”.

Coaching Association of Canada

Training and Certification

A coach is described as:

- In Training – when a coach has completed **some** of the required **training** for a context, at a minimum, the on-snow training course for that level;
- Trained – when a coach has completed **all** required **training** for a context;
- Certified – when a coach has completed **all evaluation** requirements for a context.

The new NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context as defined by the sport. However, to become certified in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 60 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

Based on the NCCP’s competency based system, coaches can enter into the stream that meets the needs of the athletes they will be working with. In Snowboarding, the four main streams are; Comp Intro, Comp Intro Advanced, Comp Dev and Comp High Performance. A coach does not need to complete one stream before entering the next but rather can start at the stream most appropriate for them. Please review the policy under Appendix A for guidelines.

EXPERIENCED COACHES MOVING TO EVALUATION

The CSCP National Coaching Certification Program is a competency-based program. This means that if a coach feels they have obtained the knowledge presented in a course elsewhere, they may submit

documentation showing so and move directly to evaluation. Should you feel as though you meet the criteria outlined below, you have the option of submitting the following pieces of evidence to the Canada Snowboard TEC Committee:

1. Experience working in the coaching context in snowboarding (5 years for Comp Intro, 10 years for Comp Dev).
2. Participated in coach education (could be in another country, university courses, other sports, etc).
3. Has proven program success (through innovative programming, numbers, results or other indicative evidences).

If the TEC Committee agrees you have demonstrated adequate experience and competency, you may have the option of fast-tracking through directly to the Evaluation of your coaching competencies. This will include:

1. Portfolio Submission
 - a. Comp Intro: See Portfolio Guideline online plus must complete Making Ethical Decisions (MED), Leading Drug Free Sport and Managing Conflict online evaluations (coach.ca).
 - b. Comp Dev: Must complete NCCP Comp Dev Multi Sport Modules. See Portfolio Guidelines online for details plus must submit the items listed in 'a' if did not complete Comp Intro certification prior to entering Comp Dev stream.
2. On snow In Training Evaluation
3. On snow In Competition Evaluation (Comp Dev only).

If successful in all aspects of evaluation, coach will receive NCCP CERTIFIED Status for the context.

Should a coach not demonstrate the required competencies, and individualized learning plan will be developed by the TEC or its designate for the coach. The learning plan could include parts or all of the pathway (NCCP Multi Sport Modules, On Snow Course etc.)

The learning plan must be completed prior to re-evaluation in the context. Re-evaluation comes with the normal evaluation cost.

Cost of moving directly to Evaluation: Please see the financial matters section of this document.

COMPETITIVE STREAM

COMP INTRO COACH

The three-day multi-disciplinary Comp Intro Coach course is the first step for a person who has never been trained to be a snowboard coach.

The Comp Intro Coach (or entry level coach) typically tends to work with individuals who are new to the competitive side of snowboarding, Characteristics of these individuals are:



- ⌚ **Athlete development level:** learning basic skills, consolidating fundamental snowboarding skills
- ⌚ **LTAD stages:** Learn to Ride (Stage 3)
- ⌚ **Training volume:** on snow 1 to 2 days a week
- ⌚ **Context of competition:** club to regional, e.g. C-S Riders, first time FIS, local pro or industry events

The content of the Comp Intro course addresses the fundamental principles of:

- ⌚ Making an Ethical Decision
- ⌚ Designing a Snowboard Program
- ⌚ Planning a Session
- ⌚ Analyzing performance
- ⌚ Supporting Athletes in Training
- ⌚ Supporting Athletes in Competition
- ⌚ Managing a Snowboard Program

In order to receive "**Trained**" status as a Comp Intro Coach, the individual must purchase a CSCP License (\$25) in addition to their annual provincial membership, and must fulfill the following requirements (NOTE: although the order shown is preferred, it is not mandatory; i.e. one may already have both NCCP A and/or B before taking the Comp Intro Coach course).

- ⌚ CSCP Comp Intro Coach Course
- ⌚ NCCP Part A and B (coaching theory courses applicable to all sports)

A Licensed Trained Comp Intro Coach can coach for up to 24 months prior to obtaining certification.

In order to receive full "**Certified**" status as a Comp Intro Coach, the individual must fulfill the following additional requirement:

- ⌚ Complete a coaching portfolio (see guidelines online)
- ⌚ On snow evaluation by a CSCP Mentor/Evaluator during a full season working with athletes.

COMP INTRO ADVANCED COACH

The five-day Comp Intro Advanced course is generally the next course to take after the Comp Intro Course. This is also the first workshop for event specialization:

- ⌚ Comp Intro Style: Halfpipe, Big Air, Slopestyle, etc.
- ⌚ Comp Intro Speed: SBX, PGS, PSL

The Comp Intro Advanced Coach typically tends to work with competitors who are building a career on the competitive side of snowboarding. Characteristics of these individuals are:

- ⌚ **Athlete development level:** consolidating basic skills and event specialization
- ⌚ **LTAD stage:** Train to Train (Stage 4)
- ⌚ **Training volume:** on snow 2 to 4 days a week
- ⌚ **Context of competition:** provincial to national: FIS, pro, industry events

The content of the Comp Intro Advanced course addresses specific principles of:

- ⌚ Making an Ethical Decision

- ⌚ Designing a Snowboard Program
- ⌚ Planning a Session
- ⌚ Analyzing performance
- ⌚ Supporting Athletes in Training
- ⌚ Supporting Athletes in Competition
- ⌚ Managing a Snowboard Program
- ⌚ Biomechanics
- ⌚ Style or speed
- ⌚ Long Term Athlete Development

In order to receive “**Trained**” status as a Comp Intro Advanced Coach, the individual must purchase a CSCP License (\$25) in addition to their provincial membership, and must fulfill the following requirements:

- ⌚ Certified CSCP Comp Intro Coach
- ⌚ CSCP Comp Intro Advanced Gradation Course (Style or Speed)

