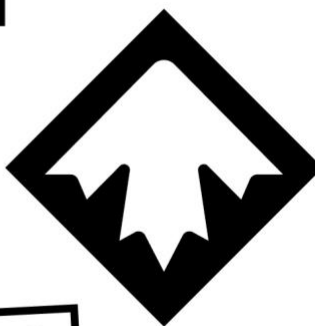


# COACHING PROGRAM



By

**CANADA SNOWBOARD**

# OPERATIONS

# MANUAL

# COACH DEVELOPMENT, TRAINING & EVALUATION PROGRAM STANDARDS & PLANNING



# 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.



The programs of this organization are funded in part by the Government of Canada



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# 1. INTRODUCTION

## 1.1 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 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 [here](#).

## 1.2 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 2014-2022 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.

## 1.3 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](#), 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 Train 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
<b>Learn to Train (Stage 3)</b>	Competition Introduction Coach
<b>Train to Train (Stage 4)</b>	Competition Introduction Advanced Coach
<b>Train to Compete (Stage 5)</b>	Competition Development Coach
<b>Learn to Win (Stage 6)</b>	Competition Development Advanced
<b>Train to Win (Stage 7)</b>	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.

## 1.4 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.
- Sport for Life
- Canadian Adaptive for Disabled Skiing (CADS)
- Canadian Association of Snowboard Instructors (CASI)

## 1.5 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'), Comp Intro Advanced Competition Development, and Comp High Performance.
- Adoption of a program standard for Learning Facilitators required for the Comp Intro and Advanced Gradation courses.
- Training of core Master Coach Developers and Master Coach Developers 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.

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 Coach 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
- Development of an education system for coaches working with Stage 6-7 athletes.

# 2. SNOWBOARD COACH DEVELOPMENT

## 2.1 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, we currently offer;

- Adaptive Fundamentals (Stage 2/3)

## 2.2 COACH DEVELOPMENT MODEL

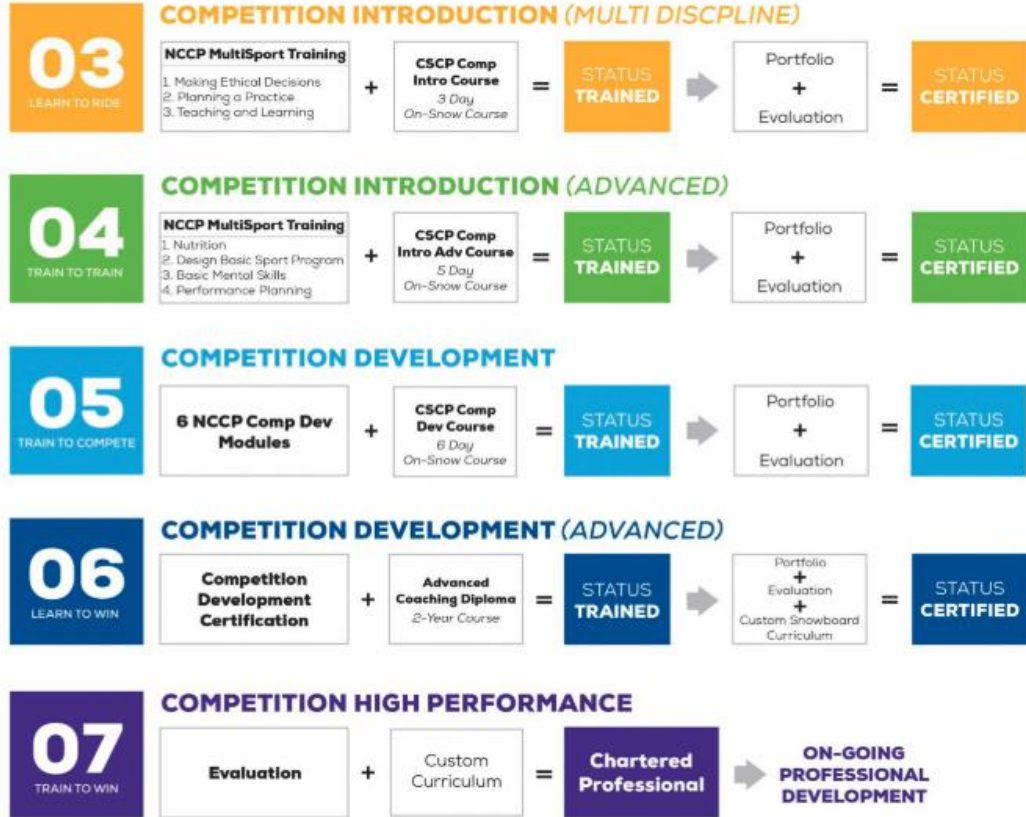
Entry into the CSCP is through the Comp Intro Coach course. This is a three-day course combining on-snow and classroom education. Completion of this course allows the coach to be recognized by the CSCP as having ***In Training*** status. A coach attends three (3) NCCP multi-sport competition introduction 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. A coach attends four (4) NCCP multi-sport competition introduction modules to obtain **Trained** Status. The coach then works on developing – through their 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 6 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 NCCP Advanced Coaching Diploma with a sport specific mentorship after the midpoint assessment, followed by a representative from either the CSCP and/or the High Performance program on the evaluation panel for the final presentation.

