



Document Name:	CSCP Coach Developer Roles & Responsibilities
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Document Statement

The purpose of this document is to provide guidelines surrounding the roles and responsibilities for all parties involved with the Canada Snowboard Coaching Program. Further detail can be referenced via the Canada Snowboard Coaching Program (“CSCP”) Operations Manual.

Stakeholders involved

Canada Snowboard
Coaching Association of Canada
Provincial/ Territorial Snowboard Associations (“PTSA”)

Scope of application

Canada Snowboard Coaching Program (“CSCP”) Learning Facilitator
Canada Snowboard Coaching Program (“CSCP”) Evaluator
Canada Snowboard Coaching Program (“CSCP”) Master Coach Developer

Related Documents

Canada Snowboard Coaching Program (“CSCP”) Operational Manual

Coach Developer – Overview

Canada Snowboard Coaching Program (“CSCP”) Coach Developer:

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

CSCP Coach Developers include Learning Facilitators (“LFs”) Coach Evaluators (“CEs”), and Master Coach Developers (“MCDs”)

1. Learning Facilitator (“LF”):

Every Canada Snowboard Coaching Program course is led by a trained Learning Facilitator (“LF”) 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.

2. Coach Evaluator (“CE”):

A CSCP 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.

3. Master Coach Developer (“MCD”):

The role of the CSCP 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 CSCP Coach Developers, PTSA Coach Coordinators, and delivery host agencies.

How to become a Coach Developer

To qualify for selection as a Coach Developer, an individual must be certified in the context for which stage they will be serving, 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:

1. **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](#).
2. **Content-specific Training:** This includes [micro facilitation](#) and/or [micro evaluation](#) which give Coach Developers an opportunity to practice delivery with their peers.
3. **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**”.

Certified:

4. 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 Facilitator

Training: Learning Facilitator candidates must complete rigorous training, and this training is now being made consistent across Canada. The following training is required by all Learning Facilitators:



1. Making Ethical decisions online evaluation pass
2. Core training (*Coach Developer Pathway*)
3. Content Specific Training (*Coach Developer Pathway*)
4. [Co-Facilitation](#): This is done when a Facilitator in Training co-delivers a CSCP course with and experienced facilitator or Master Coach Develop. It consist of the following:
 - a. Prebriefed
 - b. Co-Facilitation
 - c. Debrief

Certified:

5. [Evaluation](#) confirms that the Coach Developer is capable of certain abilities which are deemed important in the training of coaches. It consists of the following:
 - a. Prebriefed
 - b. Formal observation
 - c. Debrief
 - d. Action Plan
 - e. Final Recommendation

Coach Evaluator

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

1. Making Ethical decisions online evaluation pass
2. Core training (*Coach Developer Pathway*)
3. Content Specific Training (*Coach Developer Pathway*)
4. [Co-Evaluation](#): This is done when a Facilitator in Training co-delivers a CSCP course with and experienced facilitator or Master Coach Develop. It consist of the following:
 - a. Prebriefed
 - b. Co-Evaluation
 - c. Debrief

Certified:

5. Evaluation: this is done when an Master Coach Developer (“MCD”) evaluates an Coach Evaluator on their execution of a CSPC evaluation. It consists of the following:
 - a. Portfolio evaluation: Consists of three (3) assessments from coaches they have evaluated and one (1) self-assessment:
 - i. [Coach Assessment](#)
 - ii. [Self-Assessment](#)
 - iii. [Summary of Assessments: graded by the MCD](#)
 - b. [Debrief](#)



Master Coach Developer

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

1. Making Ethical decisions online evaluation pass
2. Core training for LF's, CE's and MCD's (*Coach Developer Pathway*)
3. Content Specific Training (*Coach Developer Pathway*)
4. [Co-Facilitation](#) for both LF and CE training

Certified:

5. Evaluation
 - a. [Formal Observation](#)
 - b. Portfolio submission
 - i. [Self-Assessment](#)
 - ii. [Co-Delivery Assessment: feedback from two coach developers they have co-delivered with](#)
 - iii. [Mentor Assessment: feedback from two coach developers they have mentored](#)
 - iv. [Evaluation Assessment: feedback from two coach developers they have evaluated](#)
 - v. [Organization Assessment: to be evaluated by a certified MCD](#)
 - vi. [Summary of Assessment: to be evaluated by a certified MCD](#)

Roles and Responsibilities

Learning Facilitator

- Deliver coach training in each context utilizing the adult learning principles advocated in the NCCP.
- Complete and submit the NCCP registration form to the CSCP lead and PTSA Coaching Coordinator
- Send out the post course evaluation/ debrief to each participant along with the [Congrats Coach letter](#).
- Provide candidates with the tools required to complete the certification process
- Abide by the [NCCP Coach Developer Code of Conduct](#)
- [Complete course specific scope of services](#)

Coach Evaluator

- Observe and evaluate coaches who have completed their training, and create an action plan based on current status
- Grade coach portfolio prior to coach evaluation



- Support and guide coaches through the evaluation process
- Abide by the NCCP Coach Developer Code of Conduct
- Submit evaluation tool for portfolio and on snow evaluation within 6 months of evaluation
 - CIA and CD portfolios may be submitted to the CSCP lead depending on the availability of the evaluator and approval from the CSCP lead.
- [Complete evaluation specific scope of services](#)

Master Coach Developer

- Represent Provincial Snowboard Association and coach members on the TEC Committee*
- Provide leadership and insight for respective Coach Developers
- Deliver Comp Intro Provincial/ Regional Learning Facilitator Update
- Work with CSCP Lead and PTAS Coaching Coordinator to ensure enough facilitator per province
- Deliver CSCP Learning Facilitator and Coach Evaluator content specific training workshops
- Mentor coaches through their coach pathway

*pending approval from the CSCP Lead

Financial Matters

		Rate	Per Diems
Learning Facilitator	Comp Intro ¹	C\$ 175.00/ day	Daily Meals – C\$ 58.10/ day
	Comp Intro Ad.	C\$ 250.00/ day	
	Comp Dev	C\$ 300.00/ day	
Coach Evaluator	Comp Intro ²	C\$ 75.00	Mileages - C\$ 0.36/ km
	Comp Intro Ad. ²	C\$ 500.00	
	Comp Dev ²	C\$ 500.00	
Master Coach Developer	LF Content Specific Training	C\$ 200.00	
	Coach Evaluator Content Specific Training	C\$100	

¹ For courses with 6-8 participants, the fee increases by C\$ 10.00 per person (1.e 6 participants = C\$ 185.00/ day)

² per completed portfolio and on snow evaluation; payment for the evaluation will be issued if the evaluator submits the paper work within 6 months of the on snow evaluation. Portfolios may be submitted to the CSCP Lead pending approval



Guidance

For interpretation or guidance on the application of this document, please contact Canada Snowboard at coach@canadasnowboard.ca. Any recommended changes or formal application of this document resides under the authority of the Canada Snowboard Sport & System Development Department.

Review and Approval

This document will be reviewed every even numbered year by the Sport & System Development Team and then brought forward to the Canada Snowboard Sport & System Development Manager.

This document was approved by Canada Snowboard's Sport & System Development Manager on the 15th day of October, 2018 and is therefore due for review and approval before the 15th day of October, 2020.