In order to receive full “**Certified**” status as a Comp Intro - Advanced Coach, the individual must fulfill the following additional requirements:

- ⌚ Completion of a coaching portfolio approved by a designated Evaluator
- ⌚ On snow evaluation by a LF during a three hour competitive session with athletes

COMP DEV COACH

The 6-day Comp Dev course is designed for career coaches. As with Comp Intro Advanced, there are two channels:

- ⌚ Comp Dev Style: Halfpipe, Big Air, Slopestyle, etc.
- ⌚ Comp Dev Speed: SBX, PGS, PSL

The Comp Dev Coach typically tends to work with athletes well established on their competitive careers, on a provincial development team or top performance provincial team athletes. Characteristics of these individuals are:

- ⌚ **Athlete development level:** Refining and varying basic skills, acquiring and consolidating advanced skills
- ⌚ **LTAD stages:** Train to Compete and Learn to Win (Stages 5 and 6)
- ⌚ **Training volume:** on snow 5 or more times a week, in a year round program
- ⌚ **Context of competition:** national to international: NorAm, Europa Cup, South America Cup, Canada Winter Games, World Cup, pro, and industry events

The content of the Comp Dev Coach course addresses advanced principles of:

- ⌚ Making an Ethical Decision
- ⌚ Designing a Snowboard Program
- ⌚ Planning a Session
- ⌚ Analyzing performance
- ⌚ Supporting Athletes in Training
- ⌚ Supporting Athletes in Competition
- ⌚ Managing a Snowboard Program
- ⌚ Biomechanics
- ⌚ Style or speed
- ⌚ Long Term Athlete Development

In order to receive “**Trained**” status as a Comp Dev Coach, the individual must purchase a CSCP License (\$25) in addition to their provincial membership, and must fulfill the following requirements (NOTE: although the order shown is preferred, it is not mandatory; one may already have any or all of the NCCP courses before taking the Comp Dev course):

- ⌚ CSCP Comp Intro Advanced course, or letter of endorsement from CSCP peer review group to grant equivalency
- ⌚ NCCP levels A, B, and all six NCCP Comp Dev multi-sport modules.

In order to receive full “**Certified**” status as a Comp Dev Coach, the individual must fulfill the following additional requirements:

- ⌚ Completion of a coaching portfolio approved by a designated Evaluator
- ⌚ On snow evaluation by a LF during a three hour training session with athletes
- ⌚ Minimum of two (or as needed) self evaluations (completed on-line) of the candidate as well as a meeting with the Comp Dev Evaluator (in person, phone, or skype) following a six hour competition with athletes.

Comp Dev Advanced (Advanced Coaching diploma)

The Advanced Coaching Diploma (ACD) is the pinnacle of a coaches’ education in the National Coaching Certification Program. ACD coaches are recognized as being among the most qualified coaches and leaders of athletes and sport programs provincially, nationally and internationally.

The Diploma consists of four core themes; ***Coaching Leadership, Coaching Effectiveness, Performance Planning, and Training and Competition Readiness***. Each theme requires coaches to complete a series of modules comprised of several 3 hour units of in-classroom sessions, seminars, workshops or labs. Coaches will be evaluated in each module based on their ability to demonstrate competency coaching developing athletes. Coaches enrolled in the Diploma program will work with a designated master and/or mentor coach who will support them in their completion of program requirements. The diploma program requires a mid-point and final assessment by a panel of content specialists. The Diploma is one step towards certification in the Competition-Development Advanced Gradation context. To complete his/her certification, the coach must contact Canada Snowboard to apply for the sport-specific evaluation.

Target Coaches

The Advanced Coaching Diploma predominantly targets coaches working with Train to Train and Train to Compete athletes, which may include:

- Canada Games and provincial team head coaches;

- Personal coaches of pre-carded, provincially carded, and developmental carded athletes;
- Club coaches of highly ranked clubs and self-made/entrepreneurial coaches;
- Post-secondary coaches (CIS, NCAA, CCAA);
- NSO-identified coaches with potential to develop into coaches of high performance athletes;
- National Training Centre coaches and assistant coaches;

The Diploma Program

The Advanced Coaching Diploma provides flexibility for the active coach with a busy schedule. The Diploma is available in a two year, part-time program, but may be obtained in more or less time depending on the location; various delivery schedules are available.

COMP HIGH PERFORMANCE COACH

The Comp High Performance coach program is an advanced coaching excellence program with a curriculum built on a case-by-case basis. The program is currently under development and not yet readily available.

COMMUNITY STREAM

ADAPTIVE FUNDAMENTALS COACH

The one-day Adaptive Fundamentals course is the first step for a person who wishes to work with people with a disability. While this course is a stand-alone course, it is recommended for people that have taken the course to have their CSCP Comp Intro or CASI Level One. *Coaches who take this course will not be certified as a coach, and will not be able to work as a coach unless they take their Comp Intro or CASI Level One.*

The Adaptive FUNDamentals Coach works with individuals with a disability who are brand new to the sport or are still learning basic skills. Characteristics of these individuals are:

- ⌚ **Athlete development level:** learning basic skills
- ⌚ **LTAD stages:** Fundamentals (stage 2) and Learn to Ride (Stage 3)
- ⌚ **Training volume:** on snow 1 to 2 days a week

The content of the Comp Intro course addresses the fundamental principles of:

- ⌚ Making an Ethical Decision
- ⌚ Planning a Session
- ⌚ Analyzing performance
- ⌚ Supporting Athletes in Training

- ⌚ Supporting Athletes in Competition

In order to receive "**Trained**" status as a Adaptive Fundamentals Coach, the individual must purchase a CSCP License (\$25) in addition to their provincial membership, and must fulfill the following requirement (Note: there is no certification for this course. It can be used as a CSCP designated professional development activity):

- ⌚ Certified CSCP Comp Intro Coach Course, CASI Level One, or CADS Level 1 & 2

EQUIVALENCIES AND REINSTATEMENT

Certain individuals may be eligible for reinstatement status in the certification program at any stage of the Competition stream of the CSCP. These are:

- ⌚ Legacy coaches (coaches with previous training under the old NCCP) trained and experienced in the equivalent context.
- ⌚ Coaches whose status has become "inactive".