The fourth area of the Coach Development Model is Competition High Performance. This consists of 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 this has been completed the panel will perform another evaluation and they will be awarded the certified Comp High Performance status.

**ENTRY:**  
New coaches and those working with stage 3/4 athletes.



For our coaches scope of practice and minimum standard policy please visit [here](#).

## 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 the NCCP theory courses, at which point he or she is considered “**Trained**”. After evaluation the coach is “**Certified**”.

### 2.3 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 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 Temporary License Guidelines which is located in our [Document Centre](#).

## **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 Technical Experts Committee (TEC):

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: Must complete the CSCP Comp Intro Portfolio, plus all Comp Intro NCCP Multi Sport modules.
  - b. Comp Dev: Must complete the CSCP Comp Dev Portfolio, plus all Comp Dev NCCP Multi Sport Modules as well as Making Ethical Decisions. 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 located on page 36.



## 2.4 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 (\$35) 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 NCCP Multi Sport training before taking the Comp Intro Coach course).

- CSCP Comp Intro Coach Course
- NCCP Multi Sport Modules: Plan a Practice, Making Ethical Decisions (+ online evaluation post module), Teaching & Learning.

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 (\$35) 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)
- NCCP Multi Sport Modules: Performance Planning, Nutrition, Design a Sport Program, Basic Mental Skills

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 Coach 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 (\$35) 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
- Making Ethical Decisions (+ online evaluation) 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 Coach Evaluator
- On snow evaluation during a three-hour training session with athletes

- On snow evaluation during a competition, followed by one self-evaluation of the candidate where the coach will be meeting with their Comp Dev Evaluator (in person, phone, or skype)

## **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. This program has a separate operations manual which outlines all details of this elite coach programming.

## 2.5 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 an Adaptive Fundamentals Coach, the individual must purchase a CSCP License (\$35) 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

## 2.6 EQUIVALENCIES, REINSTATEMENT, LEAVE OF ABSENCE

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”.
- Coaches who take a leave of absence, require maternity or paternity leave

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 Coaching Program Lead. The Coaching Program Lead 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 TEC, 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.

For more information please see the Reinstatement Policy, the Leave of Absence Policy and the International Transfer Policy located in our document center [here](#).

## 2.7 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 MCD, CE, and LF Workshops
- Undergraduate Degree courses in Human Kinetics/Kinesiology
- High Performance Program activity evaluations and Yearly Training Plan development.

## 2.8 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 Sept 2020 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’.*

*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.*

*For more information on membership record checks please see our policy [here](#).*

# 3. PROGRAM DELIVERY

## 3.1 OUTLINE

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

- Canada Snowboard Coaching Program Lead
- Canada Snowboard Sport Development Manager
- Canada Snowboard High Performance Program Director
- CSCP TEC
- Master Coach Developers
- Learning Facilitators
- Coach Evaluators

The Sport and System Development Manager is the senior staff person responsible for the CSCP. This person is accountable to the Canada Snowboard 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 Manager shall be the Chairperson of the Technical Committee.

The Performance Pathway Manager 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 Sport & High Performance Director shall be an ex-officio member of the Technical Committee.

The Experts Committee shall consist of the Coaching Program Lead and a discretionary number or 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 Coaching Program Lead and Sport Development Manager and shall be for renewed annual.

## **COACH DEVELOPERS**

Coach developers are also known as the coaches who coach the coaches. They made of up Learning Facilitators (LF), Coach Evaluators (CE), and Master Coach Developers (MCD).

In partnership with the Coaching Association of Canada (CAC), the Canada Snowboard Coaching Program (CSCP) works with Coach Developers to deliver courses, evaluate coaches, and act as mentors our coaches.

According to the International Council for Coaching Excellence (ICCE), Coach Developers “are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and



skills in order to provide positive and effective sport experiences for all participants.” In short, Coach Developers need to be experts in learning, as well as experts in coaching.

For more information please see the Coach Developer Roles and Responsibilities [here](#).



**To qualify for selection as a Coach Developer, an individual must have successfully completed the online evaluation of Make Ethical Decisions AND successfully demonstrated his or her competency by completing the relevant role-specific pathway.**

**The Coach Developer roles and their pathways are as follows:**

**Training:** Coach Developer candidates must complete rigorous training, and this training is now being made consistent across Canada. The following training is required by all Coach Developers:

- **Core Training:** Done through the Coaching Association of Canada. This provides Coach Developers with the skills to perform their role. For a calendar of upcoming training opportunities, please click [here](#).
- **Content-specific Training:** This includes microfacilitation and/or microevaluation which give Coach Developers an opportunity to practice delivery with their peers.
- **Co-delivery:** This is a chance for the new Coach Developer to practice with real coaches alongside an experienced Coach Developer.

Once a Coach Developer has all of the above training pieces they are considered “TRAINED”.

**Evaluation:** Evaluation confirms that the Coach Developer is capable of certain abilities which are deemed important in the training of coaches.

Once a Coach Developer has been evaluated they are considered: “CERTIFIED”.

Learning Facilitators are the persons who deliver the CSCP courses to coach candidates. Coach Evaluators are the persons who assess the competencies of coaches seeking Certified status, as these are set out in their coaching portfolio. Master Coach Developers are, correspondingly, the persons who train Learning Facilitators and Coach Evaluators, and

evaluate their performance 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.

Coach Developer resource materials (Guides, Learning Outcomes, Evaluation Criteria, and Evidences Sought), are set out in separate materials available in a password protected portion of the coaching section of the [Canada Snowboard website](#).

The CSCP will develop and maintain a roster of CDs 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 CDs. The CSCP will be responsible for CD training, utilizing the services of approved Master Coach Developers (MCDs).

## **LEARNING FACILITATORS**

Every Canada Snowboard Coaching Program course is led by a trained Learning Facilitator who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants.

The goal of an LF is to effectively facilitate sessions that result in the development of coaches who are able to demonstrate their abilities and meet the standards established for certification. An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

LF candidates will be trained in skill and learning outcomes as shown in the attached *Appendix B – LF Competencies Transcript*. Upon completion and verification of the training and skill sets, LFs will be assigned by the CSCP to conduct training and evaluation 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. In order to be eligible to become an LF, interested candidates must be certified at the context stage they wish to facilitate for at least three (3) years prior to training.

### **How to become a Learning Facilitator:**

1. Making Ethical decisions online evaluation pass
2. Core training: This is done through the CAC and the modules will cover:
  - Overview of the workshop and the NCCP
  - Functions of a Learning Facilitator
  - Elements of an effective learning activity
  - Stages of group development
  - Nature of the group
3. Content Specific Training: this is done with the CSCP and consists of the following:
  - Micro-facilitation of module content
  - Administration of the module
  - Review and sign NCCP Coach Developer Code of Conduct
  - Review LF evaluation standards and the evaluation process
4. Co-Delivery: This is done when a facilitator in training co-delivers a CSCP course with an experienced facilitator or MCD. It consists of the following:
  - Prebrief
  - Co- delivery
  - Debrief
5. Evaluation: This is done when an MCD evaluates an LF on their execution of a CSCP course. It consists of the following:
  - Prebrief
  - Formal observation
  - Debrief
  - Action Plan
  - Final Recommendation

Applications for Coach Developer training and designation shall be made to the Coaching Program Lead. Applicants will be selected for LF training in consultation with the appropriate P/TSA.