Similarly, coaches with certification or experience from other nations may be eligible for recognition at any stage of the Competition stream of the CSCP based on being awarded an equivalency status. All requests for an equivalency or reinstatement must be directed to the Canada Snowboard Sport Development Director. The Sport Development Director will assign a Learning Facilitator to review the experience, education, and competencies of the challenge application. Decisions to grant status based on these will be made by the Experts Committee, considering the recommendation of the Learning Facilitator.

The practice of qualifying for a CSCP license on the basis of previous completion of a CASI coaching course (i.e. "grandfathering") has been discontinued. As of 01 September, 2009, only individuals who have successfully completed a CSCP Comp Intro (or former Basic Coach) Coach course will be eligible for a CSCP Coaching license.

MAINTAINING COACHING STATUS

A CSCP Coaching license must be renewed every year.

In addition to an updated Criminal Record check (see section below) and payment of the annual license fee, the following conditions apply to the renewal of a CSCP Coaching license.

- ⌚ **Comp Intro Coach "In Training"** – Successful completion of the "Basic Coach" or Comp Intro Course within the previous three years.
- ⌚ **Comp Intro Coach Certified:** participation in a CSCP designated professional development activity within the previous three years.
- ⌚ **Comp Intro Advanced Trained Coach** – successful evaluation of at least two aspects of the coaching portfolio within the previous three years, as well as participation in a CSCP designated professional development activity within the previous two years.
- ⌚ **Comp Intro Advanced Certified Coach** – participation in a CSCP designated professional development activity within the previous three years.

- ⌚ **Comp Dev Trained Coach** – successful evaluation of at least two aspects of the coaching portfolio within the previous three years, as well as participation in a CSCP designated professional development activity within the previous two years.
- ⌚ **Comp Dev Certified Coach** – participation in a CSCP designated professional development activity within the previous three years.
- ⌚ **Comp High Performance Coach** – review of coaching portfolio by the Coaching Technical Committee within the previous three years, and participation in a CSCP designated professional development activity within the previous three years.

Certified Coaches in all context stages will be required to complete Professional Development credits on an ongoing basis as required by the Coaching Association of Canada. Non-Certified coaches are required to progress to the certified level within three years of training.

CSCP designated professional development activities will be available on an annual basis. CSCP designated professional development activities will ordinarily include the following:

- ⌚ CSCP Coaching Courses
- ⌚ Portfolio Work Groups
- ⌚ Online professional development modules
- ⌚ CSCP MLF and LF Workshops
- ⌚ Undergraduate Degree courses in Human Kinetics/Kinesiology
- ⌚ High Performance Program activity evaluations and Yearly Training Plan development.

BACKGROUND CRIMINAL RECORD CHECK

To ensure Canadian Snowboard Coaches and their employers are well protected in the case of an unfortunate incident (harassment, neglect, ethical, etc.), Canada Snowboard is reviewing their policy surrounding criminal record checks, and background checks. The current policy that will remain in effect until June 30th 2015 states:

In order to obtain an ACTIVE Canada Snowboard Coaching License, and to be granted “In Training”, “Trained”, or “Certified” status, an individual must obtain a criminal record check through the RCMP or the approved online system option, currently utilized by ‘backcheck’.

Each coaches criminal record check must be updated every 3 years.

Registered coaches who do not have an up to date criminal record check will be sent a reminder and an invitation to complete their CRC via Canada Snowboard’s Backcheck Online Portal: <http://www.backcheck.net/canadasnowboard/>

A CSCP license will not be granted to an individual whose criminal record check reports a conviction related to the vulnerable sector search. A decision with respect to granting a CSCP license to an individual whose criminal record check reports a conviction on any other offence shall be made by the Coaching Technical Committee.

PROGRAM DELIVERY

OUTLINE

The following persons have responsibilities for the design, development, and delivery of the CSCP:

- ⌚ Canada Snowboard Sport Development Manager
- ⌚ Canada Snowboard Sport Development Director
- ⌚ Canada Snowboard High Performance Program Director
- ⌚ CSCP Experts Committee
- ⌚ Master Learning Facilitators
- ⌚ Master Evaluators
- ⌚ Learning Facilitators
- ⌚ Evaluators

The Sport Development Director is the senior staff person responsible for the CSCP. This person is accountable to the Executive Director for all aspects of the CSCP, including the development of course content, the training of personnel, the delivery of courses, the work of the Technical Committee, liaison with sport delivery partners, and communications to internal stakeholders. The Sport Development Director shall be the Chairperson of the Technical Committee.

The High Performance Director is responsible for ensuring the seamless integration of the CSCP and the LTAD Model as they apply to athletes within LTAD stages “Learn to Win” and “Train to Win”. The High Performance Director shall be an ex-officio member of the Technical Committee.

The Experts Committee shall consist of the Sport Development Director and a discretionary number of persons who are required to support the development of the CSCP program. These persons shall be appointed on the basis of their ability to bring a significant expert perspective to the Committee, reflecting factors such as coaching experience, coaching expertise, knowledge of coaching education, knowledge of LTAD, business development, and problem solving and critical thinking skills. All appointments to the Technical Committee shall be made by the Sport Development Director and shall be for renewed annual.

Learning Facilitators are the persons who deliver the CSCP courses to coach candidates. Master Learning Facilitators are, correspondingly, the persons who train Learning Facilitators and evaluate their performance. Evaluators are the persons who assess the competencies of coaches seeking Certified status, as these are set out in their coaching portfolio. The CSCP will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of valuing, leading, interacting, problem-solving and critical thinking skills.