The Coaching Program Lead and Sport Development Manager will perform an annual review of LFs with all Master Coach Developers. The external evaluation will be undertaken by a MCD designated by the Sport Development Manager or Director. If possible, this evaluation will be undertaken jointly with a MCD from the host province or territory. **Learning Facilitators and Evaluators must attend in-person training every two (2) years and must attend a web-based update yearly, to maintain active status.**

### **COACH EVALUATORS**

A Coach Evaluator's role is to contribute to the development of coaches after they have acquired their CSCP and NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidences that comprise the evaluation tools that establish CSCP and NCCP standards for coaches of a particular sport context.

Coach Evaluators act as ambassadors of the CSCP and NCCP and as a resource to coaches seeking to augment and validate their coaching abilities.

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 C – Evaluator Competency Assessment Form*. As of 2012, all evaluators will be trained by a Master Coach Developer.

The Coaching Program Lead 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 at the context for which they will serve as an Evaluator.

Applications for Evaluator training and designation shall be made to the Coaching Program Lead. Applicants will be selected for Evaluator training in consultation with the appropriate P/TSA.

To become a Coach Evaluator:

1. [Making Ethical Decisions Online Evaluation Pass](#)
2. [Core Training](#): This is done through the CAC and the modules will cover:
  - Overview of the workshop and the NCCP

- The certification process
  - Learning to debrief
  - Action Planning
3. Content Specific Training: This is done with the CSCP and consists of the following:
- Evaluation methodology and tools
  - Using evaluation tools for formal observation
  - Using evaluation tools for portfolio review
  - Administration and logistics
4. Co-Evaluation: This is done when a facilitator in training co-delivers a CSCP course with an experienced facilitator or MCD. It consists of the following:
- Prebrief
  - Co-Evaluation
  - Debrief
5. Evaluation: This is done when an MCD evaluates an Coach Evaluator on their execution of a CSCP evaluation. It consists of the following:
- Portfolio evaluation: Consists of 3 assessments from coaches they have evaluated and 1 self assessment
    - Coach Assessment
    - Self Assessment
    - Summary of Assessments: graded by the MCD
  - Debrief

## **MASTER COACH DEVELOPERS**

The role of the Master Coach Developer (MCD) is to train, to evaluate, to support, and to mentor Coach Developers, i.e. Learning Facilitators (LFs), Coach Evaluators (CEs), and other MCDs. In addition, MCDs play a key role in promoting the CSCP and the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training Coach Developers and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations, and in Coach Developer development. MCDs should be willing and able to lend support to Coach Developers, program administrators, and delivery host agencies.

The CSCP will develop a roster of MCD's who will conduct training of the Learning Facilitators and Coach Evaluators identified by the CSCP as suitable candidates to conduct coach training workshops and modules.

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

The skill and learning outcomes (the "competencies") that MCDs are required to demonstrate are set out in Appendix B *and* C. Upon completion and verification of the training and skill sets, MCDs 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, MCDs will be encouraged to use mentoring and to team facilitate.

MCDs 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 MCD designation is granted:
- Successful completion of the NCCP Comp Dev theory modules.
- CSCP Comp Dev Trained status.
- Successful completion of a MCD training session.

Exceptions will be considered on an individual basis.

It will be the responsibility of the CSCP to conduct MCD training on a national basis. It is recognized that a full roster of MCDs 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 MCDs in order to meet this skill gap. Initial candidates will be mentored and encouraged in their training by more experienced MCDs and by MCDs from multisport agencies.

**Master Coach Developers must attend in-person training every three (3) years and must attend a web-based update yearly, to maintain active status.**

How to become an MCD:

1. Making Ethical Decisions online evaluation
2. Core training: This is done through the CAC and the modules will cover:
  - Core training for Learning Facilitators
  - Core training for Coach evaluators
  - Core training for Master Coach Developers
3. Content-specific Training: this is done with the CSCP and consists of the following:
  - Administration of CSCP programs
  - Leadership within the CSCP
  - Micro-facilitation of Coach Developer training
  - Review of the MCD evaluation standards
4. Co- delivery for both LF and Evaluator training. Done with an experience LF/CE/ MCD. It consists of the following:
  - Prebrief
  - Co-Facilitation (done for both LF and CE training)
  - Debrief
5. Evaluation:
  - Formal Observation
  - Portfolio submission:
    - Self-assessment
    - Co-Delivery Assessment: feedback from two coach developers they have co-delivered with
    - Mentor Assessment: feedback from two coach developers they have mentored