All personnel tasked with carrying out the objectives and programs related to coach training and development will be required to sign a Code of Conduct adopting the principles of the NCCP and respecting the objectives and mission of the CSCP.

LEARNING FACILITATORS

Learning Facilitators (LFs) are the persons who deliver the CSCP courses to coach candidates, and who evaluate the Coaching Portfolios of Trained Coaches.

Learning Facilitator resource materials (Guides, Learning Outcomes, Evaluation Criteria, and Evidences Sought), are set out in separate materials available in the Coaching section of the Canada~Snowboard website (www.canadasnowboard.ca).

The CSCP will develop and maintain a roster of LFs to deliver coach training in each context utilizing the adult learning principles advocated in the new NCCP. P/TSAs will be expected to assist in recruiting LFs. The CSCP will be responsible for LF training, utilizing the services of approved Master Learning Facilitators (MLFs).

LF candidates will be trained in skill and learning outcomes as shown in the attached *Appendix 3 – LF Competencies Transcript*. Upon completion and verification of the training and skill sets, LFs will be assigned by the CSCP to conduct training as required and suitable.

Potential LFs will have the following skill sets:

- ↪ Good understanding and background in the full spectrum of snowboarding skill development, particularly at relevant LTAD stage or stages;
- ↪ Good understanding of the growth and development principles related to the age groups and LTAD for each context;
- ↪ Good understanding of the appropriate skill training for any context in which they may be trained;
- ↪ Good understanding of the principles applied in Ethical Decision Making.

LFs must attend any required training sessions and successfully complete the LF training assignments. LFs will be required to be Certified (or, in the transition period through 2012, Trained) at the context stage for which they will serve as a LF.

Applications for LF training and designation shall be made to the Sport Development Manager or Director. Applicants will be selected for LF training in consultation with the appropriate P/TSA.

The Sport Development Manager or Director will perform an annual review of LFs with all Master Learning Facilitators. The external evaluation will be undertaken by a MLF designated by the Sport Development Manager or Director. If possible, this evaluation will be undertaken jointly with a MLF from the host province or territory.

MASTER LEARNING FACILITATORS

The CSCP will develop a roster of Master Learning Facilitators (MLFs), who will conduct training of the Learning Facilitators identified by the CSCP as suitable candidates to conduct coach training workshops and modules.

MLF candidates will be reviewed and approved by the CSCP Technical Committee. MLFs must attend any required training sessions and successfully complete the MLF training assignments. MLFs, once their training has been completed, will then be authorized to conduct LF training in each context of the CSCP.

The skill and learning outcomes (the “competencies”) that MLFs are required to demonstrate are set out in *Appendix 3*. Upon completion and verification of the training and skill sets, MLFs will be assigned to conduct training in each coaching context as required and appropriate. The CSCP Technical Committee will make such assignments and designations. In initial program deliveries, MLFs will be encouraged to use mentoring and to team facilitate.

MLFs will be sought with the following backgrounds:

- ⌚ Experience in training or instructional methods, preferably in an adult education setting.
- ⌚ Experience in delivery of snowboarding technical training to adults.
- ⌚ Knowledge of the NCCP coach training paradigm.

The following are required before MLF designation is granted:

- ⌚ Successful completion of the NCCP Comp Dev theory modules.
- ⌚ CSCP Comp Dev Trained status.
- ⌚ Successful completion of a MLF training session.

Exceptions will be considered on an individual basis.

It will be the responsibility of the CSCP to conduct MLF training on a national basis. It is recognized that a full roster of MLFs with the desired broad range of facilitation skills will not be available during the initial stages of program development in most contexts. It is the intention of the CSCP to identify, train, and monitor potential MLFs in order to meet this skill gap. Initial candidates will be mentored and encouraged in their training by more experienced MLFs and by MLFs from multisport agencies.

EVALUATORS

The CSCP will develop and maintain a roster of Evaluators to conduct the evaluation of coaches' portfolios, according to established criteria and guidelines. The skill set for Evaluators is the same as for LFs, and is set out in *Appendix 3 – LF Competencies Transcript*. As of 2012, all evaluators will be trained by a Master Evaluator.

The Sport Development Manager or Director will work with the provincial association representative to be responsible for recruiting and approving Evaluators. Evaluators will be sought with the following skill sets:

- ⌚ Good understanding and background in the full spectrum of snowboarding skill development.
- ⌚ Good understanding of the growth and development principles related to the age groups and LTAD for each context.

- ⌚ Good understanding of the appropriate skill training for any context in which they may be trained.
- ⌚ Demonstrable skills in the core competencies of valuing, leading, interacting, problem-solving and critical thinking.

Evaluators must attend any required training sessions and successfully complete the Evaluator training assignments. Evaluators will be required to be a Certified Coach (or, in the transition period through 2012, Trained) at the context for which they will serve as an Evaluator.

Applications for Evaluator training and designation shall be made to the Coaching program manager, to be approved by the Sport Development Manager or Director. Applicants will be selected for Evaluator training in consultation with the appropriate P/TSA.

RECRUITMENT, RETENTION, EDUCATION, AND RENEWAL

The CSCP will develop and maintain an appropriate number of Learning Facilitators, Master Learning Facilitators, and Evaluators (collectively called “LFs” for the purposes of this section). This number may vary over time, but will be sufficient to address program delivery requirements and regional needs, without putting an undue burden on any individual. The goal through 2018 will be to maintain a base of 25 LF's.

Potential LFs may include the following:

- ⌚ Course Conductors under the old NCCP paradigm;
- ⌚ CASI Course Conductors
- ⌚ Retired High Performance Program athletes.
- ⌚ LFs active in other sports of NCCP multi-sport certification activities.
- ⌚ Participants in conferences, courses, and other professional development activities.
- ⌚ Coaches with successful programs.

Potential LF's will be identified by current Learning Facilitators and P/TSA's and will receive an invitation to training.

Learning Facilitators must attend training each season to obtain **active** Learning Facilitator status.

LFs who have been inactive for three years must apply to the Sport Development Director for re-instatement. A final decision on re-instatement will be made by the *The Experts Committee*, based on the recommendation of the Sport Development Director. Considerations will include level of ongoing activity in the sport, professional development activities undertaken, and the nature of previous LF assessments.

The CSCP will provide LFs with opportunities to conduct clinics, professional development opportunities, and regular communication with respect to both process and content.

EVALUATION OF COURSES AND LEARNING FACILITATORS

Upon completion of each coaching course, participants will be provided with an opportunity to evaluate the course and the LF. Evaluations will be collected by the MLF in attendance or forwarded to a designated MLF for review.

Course evaluation forms will be designed for each course. Evaluation criteria will be based on the learning outcomes sought for that learning experience, and the LF or MLF will be evaluated on the skills sets sought for each context and their ability to deliver the course to program standards. Evaluations will be part of the LF Guide for each context.

LFs who are consistently rated highly on their Evaluations will be considered for mentorship roles with other LFs. They may also be considered for training as a LF in additional contexts or as a Master Learning Facilitator.

LFs who are consistently rated poorly on their Evaluations will be afforded an opportunity to improve their performance at a subsequent course. This course will be monitored by an MLF. If little or no performance improvement is assessed, the LF will be removed from active status until further training is taken.

PROGRAM MANAGEMENT

CSCP EXPERTS COMMITTEE

The CSCP Experts Committee will manage the program, including development of tools and resources, program design requirements, integration of Coaching Development with LTAD, and training of Master Learning Facilitators, Learning Facilitators, Master Evaluators and Evaluators. Such other duties as may be required will be determined through discussion between the Sport Development Director and the Executive Director.

RECRUITMENT AND DEVELOPMENT

The CSCP shall have the following responsibilities with respect to recruitment and development, in order to maintain an appropriate number of LFs and Evaluators:

- ⌚ Provide an appropriate number of opportunities for LFs to conduct courses. An appropriate number will depend on the LF and the time they have available.
- ⌚ Review the evaluations that are completed by participants after the courses.
- ⌚ Monitor the activities, performance, and training of LFs, in conjunction with MLFs, to ensure that LFs meet the standards expected and maintain the most current training.
- ⌚ Monitor opportunities for further education and training and make these opportunities known to LFs.
- ⌚ Review the performance of LFs receiving unfavourable evaluations. Discuss the matter with the LF; attend the next workshop; observe the workshop; and take appropriate action during and after the workshop as required. This action can range from providing tips on how to improve, to removing LF status either permanently or until further training is provided.

TRAINING

The CSCP shall have the following responsibilities with respect to training LFs and Evaluators:

- ⌚ Develop and train a roster of MLFs to conduct LF training in each PTSAs.
- ⌚ Ensure program quality control by quality, yearly MLF updates. Each MLF is then responsible to deliver the information in provincial LF updates.
- ⌚ Review and approve, if appropriate, candidates proposed for MLF by the provincial and territorial snowboard associations.
- ⌚ Develop LF, MLF, and Evaluator training guidelines and approve the training program.
- ⌚ Review training programs to ensure they meet requirements of the various coaching streams and contexts.
- ⌚ Train, or provide resources to individuals responsible for formal observation / evaluation / verification of LFs and Evaluators.
- ⌚ In consultation with provincial and territorial snowboard associations, determine numbers needed, taking into account regional and language balances.
- ⌚ Review the roster of active Evaluators and LFs annually and determine training requirements.

PROGRAM MONITORING, EVALUATION, AND QUALITY CONTROL

The CSCP will conduct a quality review of this program and its resource requirements on an annual basis. This review will consider the following items:

- ⌚ Results of any program review conducted by the Coaching Association of Canada and/or funding agencies such as Sport Canada.
- ⌚ Recommendations for improvements by stakeholders involved in delivery of programs or affected by the training programs.
- ⌚ Items raised by Evaluation Forms submitted by Coaches and Facilitators at the end of courses.
- ⌚ Funding requirements for training, including the recruitment and training of additional personnel.
- ⌚ Requirements for the training and development of personnel to meet the linguistic and geographic profiles of P/TSAs.
- ⌚ Reports from P/TSAs as to the number of workshops conducted, number of coaches participating, roster of active LFs and MLFs, and number of evaluations completed.

The provisional agenda for the annual Program Management Review is:

- Report on activities conducted during prior year.
- Evaluation of activities against targeted objectives.
- Review of actions arising from prior year's Program Management Review
- Review of program review input, including:
 - Program review/audits by CAC, Sport Canada or other funding agency.
 - Recommendations for improvements by stakeholders.
 - Suggestions for improvements on evaluation forms.
 - Funding requirements for training of personnel.
 - Review of linguistic and geographic profiles and gaps.

- Reports by P/TSAs on numbers of workshops, coaches, training courses, roster of active personnel, and number of evaluations concluded.
- Review of recommendations by NCCP Coaching Program, including areas of:
- Training and skills upgrading of personnel.
- Evaluations and feedback from coaches participating in training.
- Improvements in program delivery.
- Review of communications plan.
- Identification of actions to be taken.

The CSCP will review and adopt improvements as developed by the National Coaching Certification Program on an ongoing basis. The principles of continuous improvement and professional development for coaches shall be applied.

FINANCIAL MATTERS

The CSCP shall establish fee guidelines and parameters for coach training programs offered and developed under its authority.

Canada Snowboard will, from time to time, set fees to recover costs related to program design, development, contracting responsibilities for tools and resources, administration at a national level and costs related to maintaining national databases.