- Evaluation Assessment: feedback from two coach developers they have evaluated
- Organization Assessment: to be evaluated by a certified MCD
- Summary of Assessment: to be evaluated by a certified MCD

## 3.2 RECRUITMENT, RETENTION, EDUCATION, AND RENEWAL

The CSCP will develop and maintain an appropriate number of Learning Facilitators, Master Coach Developers, and Coach Evaluators (collectively called “CDs” 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 CD’s.

Potential CDs 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 CD’s will be identified by current Coach Developers and P/TSA’s and will receive an invitation to training.

Coach Developers must attend training each season to obtain **active** Coach Developer status.

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

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



### 3.3 EVALUATION OF COURSES, LEARNING FACILITATORS, AND COACH EVALUATORS

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

CDs who are consistently rated highly on their Evaluations will be considered for mentorship roles with other CDs. They may also be considered for training as a CD in additional contexts or as a Master Coach Developer.

CDs 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 MCD. If little or no performance improvement is assessed, the CD will be removed from active status until further training is taken.

# 4. PROGRAM MANAGEMENT

## 4.1 [CSCP TEC](#)

The CSCP Technical 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 Coach Developers, Learning Facilitators and Coach Evaluators. Such other duties as may be required will be determined through discussion between the System and Sport Development Manager and the CSCP Lead.

### **RECRUITMENT AND DEVELOPMENT**

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

- Provide an appropriate number of opportunities for CDs to conduct courses. An appropriate number will depend on the CD and the time they have available.
- Review the evaluations that are completed by participants after the courses.
- Monitor the activities, performance, and training of CDs, in conjunction with MCDs, to ensure that CDs meet the standards expected and maintain the most current training.
- Monitor opportunities for further education and training and make these opportunities known to CDs.
- Review the performance of CDs receiving unfavourable evaluations. Discuss the matter with the CD; 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 CD status either permanently or until further training is provided.

### **TRAINING**

The CSCP shall have the following responsibilities with respect to training Learning Facilitators and Coach Evaluators:

- Develop and train a roster of MCDs to conduct CD training in each PTSA.
- Ensure program quality control by quality, yearly MCD updates. Each MCD is then responsible to deliver the information in provincial CD updates.
- Review and approve, if appropriate, candidates proposed for MCD by the provincial and territorial snowboard associations.

- Develop CD, MCD, 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 Learning Facilitators and Coach Evaluators.
- In consultation with provincial and territorial snowboard associations, determine numbers needed, taking into account regional and language balances.
- Review the roster of active Coach Evaluators and Learning Facilitators 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 MCDs, 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.

## 4.2 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: \$375
- LF payment fee: \$175/day

\*\* For courses with 6-8 participants, the fee increases by \$10 pp (i.e. 6 people's = \$185/day, 8 people's = \$205/day)

### Comp Intro Evaluation Process

- Participant fee: \$25
  - Plus, all evaluator expenses (lift ticket, travel)
- Evaluator fee: \$75

Direct to Evaluation Fee (includes evaluation)

- Coach who has already completed the NCCP Comp Intro Modules: \$350.00
- Other Coach: \$500.00

**COMPETITION INTRODUCTION ADVANCED**

Comp Intro Advanced Course (5 Days):

- Participant fee: \$550
- LF payment fee: \$250/day

Comp Intro Advanced Evaluation Process

- On Snow Participant Fee: \$175.00
  - Plus, all evaluator expenses (lift ticket, travel)
- On Snow Evaluator Fee: \$250/day
- Portfolio Participant Fee: \$25
- Portfolio Evaluator Fee: \$100

Direct to Evaluation Fee (includes evaluation)

- Coach who has already completed the NCCP Comp Intro Advanced Modules: \$700
- Other Coach: \$1000

**COMPETITION DEVELOPMENT**

Comp Dev Course (6 Days):