THE CURRENT FEE STRUCTURE IS:

COMPETITION INTRODUCTION

- ⌚ Comp Intro Coach Course (3 Days):
 - Participant fee: \$350
 - LF payment fee: \$175/day ** For courses with 6-8 person's, the fee increases by \$10 pp
(i.e. 6 person's = \$185/day, 8 person's = \$205/day)
- ⌚ Comp Intro Evaluation Process
 - Participant fee: \$25
 - Evaluator/Mentor fee: \$75 (per completed mentorship)
- ⌚ Comp Intro Advanced Course (5 Days):
 - Participant fee: \$525
 - LF payment fee: \$250/day
- ⌚ Comp Intro Advanced Evaluation Process
 - Participant Fee: \$175.00
 - Evaluator Fee: \$250/day
- ⌚ Direct to Evaluation Fee (includes evaluation)
 - Coach who has already completed NCCP A + B: \$325.00
 - Other Coach: \$500.00

Competition Development

- ⌚ Comp Dev Course (6 Days):

- Participant fee: \$650
- LF payment fee: \$300/day
- ⌚ Comp Dev Evaluation Process
 - Participant fee: \$250
 - Evaluator Paid: \$250/day
- ⌚ Direct to Evaluation Fee (includes evaluation)
 - If coach has completed all Multi-Sport Modules – 6 Comp Dev + MED + Design a Sport Program + Plan a Practice: \$900.00
 - Other Coach: \$1200.00

Other

- ⌚ Acrobatics Air 1 (2 days)
 - Participant Fee: \$225
- ⌚ Acrobatics Air 2 (2 days)
 - Participant Fee: \$225
- ⌚ Learning Facilitators Course (1 Day)
 - Participant Fee: Free
 - LF payment fee: \$200.00
- ⌚ Mentor/Evaluator Course (1/2 Day)
 - Participant Fee: Free
 - Master Evaluator fee: \$100.00
- ⌚ Adaptive Fundamentals Course (1 day)
 - Participant Fee: \$60
 - LF Payment: \$175

P/TSAs are encouraged, through their own resources and through sources such as provincial/territorial funding bodies, to subsidize course fees for participants.

The following expenses may be claimed by LFs/Master Evaluators:

- ⌚ Printing as needed and approved by the Sport Development Director.
- ⌚ Mileage – \$0.36/ kilometer.
- ⌚ Meals – \$58.10/day as set by each province with minimums.

Any additional expenses must be approved by the Sport Development Manager. LFs must provide the Sport Development Director with a signed Expense Claim and receipts (receipts are not needed for meals and mileage). Expense allowances include GST / PST. In order to be reimbursed for expenses, LFs must provide the CSCP/NCCP with the NCCP database form for the course.

COMMUNICATIONS

The CSCP recognizes the importance of a consistent and well-developed communications plan to keep all stakeholders fully informed of program developments and benefits. It shall establish an electronic distribution network to communicate changes, updates, and developments. This network will include P/TSAs, LFs, MLFs, Evaluators, CASI, funding partners, and other interested parties. This will be in the form of a quarterly e-newsletter sent in July, October, January and April each year.

A review of the communications plan will be conducted as part of the annual Program Management Review.

PLANNING

The CSCP shall establish an annual Operations Plan. It shall also set out medium term objectives (for the coming four years), and long-term objectives (for the coming eight years).

The Operations Plan and the medium and long-term objectives shall be reviewed on an annual basis.

APPENDIX 1: ADDITIONAL CSCP PROGRAM POLICIES

POLICY #1: TEMPORARY LICENSE GUIDELINES

The CSCP process to obtain a temporary coaching license has been designed for a **select few** coaches who are looking to enter the coaching stream at the Competition Development level but do not have access to the course for the immediate winter season due to the course running only every two seasons. The situation may also occur in remote areas where select coaches require their CSCP license but do not have access to a Comp Intro course until after their coaching duties have begun.

At the completion of successful application for a temporary license, the coach does not hold any snowboard certification but will be allowed entrance into the Snowboard Competition Development course so that their CSCP training can begin and will be able to coach, following specific guidelines, for one year.

Process to obtain a temporary CSCP coaching license:

1. Submit a letter to the Canada~Snowboard CSCP Program Manager outlining their reason's for requiring the temporary license along with a letter of support from the Provincial/Territorial Snowboard Association supporting your application for the license AND confirming the LTAD stage of the athletes you will be working with this season.
2. Show proof of registration or have attended the following:
 - a. Comp Dev temporary license: NCCP Competition Development Modules
 - b. Comp Intro temporary license: NCCP Part A and/or Part B Modules
3. Submit the name of the coach who will oversee the coaching duties of the temporarily licensed coach.
4. The submitted information will be reviewed by the CSCP Manager and for Comp Dev, members from the technical committee and a decision on whether to grant a temporary license will be made.

Once a temporary license is approved, **the coach must**:

1. Submit a Criminal Record Check with vulnerable sector check
2. Purchase their CSCP Coaching License and provincial membership online at www.canadasnowboard.ca

CSCP Temporary Coaching License Guidelines:

1. Coaches may only request a temporary license once and licenses are valid for:
 - a. Comp Intro: One calendar year
 - b. Comp Dev: One calendar year or until the start of the next offered CSCP Comp Dev Course.

At the end of the temporary licensing period, coaches must have attended either the Comp Dev or Comp Intro course and continued working towards completing the respective NCCP multi sport modules. Coaches holding temporary licenses must work under the supervision of a trained LTAD stage appropriate coach. This coach is responsible for overseeing the safety of practices.

2. The CSCP Technical Committee also has the power to attach further restrictions to the coaching license if required.

POLICY #2: COACHES ENTERING DIRECTLY INTO THE COMP DEV STREAM

Someone wanting to enter the CSCP system at the Competition Development level must be able to demonstrate that they already have the competencies taught at the Competition Introduction level and are working with athletes at the Comp Dev stage. Typically, person's looking to do so will be former National Team members, those with extensive teaching/coaching backgrounds in other high performance sport, or elite CASI members (CASI level 4's, Master Evaluators, etc). This is not meant to be a short cut through the coaching system but rather, to place coaches in the stream in which they are working and ensure they obtain the correct coaching education.

Person's wanting to enter the CSCP Competition Development steam without prior CSCP training must:

1. Submit a reference letter from the Provincial/Territorial Snowboard Association recommending the coaches entrance to the Comp Dev stream and confirming the coach will be working with current stage 5 athletes.
2. Before the beginning of the CSCP Comp Dev course, have completed:
 - a. NCCP Making Ethical Decisions online module and test.
 - b. Completed NCCP Competition Development Modules

APPENDIX 2: LEARNING FACILITATOR/EVALUATOR CODE OF CONDUCT

It is expected that every LF will read, understand, and sign the following Code of Conduct:

In my role as a LF/Evaluator for the CSCP and in conjunction with the NCCP

I, _____ (name & CC #), expressly agree to conduct myself in a manner consistent with this Code of Conduct. My failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my LF/Evaluator Certification Status.

I shall:

1. Successfully participate in all LF and/or Evaluator training and evaluation components in order to be granted LF/ Evaluator certification (i.e. LF Pathway).
2. Maintain LF/Evaluator certification through attending all required professional development, and continuously seek to improve personal abilities and performance on a regular basis.
3. Maintain a minimum requirement of availability to deliver one course per year.
4. Be a member of the Canadian Snowboard Federation, and align with its goals and objectives as it services the membership at large.
5. Support sponsors, suppliers, employers, and/or other partners of the CSCP coach education program.
6. Support the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Governments, local snowboarding clubs) in their shared goal and vision to delivery high quality, ethical coach education programs.
7. Demonstrate professionalism (in dress, language, and presentation) as a coach educator in all aspects of course delivery, through behaviors consistent with the NCCP Code of Ethics, the use of due process, and the principles and values of fair play.
8. Place the best interest of the coaches taking part in the workshops/ evaluation events ahead of my personal interests.
9. Refrain from all forms of physical, emotional, mental, and/or sexual harassment, recognizing that sexual harassment includes either or both of the following:
 - ⌚ the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance; and
 - ⌚ engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching, that are offensive and unwelcome, or create an offensive, hostile or intimidating environment, and can be reasonably expected to be harmful to the recipient and or teammates.

I agree that if there is disagreement or misalignment on issues, it is the responsibility of myself as the LF/Evaluator to seek alignment with the objectives, goals, and directives of the CSCP.

I understand and agree that the CSCP Experts Committee is empowered to take disciplinary action should any breach by myself of the Code of Conduct occur.

I hereby declare that I have read this CSCP Learning Facilitator/Evaluator Code of Conduct, and understand and accept the provisions contained herein

Name (Print)

Date

Signature



APPENDIX 3: LEARNING FACILITATOR COMPETENCIES ASSESSMENT FORM

Competency	Criteria/Standard	Competent (date, initials)	Not yet competent (date, initials)	Not demonstrated (date initials)
A Demonstrate presentation skills	1 Voice is clear and projected so all can hear			
	2 Message is expressed clearly and without unnecessary jargon			
	3 Free of discriminatory language and behavior			
	4 Voice modulated and varied (NOT monotone!)			
	5 Interacts with Candidates (names, eye contact)			
	6 Delivery style suits content and Candidates			
	7 Confident, supportive, and friendly manner			
	8 Non-verbal communication (mannerisms, gestures) supports not distracts			
	9 Appearance gives a professional impression			
	10 Session is planned & is well structured			

	11 Session is logically delivered			
	12 Delivery without over-dependence on notes			
	13 Delivery is on time			
B Creates and facilitates a learning environment	14 Welcomes and speaks with participants on arrival (climate)			
	15 Room and equipment layout reduced barriers and encouraged interaction			
	16 Creates a non-threatening and supportive climate in which learning is emphasized (not testing) (climate)			
	17 Makes sessions fun and enjoyable (enjoyment)			
	18 Gives participants opportunities to practice skills			
	19 Helps participant to apply knowledge and skills to his/her own coaching (relevant)			
	20 Adapts delivery style and pace to meet participants' varying learning styles and needs (learner-centered)			
	21 Creates interaction between participants			
	22 Uses a variety of learning methods			
	23 Helps participants to self-reflect			

	24 Provides every participant with positive feedback			
	25 Facilitates rather than lectures and instructs			
C Assess participants on the course against criteria	26 Demonstrates familiarity with competence criteria and standards			
	27 Makes objective assessments			
	28 Uses questions to determine competence			
	29 Records assessment decisions			
D Plan and organize workshops and complete administration	30 Pre-course administration carried out in line with CSCP/NCCP protocol			
	31 Venue meets CSCP/NCCP guidelines			
	32 Starts and finishes course on time			
	33 Resources and equipment available, tested and working before participants arrive			
	34 Post-course administration completed in line with CSCP/NCCP protocol			
	35 All competencies are covered in line with LF or MLF Handbook			
Communicate an enthusiasm for the ethos of the sport and for	36 Demonstrates passion and commitment for the sport			
	37 Exhibits behavior in line with			

coaching	CSCP/NCCP standards			
Final Report & Action Plan				
Overall Assessment				
Agreed Action Plan				
Name of LF				
Assessor				

APPENDIX 4: EVALUATOR COMPETENCY ASSESSMENT FORM

Competency	Criteria/Standard	Great	Good	Not Seen
Evaluate Coaches for Certification	1. Voice is clear and projected so all can hear			
	2. Message is expressed clearly and without unnecessary jargon			
	3. Free of discriminatory language and behaviour			
	4. Confident, supportive, and friendly manner			
	5. Appearance gives professional impression			
	6. Welcomes and speaks with participants on arrival			
	7. Use appropriate observation methods to determine achievement of criterion			
	8. Correctly interpret the verification of evidences to identify evaluation of criterion			
	9. Makes objective assessments			
	10. Uses questions to determine competence			
	11. Records assessment decisions			
	12. Facilitate coach debrief to verify evidences, provide feedback and create an action plan.			
Manages	13. Starts and finishes assessment on time			

Administrative aspects	14. Manage administrative and logistical aspects of the evaluation			
Communicate an enthusiasm for the ethos of the sport and for coaching	15. Demonstrates passion and commitment for the sport			
	16. Exhibits behaviour in line with CSCP/NCCP standards			

Final Report & Action Plan

Overall Assessment			
Agreed Action Plan			
Name of Evaluator			
Assessor		Date:	

APPENDIX 5: NCI DIPLOMA IN HIGH PERFORMANCE

National Coaching Institutes

The seven National Coaching Institutes are the centres of higher education for coaches in Canada.

The NCIs offer, to national sport organization-approved candidates, highly interactive practical courses leading to a NCI Diploma in High Performance through the following program options:

- ↪ A one-year program available at the NCI-BC.
- ↪ A two-year program available at each of the other six NCIs across Canada.
- ↪ A customized learning program that could involve study at more than one NCI or an extended period of study.

An NCI Diploma in High Performance Coaching may lead to NCCP Level 4 certification with the approval of the candidate's NSO.

Diploma Course Of Study

The NCI Diploma Program integrates classroom study with a coaching practicum in partnership with a highly qualified Master Coach. The knowledge, skills, and attitudes required in a coach at the top of the profession are developed through a wide variety of applied courses.

The Program deals with three main areas:

- 1) **Planning, designing, and implementing a sport program within your own athlete context**
The learning process involves investigation of the athlete development model, analysis of athlete needs, goal setting, designing a plan, implementation of the plan, monitoring, and evaluation. All of the proceeding occurs via exploration of information sources, discussion with peers, Master Coaches, and resource instructors.
Key themes may include: energy systems, strength and conditioning, nutrition, recovery and regeneration, mental preparation for coaches and athletes, planning and periodization, biomechanics, coaching effectiveness, environmental factors, athlete long-term development, and business management.
- 2) **Practical coaching**
At the NCI, you'll have an expert Master Coach to consult and assist you in applying what you learn in the classroom to your day-to-day coaching activities. You will have the opportunity to build on and be inspired by the knowledge and experience of your peers.
Key themes may include: Coaching Effectiveness – an analysis of your coaching interventions involving both classroom reviews and practical coaching feedback from your Master Coach; Review with your Master Coach of such topics as crafting the training environment, vision for the team, coach/athlete relationship, and operating in competition.

3) Leadership and ethics in coaching

The study of leadership is a dynamic, relationship-driven process involving interactions among leaders, resource instructors, Master Coaches and your own colleagues. The NCI provides the opportunity for you to learn about yourself through thoughtful and reflective self-assessment, and the development of a self-improvement action plan.

Key themes may include: values clarification, critical thinking, communication skills, ethics, philosophy, the Canadian sport system, self-analysis, assessment of strengths and weaknesses, leadership practices, group dynamics, teambuilding, problem solving.

Required Courses/ Tasks

Diploma Practicum

NCI coaches work within the high performance stream with athletes on a regular basis. A workbook is used to record observations and critical reflections. Tutorials are conducted with the Master Coach(es) to review their approach to athlete preparation, training, and competition. The NCI coach is expected to assume responsibility for the preparation of athletes.

Energy Systems

Understand the energy demands of your sport, methods to train and increase the power and capacity of the energy systems; control of intensity; sequencing of training; and tapering for peak performance.

Physical Preparation

Learn teaching progressions for strength, flexibility, and agility exercises; how to manipulate loading parameters.

Nutrition

Develop nutritional strategies for training and competition; develop a nutritional plan and become familiar with a variety of sport nutrition topics such as hydration, supplements, nutrition during travel, weight control, and eating disorders.

Recovery and Regeneration

Understand the causes of fatigue and select appropriate recovery modalities; understand injuries and the mechanisms for healing and recovery as part of the normal training process; non-adaptive responses to training/stress.

Mental Preparation for Coaches

Analyze coaching interventions; deal with conflict in elite athletes and practice effective communication; psychological implications of injuries in elite athletes and strategies of intervention.

Mental Preparation for Athletes

Identify the mental training needs of athletes; help them refine a variety of mental imagery skills and learn how to cope with distractions; integrate and sequence mental training activities within the yearly plan.

Program Design

The systematic integration and sequencing of training and competition activities within a comprehensive sport program; planning and periodization models; major and minor peaks to produce optimal athletic performance; volume and intensity of training; recovery.

Long Term Athlete Development

Discuss how athletes should progress in sport from childhood on; skill acquisition leading to specialized skill development; talent identification; sport-specific long-term planning.

Leadership and Ethics

An intense learning experience to help you initiate and support positive changes in your work environment, with an emphasis on values clarification, critical thinking, communication skills, leadership practices, and group dynamics.

Course work is also required in the following areas:

- Coach Effectiveness
- Coaching Philosophy
- New Technologies

Optional Courses/Tasks ((subject to availability)

Sport-Specific Performance Factors

Environmental Factors and Performance

Adapt a training program according to environmental influences; effects of altitude and thermal stress on training and performance; dealing with travel and time changes.

Biomechanical Analysis of Advanced Skills

Apply the principles of biomechanics to the detection and correction of errors in technique and to injury prevention; video analysis and applications.

The Business of Coaching

Learn management and marketing concepts; learn how to create a business plan and manage financial projects; identify ways to access professional services for high performance coaches.

Canadian Sport System

Develop an understanding of the Canadian sport system and the role of the coach within that system.