- Participant fee: \$700
- LF payment fee: \$300/day

Comp Dev Evaluation Process

- On Snow Participant fee: \$250
  - Plus, all evaluator expenses (lift ticket, travel)
- On Snow Evaluator Paid: \$250/day
- Portfolio Participant Fee: \$25
- Portfolio Evaluation Fee: \$100

Direct to Evaluation Fee (includes evaluation)

If coach has completed all Multi-Sport Modules – 7 Comp Dev + MED: \$900.00

If a coach has completed all 3 of the NCCP online evaluations but has not completed anything else \$1200.00

## **Other**

### Acrobatics Air 1 (2 days)

- Participant Fee: \$225\*\* Can vary by region

### Acrobatics Air 2 (2 days)

- Participant Fee: \$225 \*\* Can vary by region

### Learning Facilitators Course (1 Day)

- Participant Fee: Free
- MCD payment fee: \$200.00

### Adaptive Fundamentals Course (1 day)

- Participant Fee: \$60
- LF Payment: \$175

### Coach Developer Evaluation:

- Participant Fee: \$0
- Evaluator payment: \$200

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 Coach Developers:

- Printing as needed and approved by the Coaching Program Lead
- Mileage – \$0.59/ kilometer.
- Meals – \$58.10/day
- 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.

## 4.3 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, MCDs, Coach Evaluators, CASI, funding partners, and other interested parties. Consistent newsletter updates will be provided to the PTSA's from the Sport Development Manager to be distributed to the coaches.

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

## 4.4 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 A: 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 B: LEARNING FACILITATOR COMPETENCIES ASSESSMENT FORM

<b>Competency A: Demonstrate presentation skills</b>			
<b>Criteria/Standard</b>	<b>Competent (date, initials)</b>	<b>Not yet competent (date, initials)</b>	<b>Not demonstrated (date initials)</b>
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>Competency B: Creates and facilitates a learning environment</b>			
<b>Criteria/Standard</b>	<b>Competent (date, initials)</b>	<b>Not yet competent (date, initials)</b>	<b>Not demonstrated (date initials)</b>
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			
26. Welcomes and speaks with participants on arrival (climate)			

**Competency C: Assess participants on the course against criteria**

<b>Criteria/Standard</b>	<b>Competent (date, initials)</b>	<b>Not yet competent (date, initials)</b>	<b>Not demonstrated (date initials)</b>
27. Demonstrates familiarity with competence criteria and standards			
28. Makes objective assessments			
29. Uses questions to determine competence			
30. Records assessment decisions			

**Competency D: Plan and organize workshops and complete administration**

<b>Criteria/Standard</b>	<b>Competent (date, initials)</b>	<b>Not yet competent (date, initials)</b>	<b>Not demonstrated (date initials)</b>
31. Pre-course administration carried out in line with CSCP/NCCP protocol			
32. Venue meets CSCP/NCCP guidelines			

33. Starts and finishes course on time			
34. Resources and equipment available, tested and working before participants arrive			
35. Post-course administration completed in line with CSCP/NCCP protocol			
36. All competencies are covered in line with LF or MCD Handbook			

**Competency E: Communicate an enthusiasm for the ethos of the sport and for coaching**

<b>Criteria/Standard</b>	<b>Competent (date, initials)</b>	<b>Not yet competent (date, initials)</b>	<b>Not demonstrated (date initials)</b>
37. Pre-course administration carried out in line with CSCP/NCCP protocol			

**Final Report & Action Plan**

**Overall Assessment**

<b>Agreed Action Plan</b>
<b>Name of LF</b>
<b>Assessor</b>

# APPENDIX C: EVALUATOR COMPETENCY ASSESSMENT FORM

Competency	Criteria/Standard	Great	Good	Not Seen
<b>Evaluate Coaches for Certification</b>	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.			
<b>Manages Administrative aspects</b>	13. Starts and finishes assessment on time			
	14. Manage administrative and logistical aspects of the evaluation			
<b>Communicate an enthusiasm for the ethos of the sport and for coaching</b>	15. Demonstrates passion and commitment for the sport			
	16. Exhibits behaviour in line with CSCP/NCCP standards			

**Final Report & Action Plan**

<b>Overall Assessment</b>				
<b>Agreed Action Plan</b>				
<b>Name of Evaluator</b>				
<b>Assessor</b>				Date: