



CanoeKayak Canada: ***NCCP Operations Manual***





PARTNERS IN COACH EDUCATION

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



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The Collection, Use, and Disclosure of Personal Information

The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at www.coach.ca. By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact coach@coach.ca.

Introduction

Purpose of the Document

The National Coaching Certification Program (NCCP), launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

The CAC works with over 65 different National Sport Organizations, including CanoeKayak Canada, across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

This CanoeKayak Canada NCCP Operations Manual contains guidelines and procedures for successful implementation of the NCCP in our sport. It is not intended to replace the NCCP Policies and Implementation Standards, nor does it serve as development guidelines.

Version Control

The following outlines the version history of this document, and identifies any notable changes.

Revision Date	Revisions
2015/01/01	Original document publication.

The NCCP Model



National Coaching Certification Program The Goal: Coaches who can demonstrate their competence



*Certification is valid for no longer than 5 years and professional development is required to maintain certification.

COACH CERTIFICATION

The National Coaching Certification Program certifies coaches who have demonstrated their ability to apply critically important competencies to coaching situations relevant to the stage of athletes they coach. This means that coaches must not only know about coaching but be able to demonstrate their ability to apply this knowledge in the coaching situation.

Coaches can be trained in any of the following eight coaching contexts, which are specific to the type of athlete they are working with, and can progress through to a "Master Coach" level in any context.

COMMUNITY SPORT

The **Community Sport – Initiation** context focuses on participants who are being introduced to a sport. In many sports this is very young children participating in the sport for the first time. In a few sports, initiation into the sport can occur with youth or adults. Participants get involved to meet new friends, have fun, and to learn a new activity. The role of the coach is to ensure a fun and safe environment and to teach the development of some of the "FUNdamentals" stage skills and abilities for participants.

The **Community Sport – Ongoing participation** context is typically for either youth participating in a recreational environment, or masters participants participating for recreation, fitness, and socialization reasons. The participants are in the Active for Life stage of long-term athlete development. The role of the coach is to encourage participants to continue their involvement in the sport.

COMPETITION

The **Competition – Introduction** context is designed for coaches of athletes moving from the FUNdamentals to the Learn to Train and Train to Train stages of long-term athlete development.

The **Competition – Development** context is designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term athlete development.

The **Competition – High performance** context is typically reserved for coaches of athletes in the Train to Win stage of long-term athlete development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term athlete development. Coaches in this context require specific skills and abilities in order to meet the needs of their athletes.

INSTRUCTION

Instructors in the **Instruction – Beginners** context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there's no formalized competition at this level — it's strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.

Instructors in the **Instruction – Intermediate performers** and **Instruction – Advanced performers** contexts are very specialized and are specifically there to assist athletes crossing over from competitive sport to gain enhanced skills, and in some cases, tactical development specific to their sport.

Partners in Coach Education

The CAC, the Provincial/Territorial NCCP program delivery agencies (PTCRs), CKC, Provincial-Territorial Sport Organizations (PTSOs) and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation;
- Ensure that the programs integrate into the Canadian Sport For Life framework and follow the principles of Long Term Athlete Development (LTAD);
- Ensure that coaching and sport leader development programs are available in both French and English;
- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action;
- Endorse the value of competent coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches;
- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

Coaching Association of Canada (CAC)

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

National Sport Organization (NSO)

CanoeKayak Canada (CKC)

The purpose and mission of coach education and coach development for CKC relates to these 3 strategic goals:

- 1) **Strengthen the Technical Leadership in Clubs**
- 2) **Maintain the Investment in the Next Generation of High Performance coaches**
- 3) **Maintain the aggressive approach to the development of a professional career coaching path**

Provincial-Territorial Sport Organizations (PTSOs)

- Alberta Sprint Racing Canoe Association
- Atlantic Division, CanoeKayak Canada (Nova Scotia and New Brunswick)
- Alberta Whitewater Association
- CanoeKayak Québec

- CanoeKayak British Columbia
- Canoe Kayak PEI
- CanoeKayak Saskatchewan
- Fédération québécoise de canoë-kayak d'eau vive
- Manitoba Paddling Association
- Northwest Territories Kayak Association
- Nova Scotia Marathon Canoe Racing Association
- Ontario Canoe Sprint Racing Affiliation
- Ontario Marathon Canoe Kayak Racing Association
- Whitewater Ontario
- Yukon Canoe Kayak

Provincial Territorial Coaching Representatives (PTCRs)

The Provincial/Territorial Coaching Representatives provide leadership, development and support in delivering the NCCP.

- **Alberta: Alberta Sport Connection**
780-415-0262
<http://www.albertasport.ca/sport/coaching-development.aspx>
- **British Columbia: ViaSport BC**
778-655-1749
www.viasport.ca
- **Manitoba: Coaching Manitoba**
204-925-5913
coaching@sport.mb.ca
www.coachingmanitoba.ca
- **New Brunswick: Coach NB**
506-444-3888
director@coachnb.com
www.coachnb.com
- **Newfoundland and Labrador: Sport Newfoundland and Labrador**
709-576-4979
www.gov.nf.ca/tcr
<http://www.coachingnl.ca/>
- **Nova Scotia: Department of Health and Wellness, Active Living Branch**

902-424-3913
www.coachingns.ca

- **North West Territories: Sport North Federation**

867-669-8331
1-800-661-0797
www.sportnorth.com

- **Nunavut: Sport and Recreation Division**

867-793-3301
www.gov.nu.ca

- **Ontario: Coaches Association of Ontario**

1-888-NCCP-ONT or 416-426-7086
Fax: 416-426-7331
education@coachesontario.ca
www.coachesontario.ca

- **Prince Edward Island: Sport PEI**

902-368-4783
www.gov.pe.ca/cca/index.php3?number=1002358&lang=E

- **Québec: SportsQuébec**

418-646-6137, ext. 3661
www.mels.gouv.qc.ca

- **Saskatchewan: Coaches Association of Saskatchewan**

306-780-9313
www.saskcoach.ca

- **Yukon: Sport and Recreation, Department of Community Services, Government of Yukon**

867-667-5606
www.community.gov.yk.ca/

Partner Organizations (Whitewater Instructor Program)

- **Paddle Canada**

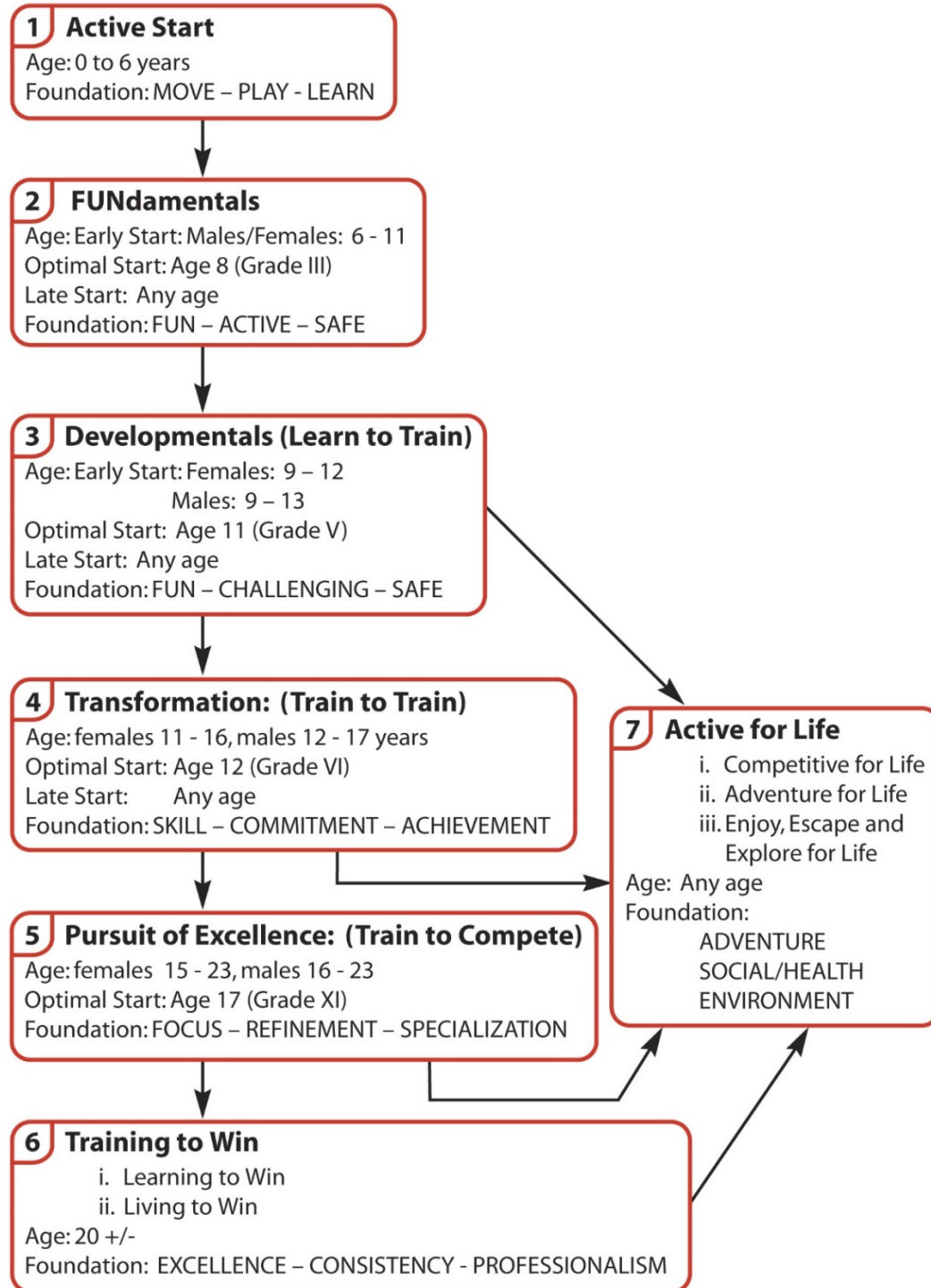
1-888-252-6292 ext. 10
<http://www.paddlingcanada.com/>

Sprint Participant **Development Model (PDM)**



Whitewater Participant Development Model (PDM)

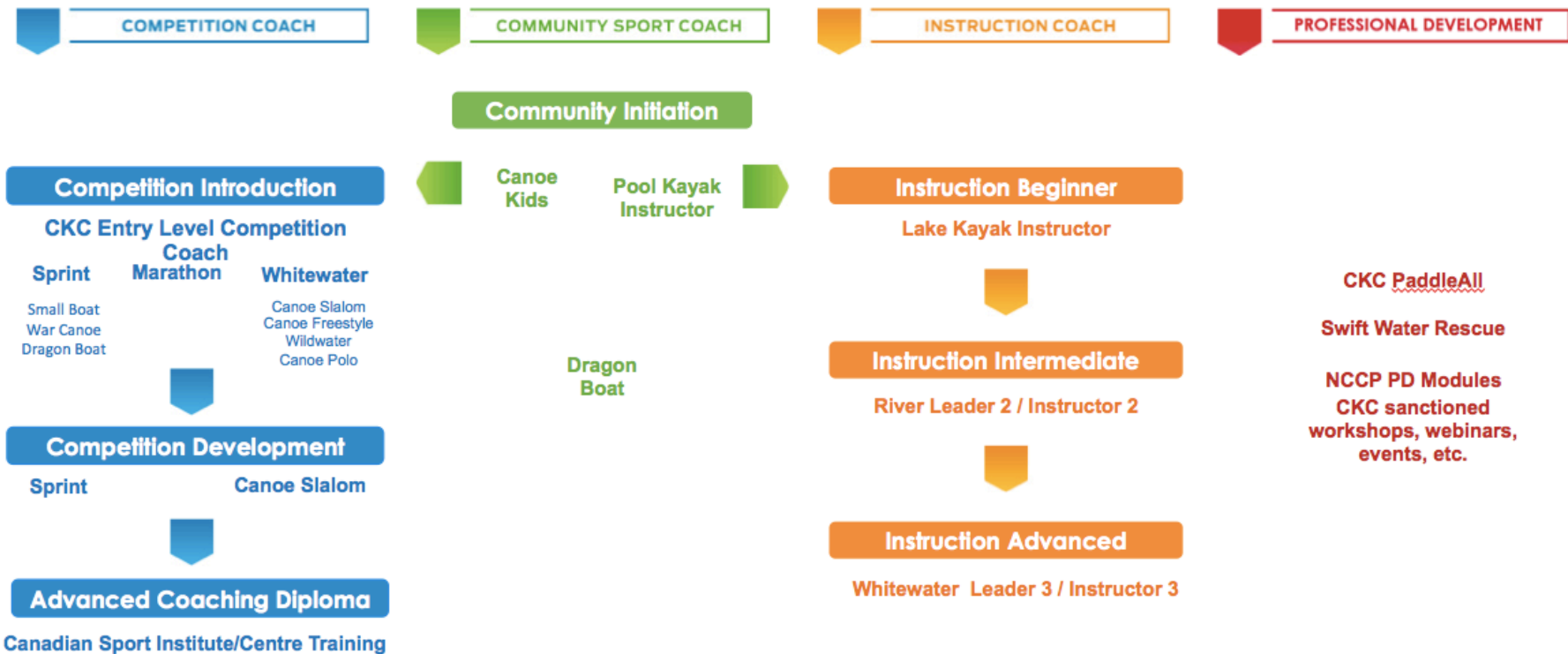
The 7 Stages of LTPD in Whitewater Canoe/Kayak



CKC Coaching Development Model (CDM)



CanoeKayak Canada NCCP Development Model



A Canadian Sport for families, communities and champions | Un sport canadien pour les familles, les communautés et les champions

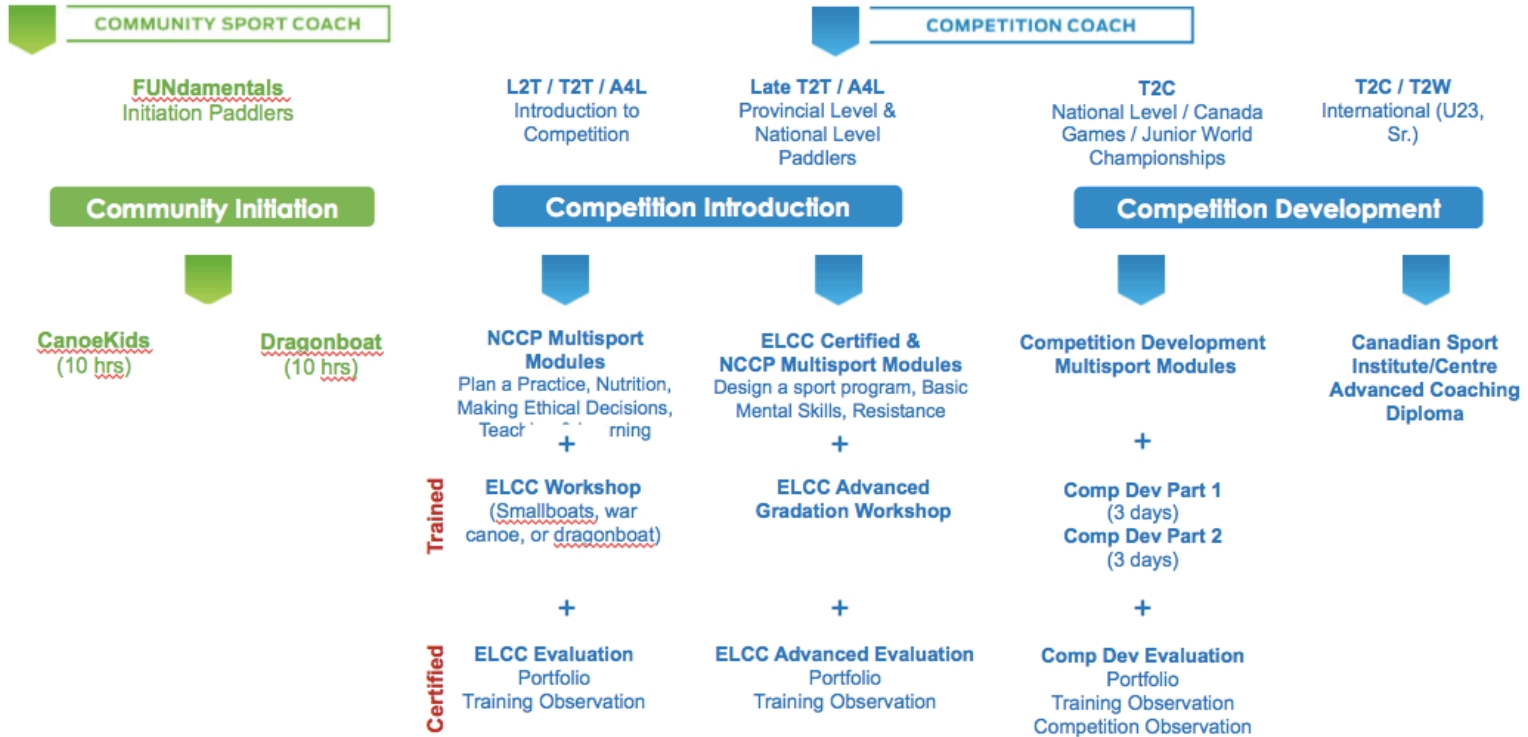


CanoeKayak Canada NCCP Sprint Development Model



To Coach

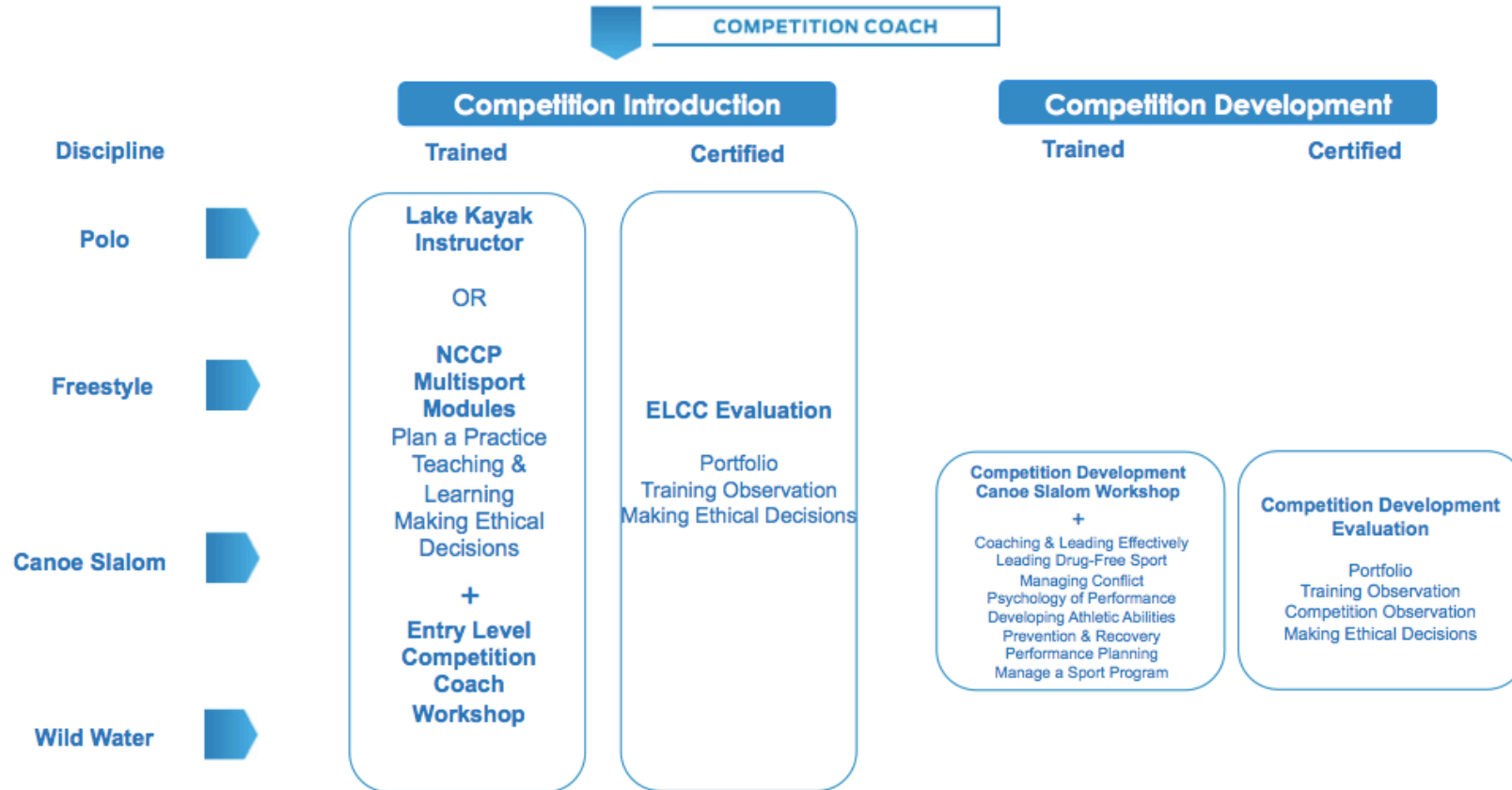
You need to complete



A Canadian Sport for families, communities and champions | Un sport canadien pour les familles, les communautés et les champions



CanoeKayak Canada NCCP Whitewater Coach Development Model



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CanoeKayak Canada NCCP Whitewater Instructor Development Model



COMMUNITY SPORT COACH

INSTRUCTION COACH

Community Initiation

Trained Pool Kayak Instructor
(PKI Course - 1 Day)

Instruction Beginner

Trained Lake Kayak Instructor
(LKI Course - 1 Day)



Certified Novice Instructor
(LKI Evaluation - 1/2 Day)

Instruction Intermediate

Trained River Leader 2
(RL2 Course - 1.5 Days)



Certified River Leader 2
(RL2 Evaluation - 1 Day)



Trained River Instructor 2
(RI2 Course - 1.5 Days)



Certified River Instructor 2
(RL2 Evaluation - 1 Day)

Instruction Advanced

Trained Whitewater Leader 3
(WL3 Course - 1.5 Days)



Certified Whitewater Leader 3
(WL3 Evaluation - 1 Day)



Trained Whitewater Instructor 3
(WI3 Course - 1.5 Days)



Certified Whitewater Instructor 3
(WI3 Evaluation - 1 Day)

A Canadian Sport for families,
communities and champions



Un sport canadien pour les familles,
les communautés et les champions

SECTION 1: CanoeKayak Canada NCCP **Operational Policies**

1. Training vs. Certification

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 (i.e. Competition-Introduction) as defined by the sport and be considered "trained".

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.

NCCP coaches are described as follows:

- **In Training** – when they have completed some of the required training for a context
- **Trained** – when they have completed all required training for a context;
- **Certified** – when they have completed all evaluation requirements for a context.

For more information, please visit: <http://coach.ca/formation-et-certification-s16468&language=en>

The following table describes the various status' CanoeKayak Canada coaches and instructors can possess.

Stream	Context	Course / Coach Name	In-Training	Trained	Certified
Community	Initiation	CanoeKids		X	
		Pool		X	
Competition	Introduction - ELCC	ELCC Sprint Small Boats		X	X
		ELCC Sprint War Canoe		X	X
		ELCC Sprint Dragonboat		X	X
		ELCC Marathon		X	X
		ELCC Slalom		X	X
		ELCC WildWater		X	X
		ELCC Canoe Polo		X	X
		ELCC Freestyle		x	X
	ELCC Sprint Advanced Gradation	x	x	X	
	Competition Development	CanoeKayak Sprint Comp Dev Coach	x	x	X
		Canoe Slalom Comp Dev	x	x	x
Comp Dev Advanced (Advanced Coaching Diploma)		x	x		
Instruction	Beginners	Lake		x	x
	Intermediate	River Instructor 2		x	X
		River Leader 2		x	x
		River Instructor 3		x	X
		River Leader 3		x	x

1.1 Evaluation Requirements

1.1.1 Competition Introduction - ELCC:

- 1) Portfolio submission to Evaluator*, which must include:
 - ✓ Practice plan (of practice the coach will lead)
 - ✓ Emergency Action Plan
- 2) Coach Observation*
- 3) Online Making Ethical Decisions Evaluation

*Note: All documentation must be submitted to the PTSO before recording and final approval in the Locker.

1.1.2 Competition Development Evaluation:

- A) Trained to Certified Status Pathway
 - 1) Portfolio Submission (see Coach evaluation package for either sprint or slalom for further details)
 - 2) Coach Observation and Evaluation in Training Environment
 - 3) Coach Observation and Evaluation in Competitive Environment
 - 4) Online Evaluations:
 - ✓ Making Ethical Decisions
 - ✓ Managing Conflict
 - ✓ Leading Drug Free Sport
- B) Fast Track Coach Evaluation Requirements
- 1) All evaluation requirements listed above
 - 2) Completion of NCCP Multisport Module *Coaching and Leading Effectively*

1.1.3 Advanced Coaching Diploma – Level IV Challenge

If a coach feels they can fast track to evaluation for the Advance Coaching Diploma or old Level IV, they must first apply to CKC for endorsement. Coaches must meet the minimum eligibility requirements:

1. Extensive experience (minimum 5 - 10 years) working with train to compete / train to win athletes who are competing at an International level in CanoeKayak.
2. Participated in other coach education (could be in another country, university courses, etc.)
3. Has proven success coaching at the train to compete – train to win level (through innovative programming, results or other indicative evidences).

If the coach is approved by CKC, CKC must apply to the CSI or CSC in the region where the coach is located. A fee, set by the CSI / CSC will be applied for the evaluation challenge.

1.1.4 Further Information

For more specific evaluation and certification completion requirements for instructor stream, please consult the Whitewater section in this document. For more details of evaluation protocols, criteria and evidence,

coach and instructor candidates receive this information when they either take the workshop training, or, when apply for fast-tracking evaluation, receive the coach evaluation package.

1.2 Minimum Age Eligibility Requirements for NCCP Training for CKC Coaches and Instructors

Stream / Context	Minimum Age*
<ul style="list-style-type: none"> ▪ Competition ▪ Instructional ▪ Community Pool and Dragonboat 	16
<ul style="list-style-type: none"> ▪ Community Sport - CanoeKids 	15

* Age on the day of workshop.

1.3 Experienced Coaches Moving To Evaluation

The CKC 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, if approved, move directly to evaluation. If a coach feels he or she meets the criteria outlined below, he / she has the option of requesting to their PTSO for competition introduction (ELCC) or instruction certification, or to CKC for Competition Development (core or advanced).

1. Extensive experience working in the coaching context in CanoeKayak (discipline and context specific)
2. Participated in other coach education (could be in another country, university courses, other sports, etc)
3. Has proven success coaching or instructing in that context (through innovative programming, numbers, results or other indicative evidences).

If the PTSO in consultation with LFS, evaluators or technical experts in the province agrees a coach has demonstrated adequate experience and competency, they may have the option of fast-tracking through directly to the Evaluation of their coaching competencies. If successful in all aspects of evaluation, the coach will receive NCCP CERTIFIED Status for the context.

2. Contexts

2.1 Community Sport



You may already coach at the community level or you're thinking about coaching. Often, you're a parent whose child is involved in sport, or a volunteer who works with participants of all ages that are new to a sport.

There are general two workshops for community sport coaches, which are called Initiation (or introduction) and "Ongoing participation" workshops. CKC only offers workshops within the initiation context.

Initiation workshops focus on participants who are being introduced to a sport. In many sports this is very young children participating in the sport for the first time. In a few sports, initiation into the sport can occur with youth or adults. Participants get involved to meet new friends, have fun, and to learn a new activity. The role of the coach is to ensure a fun and safe environment and to teach the development of some of the "FUNdamentals" stage skills and abilities for participants.

There are three workshops for community sport coaches in CanoeKayak in the Initiation (or introduction) context.

1. Canoe Kids
2. Pool Kayak Instructor
3. Dragonboat

2.2 Competition Coach



Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions.

There are three levels of workshops for competition coaches that reflect the stages of athlete development: Introduction, Development and High Performance.

Competition Introduction level workshops are designed for coaches of athletes moving from the FUNdamentals to the Learn to Train and Train to Train stages of long-term athlete development. CKC offers the following Entry Level Competitive Coach "ELCC" workshops in the Introduction context:

Sprint	Whitewater	Marathon
ELCC – Small Boats	ELCC – Slalom*	ELCC - Marathon
ELCC – War Canoe	ELCC – Canoe Polo*	
ELCC – Dragonboat	ELCC – Freestyle*	
ELCC Advanced Gradation	ELCC – Wildwater*	

* In development

Competition Development workshops are designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term athlete development. These athletes are typically competing at the National Championships, Canada Games, and Junior / U23 World Championships level, or other international races and are in a year round training program. Competition Development sport specific workshops are delivered by CKC, combined with additional multisport NCCP modules offered by PTCRs. CanoeKayak Canada offers the following competition development CanoeKayak workshops.

1. Competition Development Sprint
2. Competition Development Slalom (under development)
3. Competition Development Marathon (under development)

The Competition Development Advanced (Advanced Coaching Diploma) is offered through Canadian Sport Institutes and Canadian Sport Centres. The advanced coaching diploma is intended for full-time, year round coaches working with athletes at the Train to Compete stage, and Train to Win stage. These athletes include National Development Team level, provincial team, and are competing at a Junior or U23 World, Pan-American championships level of competition. Coaches are typically provincial team, National Development team coaches, as well as club coaches if they are working with this level of athlete.

Coaching candidates who want to enroll in the Advanced Coaching Diploma must receive endorsement and a letter of recommendation from CKC in order to be accepted. Evaluations for the diploma are set by the CSI - CSC, and there will also be CKC specific evaluations for full certification. For more information about Canadian Sport Institutes and Sport Centres offering the Advanced Coaching Diploma, follow this link:

<http://www.coach.ca/advanced-coaching-diploma-s13778> .

Competition High Performance education is typically reserved for coaches of athletes in the Train to Win stage of long-term athlete development, however, there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term athlete development. Coaches in this stream require specific skills and abilities in order to meet the needs of their athletes.

Competition High Performance – Accelerated Coach Education (ACE)

The ACE program is a specific coach education program for National Team coaches, and for CKC succession planning. These coaches are working with athletes in the Train to Win stage of athlete development, competing at the World Championships. Education for these coaches is based on a developed learning plan from a skills audit. Education may involve several different methods, based on coaching learning style. Education may be in the form of formal (classroom) coach education, mentorship, observation, exchanges, etc. Coaches are most often identified through CKC.

2.3 Instruction Coach



Coaches in the Instruction stream must have sport-specific skills and training, whether coaching at the beginner or advanced skill levels. Many are former participants in the sport.

The Instruction stream has three different levels of workshops: Beginners, Intermediate performers, and Advanced performers.

- Coaches in the **Beginners** level of Instruction are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there's no formalized competition at this level -- it's strictly about skill development and there is a short timeframe of interaction between the coach and the participant. CKC offers Lake Kayak Instructor in this context.
- Coaches in the **Intermediate** and **Advanced** performers level of Instruction are very specialized instructors who are specifically there to assist athletes to gain enhanced skills, and in some cases, tactical development specific to their sport. CKC offers the following workshops in these contexts:
 1. River Instructor 2 – River Leader 2
 2. River Instructor 3 – River Leader 3 (In development)

Based on the NCCP's competency based system, coaches or instructors can enter into the stream and context that meets the needs of the athletes or participants they will be working with. A coach or instructor does not need to complete one stream before entering the next but rather can start at the stream most appropriate for them.

3. Coach Developer Pathway and Policy

3.1 General Overview

Coach Developers play a crucial leadership role in CKC's coaching community. NCCP Coach Developers are directly responsible for the development of coaches and need to be experts in learning as well as experts in coaching, and technical information. Coach Developers include: Learning Facilitators (LF) and Coach Evaluators (E), Advanced Learning Facilitators (ALF) and Advanced Evaluators (AE), and Master Learning Facilitators (MLF) and Master Evaluators (ME) and Subject-Matter Experts. For definitions and roles of these various coach developers, consult the glossary at the end of this document.

The NCCP and CKC have a simple and Nationally Standardized **4-step** process for becoming a Coach Developer:



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:** Provides Coach Developers with the facilitation skills to perform their role.
- **Content-specific Training (sport or multi-sport):** This includes micro-facilitation which gives Coach Developers an opportunity to practise delivery with their peers.
- **Co-delivery:** This is a chance for the new Coach Developer to practise 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 passed the evaluation they are considered: "CERTIFIED".

Note: Coach Developer candidates may go straight to evaluation based on prior knowledge and experience and will be assessed on an individual basis.

3.2 Principles

- In the competency-based National Coaching Certification Program (NCCP), facilitating, training, teaching, assessing, mentoring, and evaluating require different skills and competencies than delivering content.

- Competency-based education is as applicable to the development of Coach Developers as it is to the development of coaches.
- The development of Coach Developers must reflect the NCCP's competency based approach to coach education and training. This approach begins by identifying the needs of learners and then determining what Coach Developers must be able to do to meet these needs.
- Coach Developers in all PTSOs must have comparable minimum competence once certified.
- Certified Coach Developers must maintain currency and participate in professional development.
- Coach Developers must behave in a manner consistent with the *NCCP Coach Developer Code of Conduct and NCCP Code of Ethics*, as well as demonstrate professionalism as a coach educator.
- Coach developers possess the technical knowledge, expertise and competencies to deliver NCCP coach education.

3.3 Policy Statement

The identification and selection of Coach Developers is based on a standardized process defined by CKC, and implemented collaboratively with PTSOs.

Coach Developer Prerequisites:

- Minimum 5 years' experience within the context/ stage of athlete development
- Minimum 2 years coaching/instructing experience
- Certified at the context they wish to be involved in or equivalent
- Endorsement by PTSO and/or CKC
- Respected within sport and coach /instructor community
- Reflects and demonstrates NCCP Code of Ethics, and CKC's Coaching Code of Conduct.
- Making Ethical Decisions (MED) Online Evaluation
- Application submitted

To qualify for selection as a Coach Developer, an individual must have successfully completed the online evaluation of MED *and* successfully demonstrated his or her competency by completing the relevant role-specific pathway. The Coach Developer roles can be found in the glossary and their associated pathways can be found in appendix 1.

- Subject matter experts co-facilitate with an LF, ALF, or MLF OR co-evaluate with an E, AE, or ME, and as such are not required to engage in NCCP training (however, training is strongly encouraged).
- Coach Developers who complete NCCP Core Coach Developer Training in one context are not required to repeat the training for another context.
- Coach Developers are required to complete the required professional development to maintain their certified status.
- CKC-SRD, CKC-W or CKC-M may set prerequisites for the selection of Coach Developers that are additional to the minimum training and evaluation requirements identified in 2.3.3.

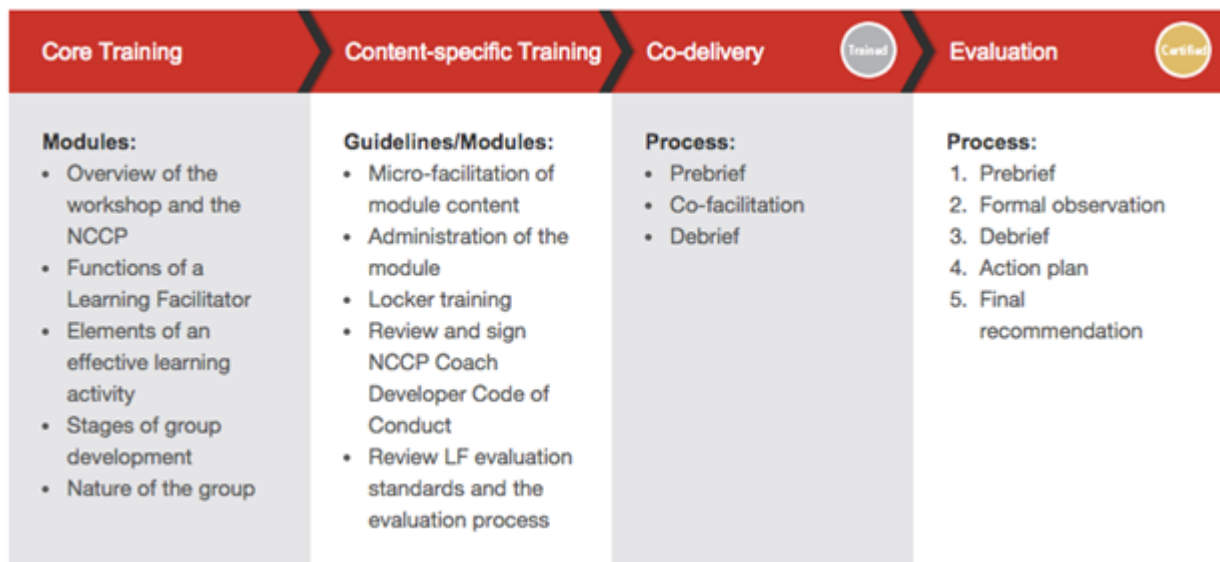
3.4 Learning Facilitator

Every NCCP workshop 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.

3.4.1 How to Become a Learning Facilitator

All CKC Learning Facilitators complete the following steps:



3.4.2 Selecting Learning Facilitators

The success of the NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators. It is recommended that Learning Facilitators are:

- Trained or certified in the context they are delivering in.
- Communication skills: ability to speak clearly and communicate professionally.
- Presentation skills: comfortable presenting in front of a group, well spoken, able to keep presentations to time limits and able to adapt to questions and changes.
- Facilitating skills: able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Organization skills: well prepared, organized and professional.
- Other skills/attributes: approachable, ethical, responsible and self-confident.

For further information on discipline and context specific requirements, please consult the relevant section in this document.

3.4.3 Core Training

Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content Specific Training.

Core Training can be accessed through the PTCR in each province / territory. Core LF training events are offered periodically through the multisport environment by PTCRs. Check the PTCR NCCP calendar of events for further detail. Alternatively, a Core Training MLF can be contracted through the PTCR to deliver the core training the same weekend as the content-specific training.

There are also MLFs in CKC who are certified to deliver the Core training if required. The PTSO must cover the additional fees associated with contracting a MLF for the core training.

- **NOTE: If a CKC MLF offers the core training, the list of LF candidates must be sent to the PTCR where the training occurred. The PTCR is the only organization who can enter the CORE LF TRAINING EVENT into the Locker.**

For additional information, training, policies and guidelines specific to CKC-SRD, CKC-WW or CKC-M, please consult the relevant section in the operational manual.

3.4.4 Content Training

Content training is a mandatory component of training for Learning Facilitators. Content training will include a micro-facilitation component of the coach training content that will be delivered.

All Coach Developers must sign the Coach Developer Code of Conduct during Content Training.

Although PTSOs can request LF training, CKC is the governing body that oversees training of LFs. There are MLFs for each discipline across the country who can deliver the content-specific training.

Content training will also include:

- Depending on the context and workshop, content training is typically a 1.5 - 2 day training event to prepare Learning Facilitators for the content they will deliver.
- Overview of CKC-SRD, CKC-W, or CKC-M coach pathway
- Overview and review of the content of the NCCP coach workshop.
- Microfacilitation opportunities
- Key messages, procedures, etc.

****Whitewater Lake Instructor LFs must also be trained to deliver Make Ethical Decisions**

3.4.5 Co-Delivery

All Learning Facilitators must co-deliver the content with an experienced Coach Developer prior to delivering a workshop on their own.

- Where possible, co-delivery should occur within 4 weeks of content training.
- Co-Delivery is part of training and therefore the person being trained will not be paid.

- A Learning Facilitator candidate may be required to co-deliver a number of times before delivering on their own.

3.4.6 Evaluation

All Learning Facilitators must be evaluated to become certified Learning Facilitators.

- Learning Facilitators should be evaluated within 2 years of training.
- Learning Facilitators will be evaluated in person by another MLF, or by an ALF. Where this is not feasible, LFs have the opportunity to submit a video of facilitating a workshop for evaluation. In some provinces and territories, there may be an opportunity to bring in an MLF from an outside organization, and a “content expert” from the PTSO to complete the evaluation.
- LFs will be evaluated for facilitation techniques, group management, etc against the CAC Learning Facilitator Outcomes, Criteria and Evidence. LFs will be evaluated for technical and content knowledge using KKC standards
- All Learning Facilitators must complete the on-line MED evaluation.

3.5 Advanced Learning Facilitator (Applicable to Sprint Only)

Advanced Learning Facilitators (ALFs) play a valuable role within CKC’s NCCP. They are part of a team that provides leadership for the NCCP in their province/territory or sport, with the key functions being to mentor and evaluate LFs within their province/territory or sport.

3.5.1 How to Become an Advanced Learning Facilitator

All Advanced Learning Facilitators complete the following steps:



3.5.2 Selecting Advanced Learning Facilitators

The success of the NCCP training rests to a large degree on the quality of the individuals selected as Advanced Learning Facilitators.

Advanced Learning Facilitators are:

- A certified Learning Facilitator in the context they are an Advanced Learning Facilitator, with at least 3 -5 years of experience
- Possess the ability and knowledge of facilitation techniques
- A leader within the CKC or the PTSO
- Endorsed by the PTSO and respected within the community for being a content and technical expert within that coaching context
- Have coached within the context for at least 5 years
- Other skills/attributes: approachable, ethical, responsible and self-confident.

3.5.3 Core Training

Core Training for Advanced Learning Facilitators is a mandatory component of training for Advanced Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content Specific Training. Core Training can be accessed through the PTCR in each province.

3.5.4 Content Training

Content training is a mandatory component of training for Advanced Learning Facilitators. Content training will include a practice evaluation, and debrief component of the content that will be delivered.

CKC is the governing body that oversees training of ALFs, and periodically run training events. There are MLFs for each discipline across the country who can deliver the content-specific training.

All Coach Developers must sign the Coach Developer Code of Conduct during Content Training.

Content training will also include:

- Content training is a 1 -2 day training to prepare Advanced Learning Facilitators for the mentoring and evaluation skills they will deliver.
- technical knowledge to be evaluated
- facilitation skills to be evaluated
- process and evaluation tools for evaluation training
- debrief skills

3.6 Master Learning Facilitator

The role of the Master Learning Facilitator (MLF) is to train, to evaluate, to support, and to mentor Learning Facilitators (LFs). In addition, MLFs play a key role in promoting the NCCP.

MLFs must possess adequate knowledge and expertise in facilitation to assist in training LFs and to lead workshops and professional development experiences for LFs.

It is expected that MLFs will have more responsibility in a supportive role with LFs during workshops and in LF development. MLFs should be willing and able to lend support to LFs, program administrators, and delivery host agencies.

3.6.1 How to Become a Master Learning Facilitator



3.6.2 Selecting Master Learning Facilitators

Each CKC discipline responsible for the training of LFs selects its own MLFs. The criteria for the selection of MLFs vary from governing body to governing body. While the technical specifics may vary, MLFs should meet the following criteria:

- Five years of experience as an LF or equivalent
- Certified as a LF
- Have successfully completed the Make Ethical Decisions online evaluation
- Are trained or educated in an area related to coaching or coach education
- Have experience in coaching
- current in technical knowledge for the discipline in the specific coaching context or participant stage

- respected within the sport and coach education community

*MLFs are selected based on regional needs of the system

The number and duties of MLFs vary greatly from one discipline to the next. Again, while the specifics may vary, the duties of an MLF usually include:

- Helping with selection of LFs
- Training of LFs
- Evaluation of LFs
- Mentoring of LFs

3.6.3 Core Training

Core Training for Master Learning Facilitators is a mandatory component of training for Master Learning Facilitators. Master Learning Facilitators also need to take Core Training for Learning Facilitators and Core Training for Evaluators

It is recommended that Core Training is completed prior to completing Content Specific Master Learning Facilitator Training.

Core Training can be accessed through the PTCR in each province.

3.6.4 Content Training

Content training is a mandatory component of training for Master Learning Facilitators. Content training will include a micro-facilitation component of the content that will be delivered. CKC-SRD, CKC-W and CKC-M are ultimately responsible for and oversees the delivery of content training for MLFs

All Coach Developers must sign the Coach Developer Code of Conduct during Content Training.

Content training will also include:

- 2 day training to prepare Master Learning Facilitators for the content they will deliver.
- Microfacilitation opportunities
- Practice LF evaluations and debriefs
- Technical content overview, discussion and training.

3.6.5 Co-Delivery

- All Master Learning Facilitators must co-deliver the content/training with an experienced Coach Developer prior to delivering a workshop on their own.
- If possible, Co-Delivery should occur within 1-2 months of content training.
- Co-Delivery is part of training and therefore the person being trained should not be paid.
- A MLF candidate may be required to co-deliver a number of times before delivering on their own.

3.6.6 Evaluation

All MLFs must be evaluated to become a *certified* MLF.

- MLFs should be evaluated within a 2 years of being trained.
- MLFs will be evaluated by submitting a portfolio.

- MLFs must also be evaluated as a Learning Facilitator against the CAC Learning Facilitator Outcomes, Criteria and Evidences if they are not certified LFs. In addition, MLFs
- MLF delivery of technical knowledge will be evaluated according to CKC technical requirements.
- All MLFs must complete the on-line MED evaluation.

3.7 Coach Evaluator

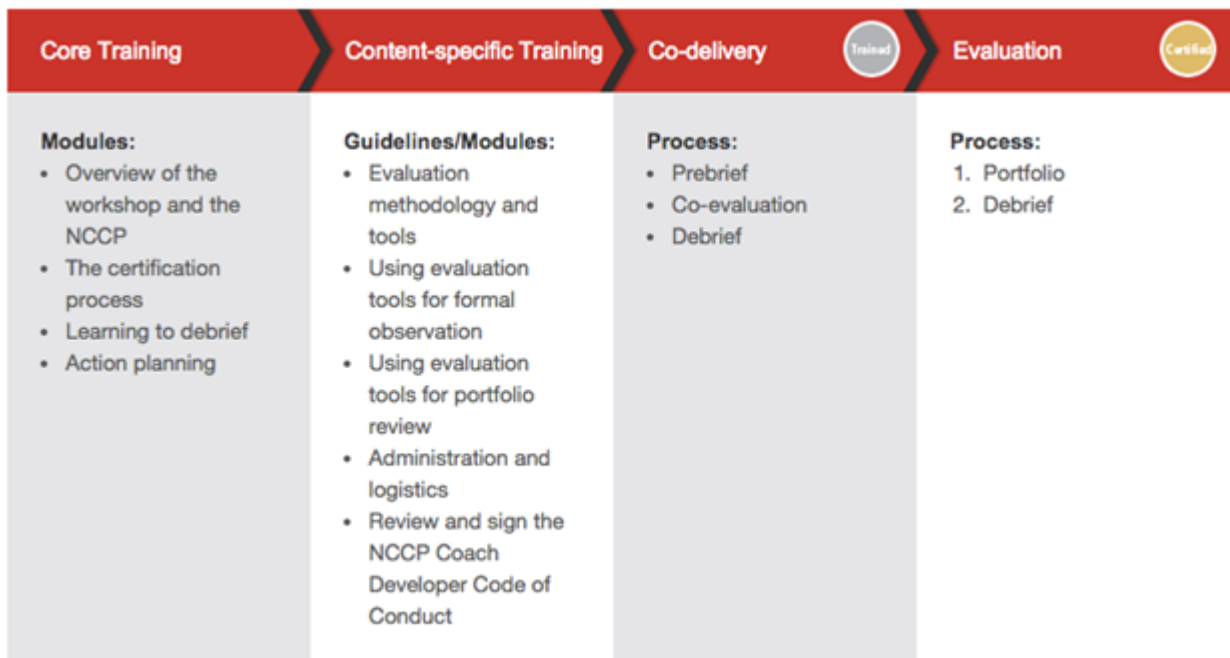
A Coach Evaluator’s role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve *Certified* status. Coach Evaluators are experts in the observation process and have in-depth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

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

**Whitewater Instructor Evaluators must also be trained Whitewater Instructor Learning Facilitators

3.7.1 How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:



3.7.2 Selecting Evaluators

The success of any evaluation program rests to a large degree on the quality of the individuals selected as Evaluators. Clearly, it is critical that quality control be exerted when appointing someone as an Evaluator, as not everyone possesses the experience, skills, or attitudes to be effective in this position.

It is recommended that coach Evaluators have:

- Minimum 5 years experience within the context/ stage of athlete development
- Minimum 2 years coaching/instructing experience
- Certified at the context they wish to be involved in or equivalent
- Endorsement by PTSO and/or CKC
- Respected within sport and coach /instructor community
- Reflects and demonstrates NCCP Code of Ethics, and CKC's Coaching Code of Conduct.
- Making Ethical Decisions (MED) Online Evaluation
- Application submitted
- The following qualities:
 - **time and energy to commit to the evaluation process, proven guiding and facilitation skills,**
 - **the ability to be critically reflective and ask engaging questions**
 - **the ability to listen actively to the candidate.**
 - **Although desirable, it is not critical that the Evaluator have a higher position and significantly greater coaching experience than the candidate.**

For further information on technical knowledge and abilities specific to a discipline or participant level, please consult the relevant section elsewhere in this document.

3.7.3 Core Training

Core Training for Coach Evaluators is a mandatory component of training for Coach Evaluators. Core Training should be completed prior to coming to Content Specific Training.

Core Training can be accessed through the PTCR in each province / territory. Core evaluator training events are offered periodically through the multisport environment by PTCRs. Check the appropriate PTCR's NCCP calendar of events for further detail. Alternatively, a Core Training ME can be contracted through the PTCR to deliver the core training the same weekend as the content-specific training. The PTSO must cover the additional fees associated with contracting a ME for the core training.

For additional information, training, policies and guidelines specific to CKC-SRD, CKC-WW or CKC-M, please consult the relevant section in the operational manual.

3.7.4 Content Training

Content training is a mandatory component of training for Coach Evaluators. Content training is the responsibility of CKC and the PTSO.

Content training will include a practice evaluation and debrief component of the content that will be delivered.

All evaluators must sign the Coach Developer Code of Conduct during Content Training.

Although PTSOs can request evaluator training, CKC is the governing body that oversees training of evaluators. There are MEs for each discipline across the country who can deliver the content-specific training. Depending on the context, and if core evaluator training is offered during the weekend, content training is typically a 1.5 - 2 day training event to prepare evaluators for the content they will deliver.

Content training will include:

- Overview of CKC-SRD, CKC-W, or CKC-M coach pathway
- Overview and review of the content of the NCCP coach workshop.
- overview and review of outcomes, criteria and evidences
- overview and familiarization of evaluation tool
- practice evaluations & debriefs

3.7.5 Co-Delivery

All Coach Evaluators must co-deliver the content with an experienced Coach Developer prior to delivering a workshop on their own.

- Co-evaluation should occur within 1 -2 months of content training.
- Co-evaluation is part of training and therefore the person being trained will not be paid.
- A Coach Evaluator candidate may be required to co-evaluate a number of times before evaluating on their own.

3.7.6 Evaluation

All Coach Evaluators must be evaluated to become a certified Coach Evaluator.

- Coach Evaluators should be evaluated within 2 years of training.
- Coach Evaluators will be evaluated by a ME or AE during a coach evaluation.
- All Coach Evaluators must complete the on-line Make Ethical Decisions evaluation.

3.8 Advanced Evaluator (Applicable to Sprint Only)

The current NCCP model places a greater emphasis on evaluation, with the goal being to evaluate as many coaches as possible. The process of evaluation and certification of Evaluators is directed by Master Evaluators (MEs) for each sport or province/territory. Advanced Evaluators (AEs) are part of team that provides leadership along with the MEs.

Note, CKC *may not use* advanced evaluators in provinces to fulfill the role of mentor and evaluator for coach evaluator candidates. However, below is the policy for the development of advanced evaluators.

3.8.1 How to Become an Advanced Evaluator

All Advanced Evaluators complete the following steps:



Required:

Core Training for Learning Facilitators
AND Core Training for Coach Evaluators

Suggested:

- Characteristics of successful groups
- Levels of experience and associated behaviours
- Levels of experience and facilitation strategies
- MLF/ME training

Guidelines/Modules:

- Administration of NCCP programs
- Micro-facilitation of Coach Evaluator training
- Review Advanced Evaluator evaluation standards

Process:

- Prebrief
- Co-facilitation
- Debrief

Process:

1. Formal observation
2. Portfolio

3.8.2 Selecting Advanced Evaluators

The success of the NCCP training rests to a large degree on the quality of the individuals selected as Advanced Evaluators.

It is recommended that Advanced Evaluators are:

- Trained or certified in the context they are delivering in.
- Communication skills: ability to speak clearly and communicate professionally.
- Facilitating skills: able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Organization skills: well prepared, organized and professional.
- Other skills/attributes: approachable, ethical, responsible and self-confident.
- A certified Coach Evaluator
- A coach Developer leader within the Sport or Organization, respected by peers
- The ability to be critically reflective and ask engaging questions in evaluator and coach debriefs
- The ability to listen actively to the candidate.
- Although desirable, it is not critical that the Evaluator have a higher position and significantly greater coaching experience than the candidate.

3.8.3 Core Training

Advanced Coach Evaluators must take Core Training for Learning Facilitators and Core Training for Coach Evaluators. It is recommended that Core Training is completed prior to coming to Content Specific Training.

Core Training can be accessed through the PTCR in each province.

3.8.4 Content Training

Content training is a mandatory component of training for Advanced Coach Evaluators. All Coach Developers must sign the Coach Developer Code of Conduct during Content Training.

Content training is a mandatory component of training for Coach Advanced Evaluators. Content training is the responsibility of the PTSO and CKC.

Content training will include a micro-facilitation / evaluation component that will be delivered. This will include either being actively involved in an evaluation, or doing one via video.

All AEs must sign the Coach Developer Code of Conduct during Content Training.

Although PTSOs can request advanced evaluator training, CKC is the governing body that oversees training of advanced evaluators. There are MEs for each discipline across the country who can deliver the content-specific training. Depending on the context, and if core evaluator training is offered during the weekend, content training is typically a 1 - 2 day training event to prepare evaluators for the content they will deliver.

Content training will include:

- review of CKC-SRD, CKC-W, or CKC-M coach pathway
- Overview and review of the content of the NCCP coach workshops.
- review of outcomes, criteria and evidences for each context
- overview and familiarization of evaluation tool for evaluator candidates
- practice evaluations of evaluation candidate

- practice debrief with evaluation candidates

3.8.5 Co-Delivery

All Advanced Coach Evaluators must co-deliver the content with an experienced Coach Developer- (Advanced evaluator or ME) prior to commencing the role.

- Co-Delivery / evaluation should occur within 6 months of content training.
- Co-Delivery is part of training and therefore the person being trained will not be paid.
- An Advanced Coach Evaluator candidate may be required to co-deliver a number of times before delivering on their own.

3.8.6 Evaluation

- All Advanced Coach Evaluators must be evaluated to become a certified Advanced Coach Evaluator.
- Ideally, Advanced Coach Evaluators should be evaluated with 1 year of training.
- Advanced Coach Evaluators will be evaluated by submitting a portfolio.
- Advanced Coach Evaluators also need to be evaluated against the Outcomes, Criteria and Evidence of a Coach Evaluator (they must be certified Coach Evaluators or be evaluated as a Coach Evaluator).
- Advanced Coach Evaluators will be evaluated against the CAC Advanced Coach Evaluator Outcomes, Criteria and Evidence.
- Advanced coach evaluators will be assessed and evaluated on their ability to understand the technical sport components they will be evaluating.
- All Advanced Coach Evaluators must complete the on-line Make Ethical Decisions evaluation.

3.9 Master Evaluators

The role of the Master Evaluator (ME) is to train, to evaluate, to support, and to mentor Evaluators in CanoeKayak. In addition, MEs play a key role in promoting the NCCP.

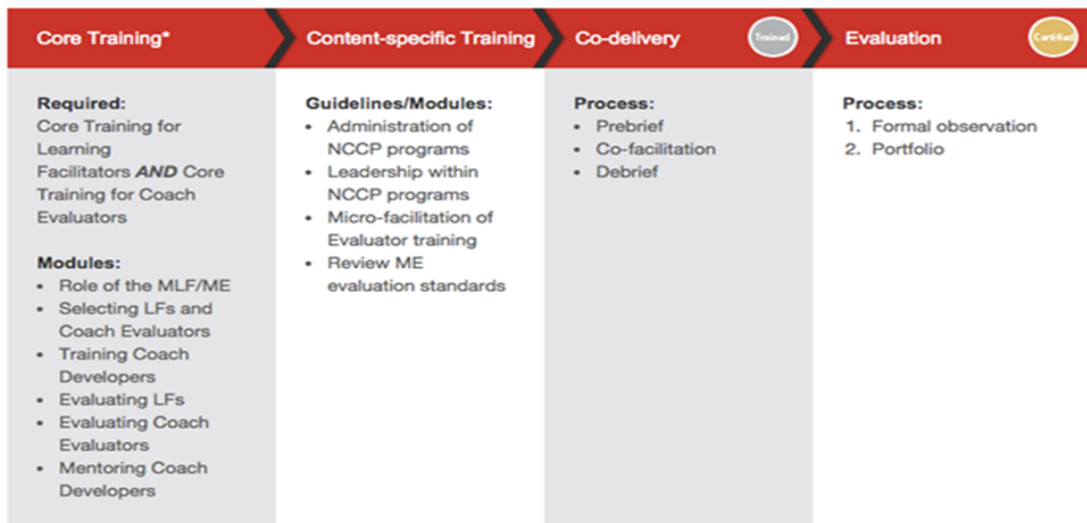
MEs must possess in-depth knowledge and expertise in evaluation, of evaluation tools and standards to assist in training Evaluators, as well as technical competencies and knowledge coaches must possess to be successfully evaluated. MEs are also responsible for the ongoing mentorship of Evaluators and may be involved in professional development activities and program creation.

It is expected that MEs will have more responsibility in a supportive role with Evaluators during evaluations and in Evaluator development. MEs should be willing and able to lend support to Evaluators, program administrators, and delivery host agencies.

3.9.1 How to Become a Master Evaluator

*Whitewater Instructor MEs are also trained as Whitewater Instructor MLFs

All Master Evaluators complete the following steps:



3.9.2 Selecting Master Evaluators

CKC is responsible for the training of Coach Evaluators and, working with PTSOs, selects its own MEs. The criteria for the selection of MEs vary from discipline to discipline based on technical expertise. While the specifics may vary, MEs usually:

- Have five years of experience as a Coach Evaluator
- Certified as a Coach Evaluator to an advanced standard
- Have successfully completed the Make Ethical Decisions online evaluation
- Are trained or educated in an area related to coaching or coach education
- Have experience in coaching or instructing in the context in which they are training evaluators
- possess the technical knowledge specific to the CKC discipline and context, and experience to effectively evaluate coaches
- respected in the coaching community

The number and duties of MEs vary greatly from one governing body to the next. Again, while the specifics may vary, the duties of an MEs usually include:

- Helping with selection of the Evaluators
- Training of the Evaluators
- Evaluation of the Evaluators
- Mentoring of the Evaluators

3.9.3 Core Training

Core Training for Master Evaluators is a mandatory component of training for Master Evaluators. Master Evaluators must also take the Core Training for Learning Facilitators and Core Training for Coach Evaluators. It is recommended that Core Training is completed prior to coming to Content Specific Master Evaluator Training.

Core Training can be accessed through the PTCR in each province.

3.9.4 Content Training

Content training is a mandatory component of training for Master Evaluators. All Coach Developers must sign the Coach Developer Code of Conduct during Content Training.

Content training is a mandatory component of training for Coach Advanced Evaluators. Content training is the responsibility of CKC.

Content training will include:

- sport specific evaluator training content familiarization
- Familiarization and training for use of evaluation tools
- a micro-facilitation component of what will be delivered during evaluator training
- a micro evaluation utilizing the coach evaluator tool . This may include either being actively involved in an evaluation, or doing one via video.

Although PTSOs can request master evaluator training, CKC is the governing body that oversees training of advanced evaluators. There are advanced MEs for each discipline across the country who can deliver the content-specific training. Depending on the context, and if core master evaluator training is offered during the weekend, content training is typically a 1 - 2 day training event to prepare evaluators for the content they will deliver.

3.9.5 Co-Delivery

All Master Evaluators must co-deliver the content with an experienced Coach Developer prior to delivering on their own.

- Co-Delivery should occur within 6 months of content training.
- Co-Delivery is part of training and therefore the person being trained will not be paid.
- A Master Evaluator candidate may be required to co-deliver a number of times before delivering on their own.

3.9.6 Evaluation

All Master Evaluators must be evaluated to become a certified Master Evaluators.

- Where possible, Master Evaluators should be evaluated within 1 year of training.

- Master Evaluators will be evaluated by submitting a portfolio.
- Master Evaluators must also be evaluated as a Coach Evaluator against the CAC Coach Evaluator Outcomes, Criteria and Evidences if they are not certified Coach Evaluators.
- Master evaluators will also be assessed and evaluated against CanoeKayak Canada, discipline specific content knowledge and competency.
- All Master Evaluators must complete the on-line Make Ethical Decisions evaluation.

3.10 Additional Discipline-Specific Information:

For additional information, training, policies and guidelines specific to CKC-SRD, CKC-WW or CKC-M, please consult the relevant section in the operational manual.

4. Maintenance of Certification / Professional Development Policy

The Coaching Association of Canada and its partners recognize the value of having certified NCCP coaches that are engaged in Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

In order for CKC - NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a variety of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. In most cases coaches are already earning their required PD points -- Maintenance of Certification Status is simply the introduction of tracking these points and recognizing coaches for their efforts.

Maintenance of certification is essential to:

- Ensuring coaches stay current with new coaching practices and knowledge
- Maintaining the integrity of the NCCP
- Consistency with the standards of other professions
- Reinforcing the values of lifelong learning and continuous improvement

Certification within the NCCP shall be valid for a maximum period. The concept of "life-span of NCCP certification" shall apply to coaches who:

- Are already certified according to the standards of the Old Levels-NCCP.
- Are certified according to the standards of the Old Levels-NCCP while it is still in effect.
- Are certified according to the standards of an NCCP context's core certification and gradations.

Maintenance of certification must be based on active coaching and professional development. CanoeKayak Canada will publicly communicate requirements for the maintenance of certification on their website in both official languages. All PTSO are responsible for publicly communicating the requirement for coaches to maintain certification according to their sport's requirements.

4.1 Maintenance of Certification PD Credit Requirements for Coaches and Instructors

The following table outlines the PD credits must be completed by the end of the Renewal Period for which the certification is valid to maintain certification.

CKC Program	NCCP Stream	Minimum Professional Development credits required during renewal period:	Renewal Period
Canoe Kids	Community	NA	NA
Pool Kayak Instructor	Community	NA	3 years
Lake Kayak Instructor	Instruction	12 points	3 years
ELCC	Competition	20 points	5 years
River Kayak Instructor 2	Instruction	12 points	3 years
Sprint Competition Development	Competition	30 points	5 years
River Kayak Instructor 3	Instruction	18 points	3 years
Canoe Slalom Competition Development Coach	Competition	30 points	5 years
Marathon Competition Development Coach	Competition	30 points	5 years

4.2 Professional Development Opportunity Points Allocation

Professional development opportunities and points allocated are as follows:

	Active Category	Points	Limitations
Sport Specific	Active Coaching	1 point/year for every season coached OR 1 point/year for learning Facilitator or Evaluator activity	To a maximum of points equal to the number of years the certification renewal period (5 Points for 5 years)
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-Sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	To a maximum of 50% of the required PD credit for the context in a certification renewal period.

4.3 CKC Non-NCCP Professional Development Opportunities

Non-NCCP PD opportunities can be organized and led by either CKC, or PTSOs. The following are a list of CKC Non-NCCP PD Opportunities currently in the Locker that are approved by CAC.

National Team / International Immersion Provincial Team Camp Immersion National Coaches Conference Provincial Coaches Conferences Online Workshops	Coach the Trials PaddleALL* Swift Water Rescue* Community Dragonboat* Coach Development Month Workshops Coach the Worlds
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* Effective April 2015

PTSOs are able to organize Non-NCCP PD opportunities in their own region. The process for Locker entry is the same as for NCCP workshops. Any national projects must be entered (scheduled, recorded) by CKC.

Future Development

The National Coach Certification Program (NCCP) and its stakeholders recognize that coaches across Canada are a diverse group. As NCCP certified coaches continue to exemplify creative new ways to improve and educate their coaching practice through professional development (PD), we will continue to develop Maintenance of Certification opportunities to effectively track the great work you are doing in continuing your education.

The NCCP team continues to develop Maintenance of Certification by:

- Collecting sport-specific and multi-sport professional development opportunities from our partners and adding them as pre-approved PD in the Locker;
- Exploring partnerships with other training delivery agents (such as First-Aid, post-secondary institutions, etc.);
- Moving toward implementing a submission tool for self-directed professional development.

4.4 Coach Developers Maintenance of Certifications

The following PD credits must be completed by the end of the Renewal Period for which the certification is valid to maintain certification.

	Minimum Professional Development credits required during renewal period	Renewal Period
All CKC Learning Facilitators	20 points	5
All CKC Master Learning Facilitators	20 points	5
All CKC Coach Evaluators	20 points	5
All CKC Master Evaluators	20 points	5

5. NCCP Business Model Policy

5.1 Communication

5.1.1 Inclusivity, Accessibility and Official Languages

All components of the NCCP should be accessible to and inclusive of: any gender, visible minorities, the aboriginal community, and persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context will be launched simultaneously in both official languages, following final approval.

5.1.2 Copyright and Protection

CKC and the CAC holds co-copyright on all materials produced by CKC with CAC financial support. CKC must also acquire pre-approval for all third-party copyrighted material incorporated into any NCCP document.

5.1.3 Use of CKC NCCP Coach Education Materials

As a member or partner of CKC, PTSOs, divisions, clubs and other organizations in good standing have the rights for use of CKC NCCP coach education and materials. External, non-member organizations (eg: community associations, schools, paddling associations, International federations, etc) must be given permission through CKC for use of NCCP material. A CKC endorsed LF must deliver the coach education. An external fee for use of the CKC NCCP brand may be applied to any non-member organization wanting to access CKC's NCCP.

5.1.4 Printing of NCCP Materials - Logos, Credit and Disclaimer

As partners in coach education delivery, member PTSOs, divisions (SRD), clubs and LFs have access to the NCCP material to produce for coach workshops. PTSOs or LFs can acquire the material electronically from CKC, or in hard copy (printing fees will be applied). All NCCP materials produced require the following:

- Use of the coach.ca and NCCP logos, and CKC logos on the title page, title screen, and/or cover of all NCCP materials
- Proper credit to Canadian Heritage
- Clear acknowledgment of CKC and the CAC co-copyright for materials developed with the CAC financial support, and sole NSO copyright for materials developed without the CAC financial support. Logos and copyright information may not be removed from the documents
- Use of the phrase "Printed in Canada" on all printed materials
- version number and production date

The following statement must appear in the credits:

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

CKC permission must be obtained for re-printed materials including content, photos, and illustrations. PTSOs and LFs can request a letter of permission from CKC to print the copyrighted materials if required.

5.2 Learning Facilitator Fees / Honorarium Structure:

Please consult the relevant discipline section for learning facilitator fees, honorarium and reimbursement policies. Consult section 2 for the sprint racing discipline, section 3 for the whitewater discipline, and section 4 for marathon.

5.3 Evaluator Fees / Honorarium Structure

Please consult the relevant discipline section for learning facilitator fees, honorarium and reimbursement policies. Consult section 2 for the sprint racing discipline, section 3 for the whitewater discipline, and section 4 for marathon.

5.4 NCCP Coach Workshop (Training) and Evaluation Fees

Please consult the relevant discipline section for NCCP workshop training and evaluation fees.

5.5 NCCP Reinvestment fee

5.5.1 Sprint and Marathon NCCP Reinvestment Fee

The purpose of the reinvestment fee is to invest money in coach education and coaching development (materials, programs, etc), as well as pay for NCCP Partner fees back to the Coaching Association of Canada.

Context	NCCP Reinvestment Fee
Community	\$20.00*
Competition Introduction	\$20.00*
Competition Development	\$50.00**

* These fees are being proposed to increase in either the 2015-2016 fiscal, or the 2016-2017 fiscal.

** To be implemented 2015-2016 fiscal.

PTSOs have the option to implement their own NCCP or coach development reinvestment fee. PTSOs are responsible for setting these fees.

5.5.2 CanoeKayak Canada Whitewater / NCCP Reinvestment Fees

A summary of all CKC-W certification reinvestment fees can be found in the table.

Course	CKC-W Fee	PTSO Fee	Paddle Canada Fee	Total Fees
Swiftwater Rescue	\$40	\$20	-	\$60
Pool Instructor	\$60	\$30	-	\$90
Lake Instructor	\$60	\$30	\$30	\$120
River Leader 2	\$60	\$30	-	\$90
River Instructor 2	\$60	\$30	\$30	\$120
Whitewater Leader 3	\$60	\$30	-	\$90
Whitewater Instructor 3	\$60	\$30	\$30	\$120
Whitewater ELCC	\$20	\$30	-	\$90
- Polo, Wildwater, Freestyle, Slalom	\$40			
Slalom Comp Dev	\$90			\$90

5.5.3 Payment of NCCP Reinvestment Fees:

All coaches / instructors should register for NCCP workshops **through the Locker**, BEFORE the workshop occurs. In the 2015 – 2016 fiscal, PTSOs will be invoiced by CanoeKayak Canada *biannually* (October and March) the reinvestment fees for coach / instructor training as indicated above. It is the responsibility of the PTSO is to collect, and manage these fees from the NCCP courses offered during the year in their province or territory. Competition Development Workshop coaches will pay the NCCP reinvestment fee and course fees through the locker.

Beginning **April 2016**, online workshop registration will include online payment of the appropriate CKC - PTSO fees, as well as any other partner fees associated with the workshop.

5.6 NCCP Training Subsidy

5.6.1 National Team Athletes (AAP)

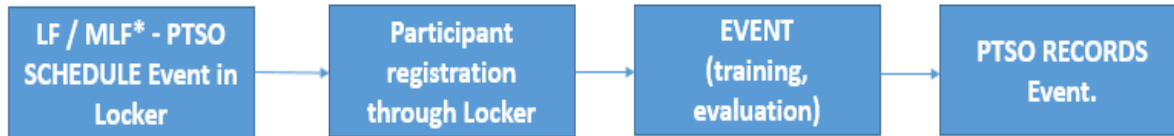
National Team Carded athletes are eligible to receive partial or full subsidy for NCCP training in CanoeKayak, and multisport modules related to CanoeKayak training and certification.

National Team Athletes can be subsidized for NCCP training by the following method:

If the athlete is finished university and no longer being subsidized for tuition through AAP, tuition for NCCP can be covered through Sport Canada. In order to claim tuition fees for NCCP training, Sport Canada requires a proof of course completion, and a receipt before reimbursement is issued.

6. NCCP – Training and Evaluation Process & the Locker Entry

6.1 Overview of Process



6.2 Scheduling Events

Workshops:

- 1) Learning Facilitators / Evaluators:
 - a. Are either selected and scheduled by PTSOs to run a workshop or perform an evaluation
 - b. Can plan to hold a workshop, but *must get approval* through the appropriate CKC sanctioned PTSO.
- 2) LFs / MLFs*, PTSOs Schedule the event in the Locker. PTSOs *must approve* the scheduling of an event.
- 3) Once a training event is “Scheduled”, the event appears in the CAC Locker Calendar.
- 4) Participants utilize the Locker for online registration for CKC-NCCP events. NCCP Calendar Link: <https://thelocker.coach.ca/Account/Login?ReturnUrl=%2faccess%2fevent%2fcalendar>

Evaluations:

- 1) Coaches (competition introduction) or instructors contact their PTSO to arrange an evaluation, or in the case of marathon, can contact an evaluator directly. Marathon evaluators are encouraged to update the PTSO where the evaluation is to take place.
- 2) The PTSO arranges an evaluator, and schedules the evaluation date and time between the evaluator and coach / instructor.

6.3 Preparation and Event

- 1) PTSOs and LFs and Evaluators are responsible for all logistics and administrative aspects of hosting a workshop, or evaluation (facilities, travel, water releases, fees collection, etc) in the competition introduction, community or instructional stream.
- 2) PTSOs and LFs are responsible for providing course and evaluation materials to the participants. These are provided by CKC electronically. If required CKC can provide a permission letter for any copyright questions by printing companies.
- 3) LFs must provide instructions to participants on how to complete the MED online evaluation.
- 4) Ensure all participants are properly reflected in the Locker.
- 5) Evaluation: Evaluators must follow procedures outlined in the evaluator manuals for each context.

6.4 Post Event & Recording Events

1) Training:

After a training event, LFs / MLFs update PTSOs with all information regarding the event. The PTSOs *record* the event with all updated participant names, and participant and leader information. PTSOs may ask for further documentation.

If required, if an LF / MLF is not recording events in the Locker, they must provide the PTSO with an electronic copy of the final workshop report summary with all pertinent information.

2) Evaluation:

- a. In order for a PTSO to record and approve an *evaluation* event, evaluators must submit the following to the PTSO where the evaluation occurred:
 - i. Hard or electronic copy of the coach portfolio to the PTSO
 - ii. Hard or electronic copy of the coach observation evaluation package
 - b. After receiving the paperwork, PTSOs will record and approve the events in the Locker
- 3) CKC will periodically audit and ask for document for quality assurance and National consistency.
 - 4) PTSOs retain hard copies of all evaluation documentation, and copies of NCCP workshops for a period of 5 years.

6.5 Approval Process

All events (training and evaluation) must go through an approval process for all participants to receive full credit for the training, evaluation or PD event. The following diagram outlines the approval process for events in the Locker.



* PTSOs may choose to allow for LFs / MLFs to schedule and / or record events in the Locker on a case by case basis. However, PTSOs must still approve the event.

If an event is rejected by either CKC or CAC, a message (email) will be sent to the PTSO contact indicating the reason or issue with the event approval. PTSOs should carefully check over all details in the event (date of births, attendee information, modules offered, etc.) before submitting to CKC for approval.

6.6 Locker Training and Locker Inquiries

To schedule Locker training, or to receive technical support for the Locker, you can contact Coach and Partner Services at the Coaching Association of Canada. (613) 235-5000, or, via email, at database@coach.ca.

7. Roles and Responsibilities

7.1 CKC

The primary responsibilities of CKC in NCCP Coach Education Delivery include:

- 1) Develop and update all NCCP materials. Updating is on a biannual basis, and includes updates in sport technical information, copyright and partner information (logos), and version control.
- 2) Maintain partnership and communication with the CAC. Apply for support to sport funding through CAC for content development, MLF/ME training, translation, etc.
- 3) Manage delivery and implementation of Competition Development Context training and evaluation. This includes:
 - a. Arranging LFs for training and Evaluators for evaluation
 - b. Entry of training and evaluation events into the Locker
 - c. Payment of LFs and Evaluators for facilitating events
 - d. Invoicing / collecting payments of training and evaluation events
- 4) Final approval of all coach education events prior to CAC approval in the Locker. This includes training, evaluation and non-NCCP professional development events.
- 5) Implementation and delivery of Nationally-led CKC Non-NCCP PD opportunities, and entry into the Locker. This includes managing coach registration and recording for national non-NCCP professional development opportunities.
- 6) Tracking Coach Event registration numbers for each coach education event nationally.
- 7) Update Locker with LFs, Evaluators, MLFs, MEs
- 8) Retaining records of competition development evaluations.
- 9) Periodically requesting evaluation forms for Competition Introduction, and Instructional streams and contexts.
- 10) Informing and updating PTSOs and clubs with any information regarding NCCP and CAC programs, resources, events, policies, etc.
- 11) Invoicing PTSOs for NCCP reinvestment fees.
- 12) Training of MLFs, MEs, ALFs, AEs, and under special circumstances, LFs, and Evaluators.
- 13) In consultation with PTSOs, approval of coach developer candidates
- 14) In consultation with PTSOs, endorsement and recommendations for coaches into Advanced Coaching diploma.

7.2 PTSO

The primary responsibilities of PTSO in NCCP Coach Education Delivery include:

- 1) Delivery and implementation of competition introduction, community, and instructional stream / context NCCP within their PTSO. This includes:
 - a. Arranging / scheduling of LFs and Evaluators for training and evaluation events
 - b. Payment of all LFs and Evaluators (including expenses, etc.)
 - c. Payment of National NCCP reinvestment fees to CKC for training events

- 2) Entry (schedule and record), and approval of community, competition introduction, instruction, and Non-NCCP professional development (PTSO organized) events (training and evaluation) in the Locker that are happening in the respective province or territory.
- 3) Approval of "Recorded" events in Locker
- 4) Assign provincial LF and MLF Locker privileges
- 5) Maintenance of all records for coach events both in electronic copy and hard copy. Records should include:
 - a. Coach registration number
 - b. Coaches, instructors LFs, Evaluators attending
 - c. Event Leaders
- 6) Retain coach *evaluation* forms (electronic or hard copy), and portfolio submissions for competition introduction or instructional stream / context evaluations for 5 years.
- 7) Retain hard copies of coach registration forms for any event from the Locker (training and evaluation).
- 8) Recommend coach developers (LFs, Evaluators, ALFs, AEs) to be trained and certified to deliver coach education in their respective province or territory

7.3 PTCR

The roles of the Provincial-Territorial Coaching Representatives are as follows:

- 1) Delivery of *Multisport* coach education training, which includes modules required for trained status in various CKC NCCP contexts:

Competition Introduction	Competition Development
<ul style="list-style-type: none"> • Making Ethical Decisions • Plan a Practice • Basic Nutrition • Design a Sport Program • Teaching and Learning • Basic Mental Skills 	<ul style="list-style-type: none"> • Developing Athletic Abilities • Leading Drug Free sport • Managing Conflict • Coaching and Leading Effectively • Psychology of Performance • Prevention and Recovery • Performance Planning • Plan a Practice Part II

Other Modules delivered through PTCRs include:

- Aboriginal Coaching Module
- Resistance Training Module
- Empower⁺
- Fundamental Movement Skills

- 2) Delivery of Core Training for potential coach developers:
 - a. Learning Facilitator, Advanced Learning Facilitator and Master Learning Facilitator training
 - b. Evaluator and Master Evaluator

- 3) Recording of Core LF training when delivered by CKC MLFs
- 4) Hosting of provincial or territorial conferences and workshops
- 5) Setting workshop fees for NCCP multisport delivery
- 6) Regulate and implement NCCP multisport online home study

For PTCR contacts, see the "Partners in Coach Education" section.

7.4 Coach Developers

- 1) Coach Developers include LFs and Evaluators
- 2) Collaborate with PTSO to schedule events, update coach / instructors in event, and record events in the Locker. *
- 3) LFs:
 - a. Delivery of NCCP training workshops
 - b. Communication with, and request for approval to PTSOs or CKC (comp dev) regarding training events.
 - c. Provision of workshop materials to coaches / instructors
 - d. Role model and reflect the NCCP Code of Ethics, CKC Coaching code of Standard, and LF code of conduct
- 4) Evaluators:
 - a. Implement full evaluation: prebrief, evaluation, debrief
 - b. For Competition Introduction and Instructional Contexts*:
 - ✓ Send all Instructional evaluation documentation to the PTSO in electronic copy and/or hard copy:
 - Evaluation forms (evaluation matrices)
 - Portfolio submissions – practice plan, EAP, etc.
 - * CKC may periodically audit competition introduction evaluation forms for quality control
 - c. For Competition Development:
 - ✓ Send all evaluation documentation to the PTSO and NSO in electronic copy and / or hard copy
- 5) Collection of course and evaluation fees where online payment, or payment to PTSO is not possible.
- 6) Retain hard and / or electronic copies of evaluations, coach portfolios, and courses for 5 years.

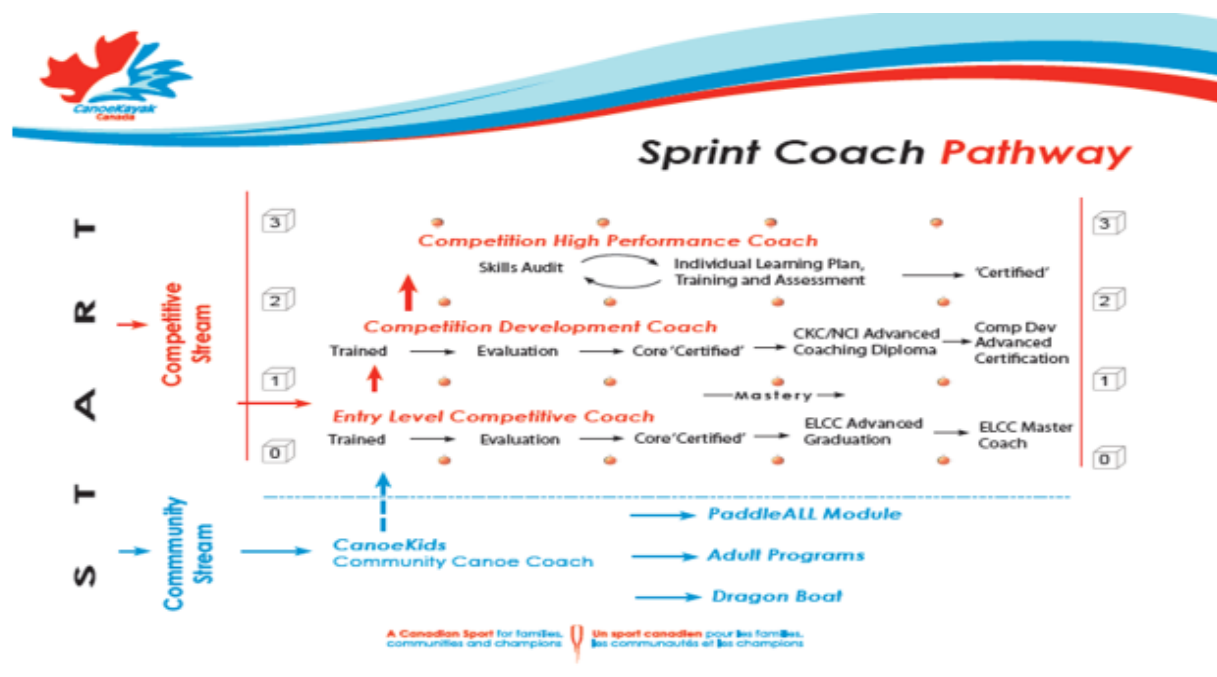
*This will begin implementation starting in 2016, with full implementation planned by the end of 2016.

NOTE: ALL events (training or evaluation) MUST be approved by the PTSOs for competition-introduction, community and instructional streams.

SECTION 2: CKC – Sprint Racing Discipline Policies and Procedures

1. NCCP Sprint Coach Development Pathway

The following diagram shows the coach pathways across the various contexts in sprint canoe-kayak.



Based on the NCCP’s competency based system, coaches or instructors can enter into the stream and context that meets the needs of the athletes or participants they will be working with. A coach or instructor does not need to complete one stream before entering the next but rather can start at the stream most appropriate for them.

1.1 Community Stream

1.1.1 CanoeKids – Community Sport Initiation

The CanoeKids NCCP workshop is for coaches working with athletes in the FUNdamentals-Foundations stage, as well as older paddlers (youth / adults) in sprint CanoeKayak. CanoeKids is a skills-based program to introduce kids between the ages of 9 and 11 to canoeing and kayaking, teaching technique the “CanoeKids” way. From identifying the different parts of the boat to teaching balance drills and basic strokes, the program provides a comprehensive introduction to the sport with an emphasis on fun and safety. CanoeKids coaches will learn a variety of fun introductory activities and be able to properly detect and correct basic technique.

1.1.2 DragonBoat

The Community Dragonboat workshop is designed for coaches working with introductory dragonboat paddlers who are getting their first introduction to the sport. The workshop focuses on paddlers in the FUNdamentals-Foundations stage, as well as Active for life (youth and adult) stage. The workshop will develop skills in coaches to deliver introductory dragonboat programs, which includes basic technique, safety,

steering, practice planning, and dragonboat festival crew management.

1.1.3 Pathway

There is no formal evaluation following training in Community Sport CanoeKids or Dragonboat. However, coaches will need to complete the following to receive full Community CanoeKids or Dragonboat status on their transcript:

- 1) NCCP Online M.E.D. evaluation for *community sport*.
- 2) In workshop training session:
 - a. Create a Practice Plan and an Emergency Action Plan
 - b. Conduct / lead an activity that focuses on developing a skill.

1.1.4 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in the CanoeKids or Dragonboat workshop is **16**. This is the maximum number required where all workshop objectives and activities can be achieved and completed.

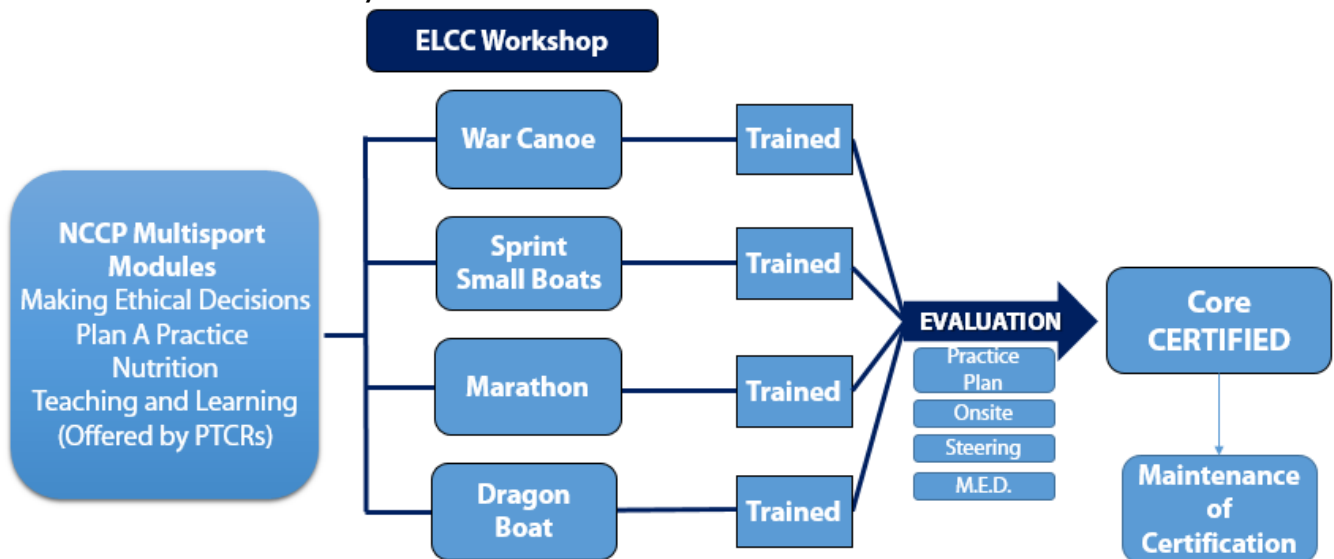
1.2 Competition Stream

Competition Introduction

1.2.1 Role, alignment, purpose

ELCC workshops are for coaches working with athletes in the Learn to train, early train to train (11 – 15 year olds), and active for life stages of LTAD. Coaches can either ELCC-smallboats, ELCC War canoe or ELCC dragonboat. The workshop core training includes the practical and theoretical components of coaching either of these sprint disciplines. Coaches will learn how to effectively plan practices according to various energy systems and objectives. Coaches will gain understanding of technical development, as well as technical analysis. Coaches will also discuss best practices for running safe and well organized practices. *Format: 12-16 hour course*

1.2.2 ELCC Pathway



1.2.3 ELCC Core –Small Boats

The core training Entry-Level Coaching Course includes the practical and theoretical components of coaching sprint K1 and C1. Coaches will gain understanding of technical development, as well as technical analysis in the canoe and kayak stroke.

1.2.4 ELCC – War Canoe

The course includes the practical and theoretical components of coaching war canoe. Coaches will learn basic coxing skills, and learn the fundamentals of crew development. Learn to teach and analyze war canoe technique. Coaches will explore technical drills, and team building fundamentals to put together a cohesive and competitive boat.

1.2.5 ELCC – Dragonboat

The core training Entry-Level Coaching Course includes the practical and theoretical components of coaching dragonboat. Steering skills and the fundamentals of crew development will be explored. Coaches will gain a better understanding of teaching dragonboat technique. Best practices for running safe and well organized practices will also be part of the course.

1.2.6 ELCC Modules

ELCC modules are for coaches who have already completed ELCC core training. Coaches may supplement their certification by taking a streamlined module in another area including sprint small boats, war canoe, dragonboat, canoepolo, etc. For example a coach who took core training in sprint small boats may wish to take the war canoe module. The module is a condensed workshop which would include the war canoe specific coach training without repeating the theory learned in core training. Completing the war canoe module qualifies a coach eligible to cox a crew at the Canadian Sprint CanoeKayak Championships. *Format:* 5-6 hour practical course *Prerequisite:* Competition-Introduction Multisport Part A and B, and ELCC Core Training in a different area.

1.2.7 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in ELCC workshops is **16**. This is the maximum number required where all workshop objectives and activities can be achieved and completed

ELCC Advanced Gradation:

1.2.8 Role, Alignment, Purpose

ELCC advanced gradation is for coaches working with Learn to train, and early train to train athletes who are competing at a regional and provincial level, and for coaches running seasonal programs (May – October). ELCC advanced gradation coaches will learn weekly and seasonal planning, basic resistance training, advanced technical analysis, basic athlete monitoring, summer program management and supporting the athletes in competition.

1.2.8.1 Training and Modules:

- 1) Coach candidates must have full ELCC “Trained” status
- 2) NCCP Multisport Modules:
 - Design a Sport Program

- Basic Mental Skills
 - Resistance Training Module
- 3) ELCC Advanced Gradation Workshop:
- Support the Athletes in Competition
 - Design a Sport Program
 - Manage a Sport Program
 - Analyse Performance

1.2.8.2 Evaluation:

1) For coaches to be evaluated, they must meet the following Prerequisites:

- a. ELCC “Certified” status
- b. Trained status in ELCC Advanced Gradation, or endorsement to fast track to evaluation

2) Evaluation Process:

- a. Portfolio Submission (see evaluation manual for further detail)
- b. Coach Observation Evaluation in Training environment
- c. Coach Observation Evaluation in Competition environment.

1.2.9 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in ELCC workshops is **16**. This is the maximum number required where all workshop objectives and activities can be achieved and completed

Competition Development

1.2.10 Role, alignment, purpose

Competition development is for coaches working with athletes in the train to train and train to compete stages of long term athlete development (U16 – U23). These athletes are typically competing at the National, Canada Games, and Junior / U23 World Championships level, and are in a year round training program.

The content of the Competition Development Training covers the following coaching areas:

- Design a CanoeKayak Program
- Analyze Performance – Technical
- Analyze Performance – Tactical
- Manage a CanoeKayak Program
- Performance Planning
- Long Term Athlete Development
- Plan A Practice
- Prevention and Recovery

1.2.11 Competition Development Pathway



CanoeKayak-Sprint Competition Development Coach



1.2.12 Registration and PTSO endorsement

Delivery of Competition Development is CKC-led, offered in various regions across the country. As this certification is a minimum standard for being a Canada Games Coach, coaches must be endorsed in order to register, as well as meet minimum eligibility criteria. In order to be eligible to enroll in Competition development, coaches must meet the following eligibility requirements:

- 1) Endorsement by division and PTSO
- 2) ELCC “certified” coach, or equivalent, or Former National Team Athlete, or both
- 3) Completed Competition Introduction MED evaluation
- 4) Working with athletes in train to train or train to compete stage of LTAD on a daily basis in the daily training environment
- 5) Pleasure Craft Operators License

1.2.13 Evaluation Process

For coaches to be evaluated, they must meet the following Prerequisites:

- 1) Competition Development “Trained” status; or
- 2) Endorsement to fast track to evaluation

Evaluation Process:

- 1) Portfolio Submission (see evaluation manual for further detail)
- 2) Coach Observation Evaluation in Training environment
- 3) Coach Observation Evaluation in Competition environment.

Further information regarding evaluation can be found in the competition development coach evaluation package.

1.2.14 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in Competition Development workshops is **16**.

2. Transfer of **Certification Policy**

The following table shows the transfer of old NCCP training into the current NCCP Coach pathway. This allows coaches to be recognized for former coach education in the old NCCP.

Old NCCP Certification	Transferred into Current NCCP	Requirements for Full Certification
ELCC and CanoeKids		
Level I Certified Level I Theory Level I Technical Level I Practical	ELCC "Trained" Status CanoeKids "Trained"	1) ELCC Evaluation*: a. Portfolio b. Coach Observation 2) M.E.D. Online Evaluation
Level I Theory Level I Technical	ELCC "trained" Canoe Kids "Trained"	1) ELCC Evaluation* a. Portfolio b. Coach Observation 2) M.E.D. Online Evaluation
Level I Technical Level I Practical	ELCC "in-training"	1) Multisport Modules: Plan A Practice, Making ethical Decisions, Nutrition, Teaching And Learning 2) ELCC Evaluation* 3) M.E.D. Online Evaluation
Level I Theory	ELCC "In-Training"	1) ELCC Workshop 2) ELCC Evaluation* 3) M.E.D. Online Evaluation
ELCC Advanced Gradation**		
Level II Certified Level II Theory Level II Technical Level II Practical	ELCC "Trained" ELCC Advanced Gradation "Trained"	1) M.E.D. Online Evaluation 2) ELCC Advanced Gradation Evaluation
Level I certified + Level II Technical Level II Practical	ELCC "trained" in certain outcomes (AP)	1) M.E.D. Online Evaluation 2) Multisport Modules: Design a Sport Program + Basic Mental Skills, Resistance Training 3) ELCC Advanced Gradation Evaluation
Competition Development		
Level III "Certified"	Competition Development "Trained"	1) NCCP Online Evaluations: a. MED Competition Development online evaluation
Level III "Technical"	Competition Development "In-Training"	1) Competition Development Multisport Modules 2) Competition Development Evaluation (Portfolio & coach observation) 3) NCCP Online Evaluations: a. MED b. Managing Conflict c. Leading Drug Free Sport
Level III "In-Training"	Competition Development "In-Training"	1) Competition Development Part 1 & 2 Workshops

		2) Competition Development Evaluation (Portfolio & coach observation) 3) NCCP Online Evaluations as above
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3. NCCP Business Model Policy

3.1 NCCP Training and Evaluation Fee structures

The following table includes recommended workshop fees by CKC for all contexts. PTSOs are responsible for setting their fees for implementation and delivery for community sport and competition introduction contexts. Competition Development fees are implemented by CKC.

Stream	Context	Event	Recommended Fees
Community Sport	Initiation – CanoeKids	Training	\$100 - \$125 + \$20 NCCP reinvestment fee
	DragonBoat	Training	TBD** + \$20 NCCP Reinvestment fee
	PaddleALL	Training	TBD** + \$20 NCCP Reinvestment fee
Competition	Competition Introduction – ELCC	Full Workshop (2 days) Training	\$175.00 - \$200.00 + \$20 NCCP reinvestment fee (\$175.00 includes coach evaluation)
		Module Training	\$75 - \$80
		Evaluation	\$50.00
	ELCC Advanced Gradation	Training	TBD** & \$20 NCCP reinvestment fee
		Evaluation	TBD**
		Part 1 Workshop Training	\$210.00, includes \$50.00 NCCP Reinvestment Fee
	Competition Development	Part 2 Workshop Training	\$210.00, Includes \$50.00 NCCP Reinvestment Fee
		Evaluation: Training environment, competition environment, portfolio	\$350.00

** This context is currently being written, and the fees have not yet been set.

3.2 Learning Facilitator Fees and Honorarium Structure

3.2.1 Recommended LF Hourly Fees

The recommended hourly rates for Learning Facilitator Fees are \$25 - \$45 per hour, depending on years of experience, and status (ie trained or certified).

Years Experience (certified status)	Hourly Rate Trained
1	\$25 / h
2	\$30 / h
3	\$35 / h
4	\$40 / h
5 +	\$45 / h

3.2.2 Maximum Daily Fees

The CAC has a guideline for maximum daily LF fees of \$500. CKC has committed to, and adopted this guideline and recommendations in its NCCP delivery. The implementation of this guideline at the community, competition introduction and instructional streams / contexts is the responsibility of the PTSO. CKC has adopted this at the Competition Development context.

3.2.3 Competition Introduction / Community Sport / Instructional LF Payment

Unless offered by CKC, PTSOs or Hosting Agencies are responsible for compensating LFs, which includes LF fees, per diem, travel and overhead costs.

3.2.4 Competition Development LF Payment

CKC is responsible for paying LF fees for sprint CanoeKayak competition development workshops. Rates for LFs are \$40 - \$45 per hour (depending on experience and status), up to a maximum of \$500 per day. CKC also reimburses for other travel expenses; per diem, travel and accommodations. CKC reimburses based on the policy found in the appendix.

3.3 Evaluator Fees & Payment

3.3.1 Recommended Evaluation Fees

CKC has recommended evaluator honorarium rates for both competition introduction and competition development. This table indicates the recommended honorarium rates for evaluators for both Competition introduction and competition development for sprint.

Context / Evaluator	Evaluation Fees Honorarium
ELCC Evaluations*	\$50 + costs associated with travel to the evaluation site.
Competition Evaluation	\$75.00 + costs associated with travel to the evaluation site.

***PTSOs are responsible for setting these delivery and implementation fees in their own regions.**

3.3.2 Competition Introduction

Unless otherwise arranged by CKC, PTSOs are responsible for compensating Evaluators, which includes E fees, per diem, accommodations (if necessary) and travel.

3.3.3 Competition Development

CKC is responsible to directly pay evaluators. CKC pays evaluators based on the rates above and can modify those costs accordingly. In addition, CKC will pay for travel costs associated with the evaluation.

3.3.4 NCCP training subsidy: (Pending SRD approval)

3.3.4.1 NT Athletes

Sprint National Team Carded athletes are eligible to receive partial or full subsidy for NCCP training in CanoeKayak, and multisport modules related to CanoeKayak training and certification.

National Team Athletes can be subsidized for NCCP training by the following methods:

- 1) If the athlete is finished university and no longer being subsidized for tuition through AAP, tuition for NCCP can be covered through Sport Canada. In order to claim tuition fees for NCCP training, Sport Canada requires a proof of course completion, and a receipt before reimbursement is issued.
- 2) If Sport Canada is subsidizing your university tuition, CanoeKayak Canada will subsidize the course fees for any NCCP workshop you take. Using the CKC National Team claim form, submit the workshop expenses to CKC, including a receipt of payment, as well as proof of completion of the course either from the Provincial or National CanoeKayak or coaching organization, or from the Learning facilitator.

3.3.4.2 Women in coaching

Female coaches wishing to engage in Competition Development training may be eligible for partial or full subsidy. Women coach candidates must be endorsed by their PTSO, as well as clubs in order to be eligible to receive subsidy.

3.3.4.3 HP coach development grants

Club and regional coaches enrolled in the Canadian Sport Centre / Canadian Sport Institute Advanced Coaching Diploma (ACD) may be eligible for funding to help subsidize tuition. Based on the annual approved SRD budget, coaches may apply to CKC for 50% to 75% tuition subsidy. In order to be eligible for subsidy for the ACD, coaches must meet the following criteria:

- 1) Actively coaching T2C level athletes in the daily training environment on a daily basis.
- 2) Endorsement by their PTSO.
- 3) Coaching athletes who have been selected to the National Development or National Team Program (carded, NextGen, Academy, etc)
- 4) Competition Development Certified, old NCCP Level III certified, or equivalent international certification.
- 5) Full time coaches

SECTION 3: CKC-W DISCIPLINE NCCP **POLICIES AND PROCEDURES**

1. Roles and Responsibilities **Community and Instructor**

1.1 Learning Facilitator (Hosting Organization)

A Learning Facilitator planning to hold a community or instruction course:

- Must get approval through the appropriate CKC sanctioned PTSO:
 - Proposed Agenda – number of days (hours)
 - Learning Facilitator's name
 - Evaluation plan and Evaluator's name
 - Proposed student : LF ratio
- Will administer course with the PTSO
- Send electronic application to PTSO
- Request PTSO to schedule the event in the NCCP Locker and set-up online registration for participants

Upon Approval from PTSO the LF will:

- Collect funds in advance of the course
 - CKC certification fee \$120 non-refundable
 - Confirm that all course participants must be members in good standing of PTSO
 - Learning Facilitator, Administration, Facility and other fees
- Make arrangements for classroom facilities, equipment, water releases (if applicable), transportation and other program needs.
- Send course materials to candidates electronically
 - Welcome letter to explain the program
 - Course outline and agenda
 - Evaluation process
 - Appropriate Manuals in a pdf format
 - Meeting times and location (directions)
 - Suggested gear and equipment
 - Other
- Provide instructions to participants to complete Making Ethical Decisions online evaluation.
- Ensure that all course participants are registered for the course in the NCCP Locker registration portal

After Completing a community or instructor course the Learning Facilitator will:

- Send NCCP Registration Form electronically to PTSO Office

- With copy to Paddle Canada
- Send \$120 certification fee to PTSO
- LF retains hardcopy NCCP registration forms and course evaluation forms

1.2 CanoeKayak Canada

- Review and approval of Locker course reports
- Send invoice for CKC reinvestment fees to PTSO upon receipt of Locker course report
- Forward course reports to Paddle Canada when applicable (name, address, email)
- Update CKC Leader-Instructor-Coach database
- CKC deposit funds and post deposits in the CKC-W Education account
- CKC sends \$30 to Paddle Canada for each candidate's certification fee on a quarterly basis

1.3 Paddle Canada

- Send invoice for Paddle Canada certification fee to CKC upon receipt of course report
- To Newly Certified Instructor/Coach
 - Congratulations letter, confirming their membership in PC
 - Password for accessing the PC website
- Update PC database

1.4 PTSO

Pre Course

- Acknowledge receipt of Course Application to LF (HO) and CKC
- Approve Agenda and Dates for course application to LF (HO) and CKC
- Notify LF and CKC of approval
- Post community and instructor course information and dates on PTSO website
- Handle inquiries and forward requests to LF (HO)

Post Course

- Receive and file Course Registration forms
- Receive and deposit certification fees from LF.
- Pay CKC reinvestment fees.
- Post new leaders and instructors into Provincial leadership database.

Year End

- Reviews NCCP database to confirm Instructor progress through post-course requirements (MED Evaluation, etc)

- Make arrangements with Instructors to complete any deficiencies.

1.5 NCCP Training and Evaluation Fee structures

PTSOs are responsible for setting provincial fees for implementation and delivery for community sport and instructor contexts.

2. Community Stream

2.1 Pool Kayak Instructor – Community Sport Initiation

The Pool Kayak Instructor course is an ideal entry point for new instructors. You do not need to have a background in paddling to take this course and it is well suited to lifeguards who would like to learn to teach introductory paddling skills to kids in a pool setting. Learn to teach the basics to new paddlers including propulsion, basic strokes and wet-exits from the kayak. With this course you will be qualified to offer recreational community programming and instruct courses like Pools in Schools.

Format: The Pool Kayak Instructor program can be offered as a combined program with the Lake Kayak Instructor 1 level. The Pool Kayak Instructor program can also be offered on its own to certify Pool Kayak Instructors. The Pool Kayak Instructor program is a 1 day course.

Prerequisites: None. Must be 16 years of age to achieve “trained” status.

1.1.2 Pathway:

There is no formal evaluation following training in Pool Kayak Instructor course. However, coaches will need to complete the following to receive full Pool Kayak Instructor status on their transcript:

- NCCP Online M.E.D. evaluation for community sport.
- In workshop training session:
 - Create a Practice Plan and an Emergency Action Plan
 - Conduct / lead an activity that focuses on developing a skill.

1.1.3 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in the Pool Kayak instructor workshop is **6**. This is the maximum number required where all workshop objectives and activities can be achieved and completed.

3 Instruction Stream

3.1 Lake Kayak Instructor – Instruction beginner

Lake Instructor candidates will learn to teach skills including rolling, edging and basic strokes to new paddlers to prepare them for whitewater. Instructors will learn to properly demonstrate intermediate flatwater skills and to detect and correct errors. This course includes a Making Ethical Decisions component to help instructors identify the legal, ethical, and moral implications within the instructional environment.

Format: The Lake Kayak Instructor program is normally offered as a combined program with the Pool Kayak Instructor. However, the Lake Kayak Instructor program can be offered on its own to certify Lake Instructors. The Pool Kayak Instructor program is offered as a 1 day course. The Lake Kayak Instructor 1 program is a 2 day program.

Co-requisites: Pool Kayak Instructor. Must be 16 years of age to be certified.

3.1.1 Pathway

There is a formal evaluation following training in Lake Kayak Instructor course. Consequently, coaches will need to complete the following assignments to receive full Lake Kayak Instructor certified status on their transcript:

- 1) NCCP Online M.E.D. evaluation for *Instruction beginner*
- 2) In workshop training session:
 - a. Create a Practice Plan and an Emergency Action Plan
 - b. Training observation with novice paddlers



3.1.2 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in the Lake Kayak instructor workshop is **6 participants per LF**. This is the maximum number required where all workshop objectives and activities can be achieved and completed.

3.2 River Kayak Instructor 2 / Leader 2 – Instruction Intermediate

Learn the skills needed to introduce intermediate paddlers to class 1-2 whitewater. This includes identifying basic river features and teaching novice-level whitewater skills. River Kayak Instructor 2 will prepare you to teach clinics, courses or work at a kayak school. This course is designed to develop leadership skills by teaching the fundamentals of group management, logistics coordination and rescue plans. River Kayak Leader 2 will prepare you to become a club leader for a river trip on Class 1-2 Rivers.

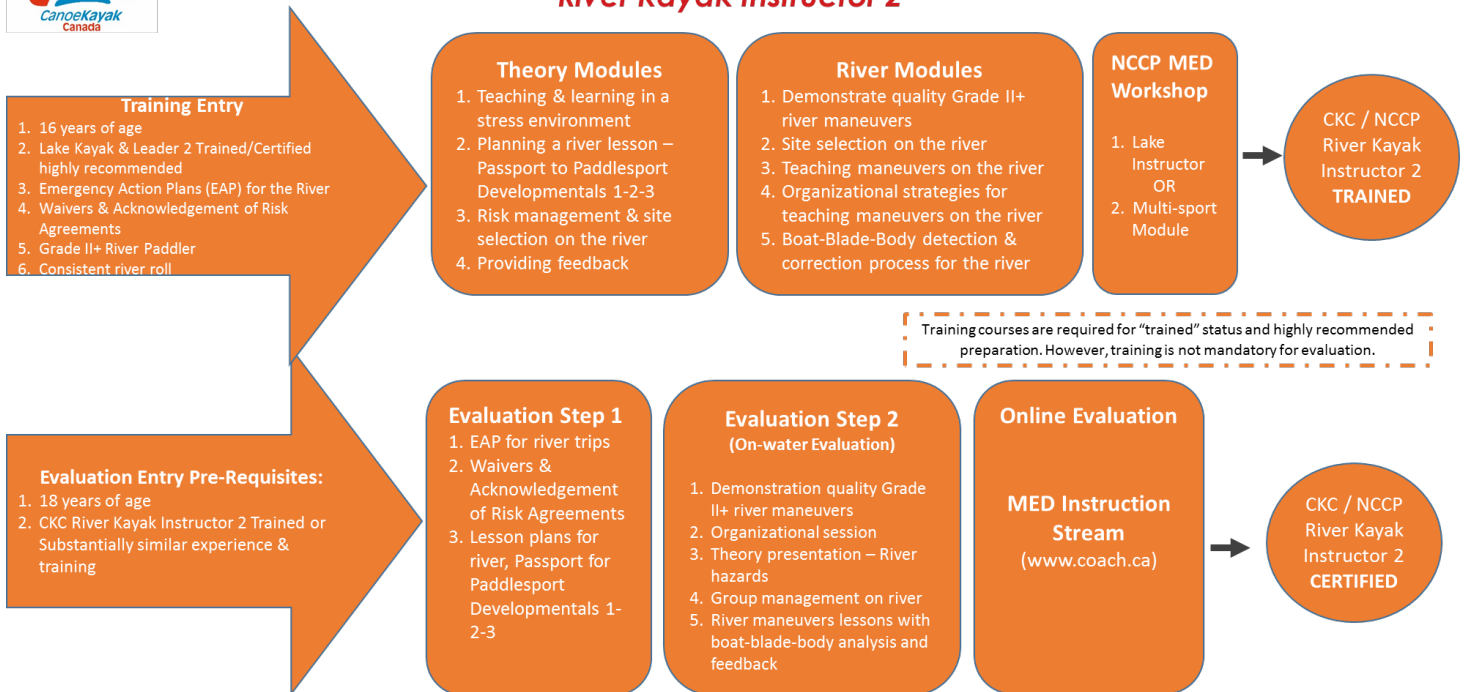
Format: The River Kayak Instructor 2 program is normally offered as a combined program with Leader 2. However, the Leader 2 program can be offered on its own to certify river leaders. Each program is offered as a 2.5 day course (including evaluation), but are offered together as a 4-day course (including evaluation).

Prerequisites: River Kayak Instructors must be 16 years of age to achieve “trained” status and 18 years of age to be certified.



Training and Certification Pathway for Whitewater Canoe Kayak Coaches, Instructors & Leaders

River Kayak Instructor 2



3.2.1 Pathway

There is a formal evaluation following training in River Kayak Instructor workshop. Consequently, instructors must complete the following assignments to receive full Lake Kayak Instructor certified status on their transcript:

- 1) NCCP Online M.E.D. evaluation for *Instruction intermediate*
- 2) In workshop training session:
 - a. Create a Practice Plan and an Emergency Action Plan
 - b. Training observation with beginner paddlers

3.2.2 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in the Lake Kayak instructor workshop is **6 participants per LF**.

2.3 Whitewater Kayak Instructor 3 / Leader 3 – Instruction Advanced

With this course, you will gain the knowledge needed to work with more experienced whitewater paddlers. You will be able to teach intermediate and advanced river skills to help participants gain confidence and skill on class 3 whitewater.

Format: The Whitewater Kayak Instructor 3 program is normally offered as a combined program with Leader 3. However, the Leader 3 program can be offered on its own to certify river leaders. Each program is offered as a 2 day course (including evaluation), but are offered together as a 3-day course (including evaluation).

Prerequisites: River Kayak Instructor 2; Must be 16 years of age to achieve “trained” status and 18 years of age to be certified. CKC Swift Water Rescue training is strongly recommended.

Prerequisites: River Kayak Instructors must be 16 years of age to achieve “trained” status and 18 years of age to be certified.

3.2.3 Pathway

There is a formal evaluation following training in Whitewater Kayak Instructor workshop. Consequently, instructors must complete the following to receive Lake Kayak Instructor certified status on their transcript:

- 1) NCCP Online M.E.D. evaluation for *Instruction advanced*
- 2) In workshop training session:
 - a. Create a Practice Plan, Emergency Action Plan, and manage a sport program report
 - b. Training observation with advanced paddlers

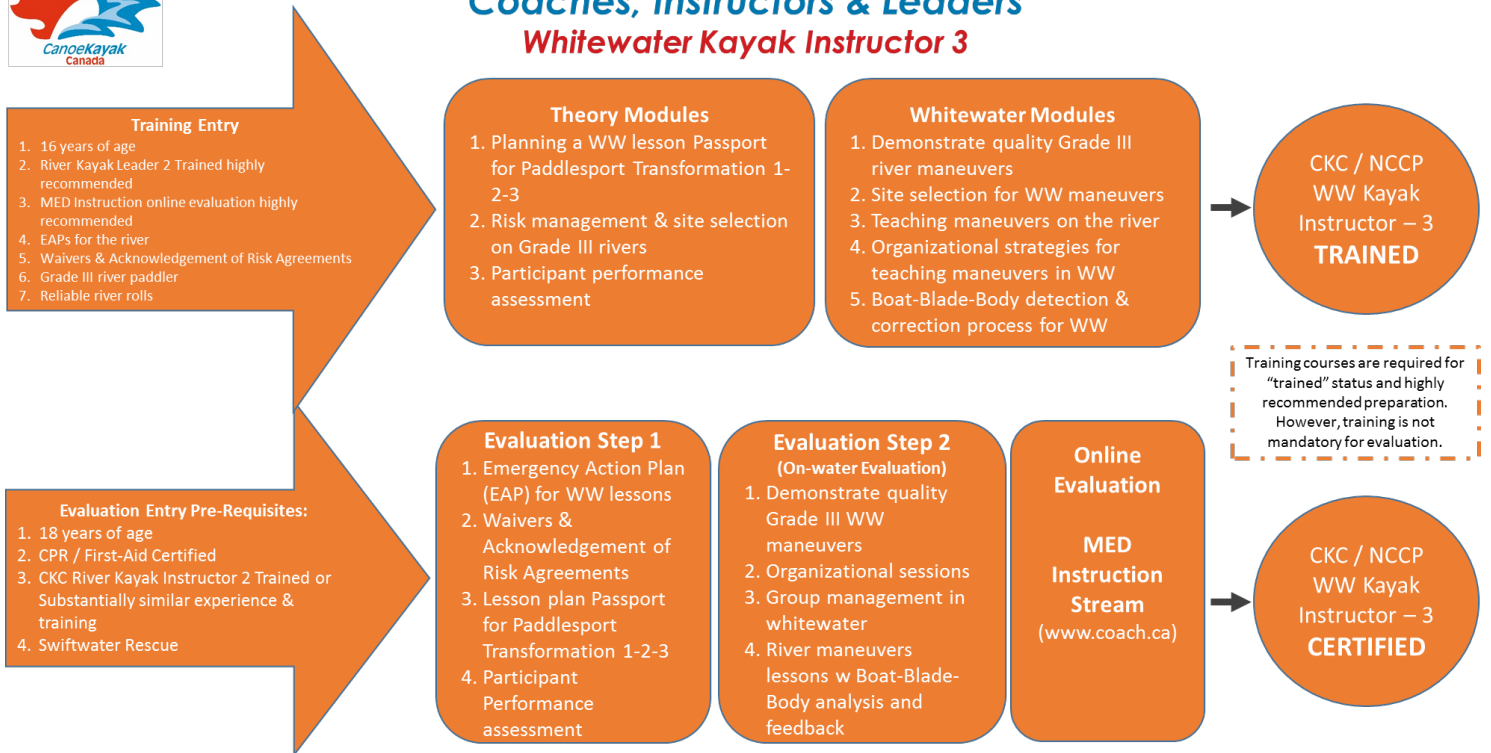
3.2.4 Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in the Lake Kayak instructor workshop is **6 participants per LF**. This is the maximum number required where all workshop objectives and activities can be achieved and completed.



Training and Certification Pathway for Whitewater CanoeKayak Coaches, Instructors & Leaders

Whitewater Kayak Instructor 3



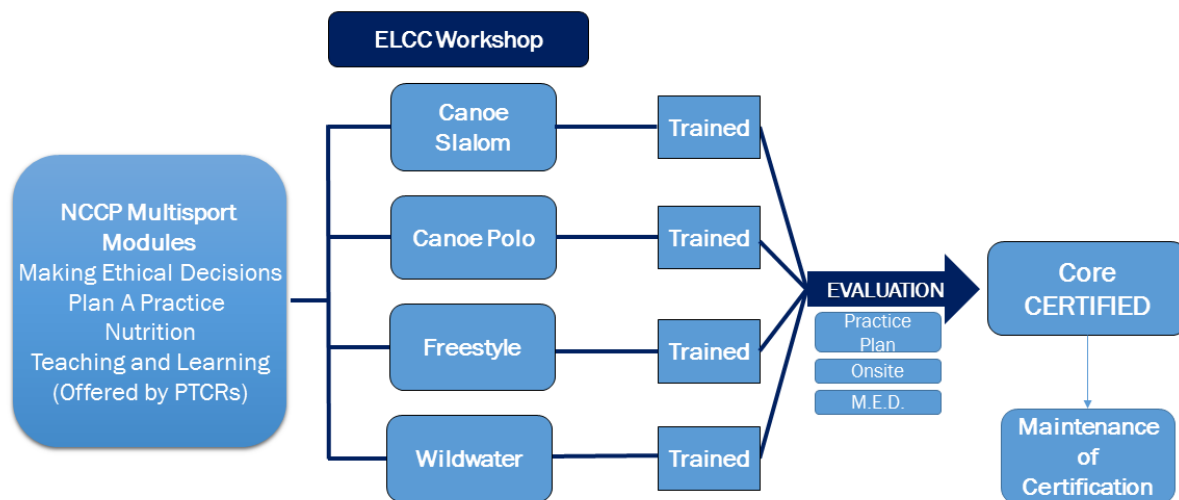
4 Competition Stream

4.1 Competition Introduction

Role, alignment, purpose

ELCC workshops are for coaches working with athletes in the FUNdamentals, Developmentals, and active for life stages of the Whitewater LTAD. This course is the first step to becoming a competitive whitewater coach and introduces the basic elements of all four whitewater disciplines. Learn the fundamentals of slalom gate setup, basic rules of canoe polo, lines of wildwater and surfing techniques for freestyle. You'll understand how to teach basic paddling skills on flatwater and progress them to whitewater. Basic safety skills and methods for improving technique are covered in this course.

Whitewater ELCC Pathway



Coach to Learning Facilitator Ratio:

The maximum number of coach candidates in ELCC workshops is **16**. This is the maximum number required where all workshop objectives and activities can be achieved and completed

4.2 Competition Development (Canoe Slalom)

Role, alignment, purpose

Competition development is for coaches working with Canoe Slalom athletes in the Transformation (train to train) and Pursuit of Excellence (train to compete) stages of long term athlete development (U16 – U23). These athletes are typically competing at the National, or Junior / U23 World Championships level, and are in a year round training program.

Competition Development Pathway

- Attend NCCP Competition Development multisport modules:
- Psychology of Performance
- Coaching & Leading Effectively
- Prevention & Recovery of Injury
- Leading Drug Free Sport
- Managing Conflict
- Developing Athletic Abilities

Complete NCCP multisport module online evaluations:

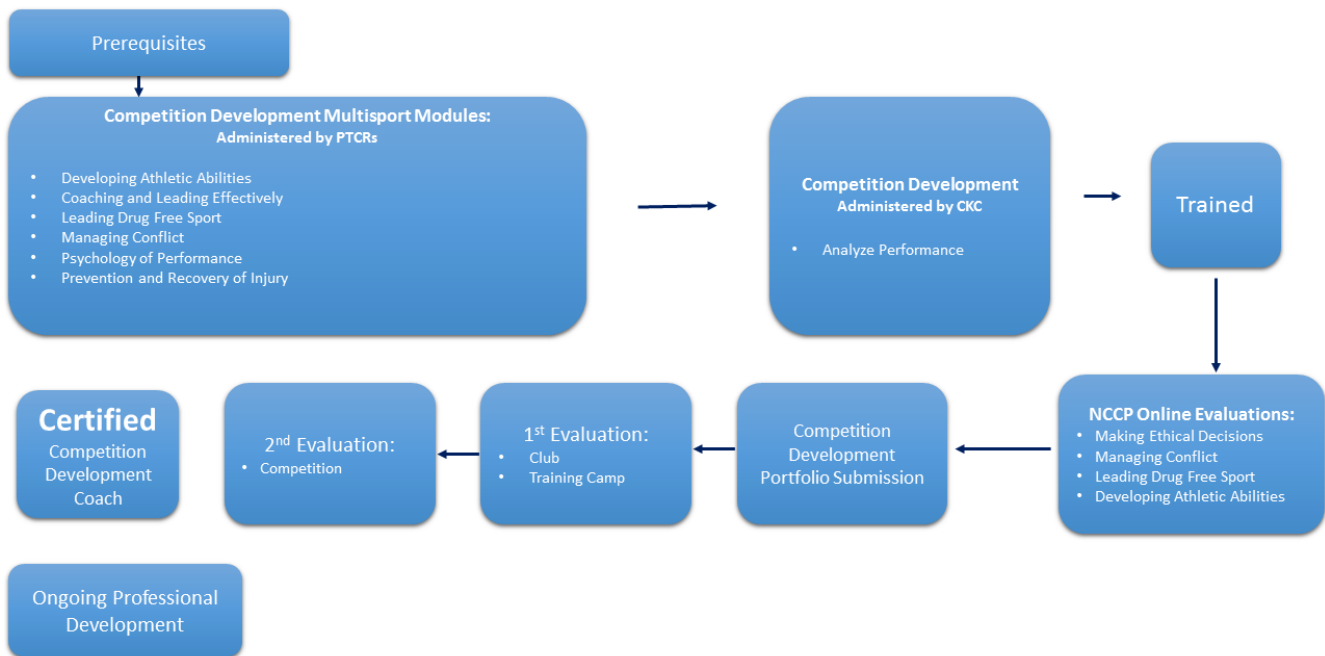
- Making Ethical Decisions (Competition Development)
- Leading Drug Free Sport
- Managing Conflict
- Developing Athletic Abilities

Attend CKC Canoe Slalom Competition Development Workshop (Analyze Performance)

Complete two Canoe Slalom on-site observations

- One onsite evaluations in the training environment:
 - In the coach candidate's home club or training venue
 - In a provincial, regional or national training camp
- One onsite observation in the competition environment (National Championships, Team Trials or appropriate International event)

CanoeKayak-Canoe Slalom Competition Development Coach



Registration and NSO endorsement

Delivery of Competition Development is managed exclusively by CKC. In order to enroll in Competition development training, coaches must meet the following eligibility requirements:

- Endorsed by CKC
- ELCC “certified” coach, or equivalent, or Former National Team Athlete, or both
- Completed Competition Introduction MED evaluation
- Working with athletes in train to train or train to compete stage of LTAD on a daily basis in the daily training environment

Evaluation Process

Prerequisites:

- Competition Development “Trained” status; or
- Endorsement to fast track to evaluation

Evaluation Process:

- Portfolio Submission (see evaluation manual for further detail)
- Coach Observation Evaluation in Training environment
- Coach Observation Evaluation in Competition environment.

Further information regarding evaluation can be found in the competition development coach evaluation package.

Coach to Learning Facilitator Ratio:

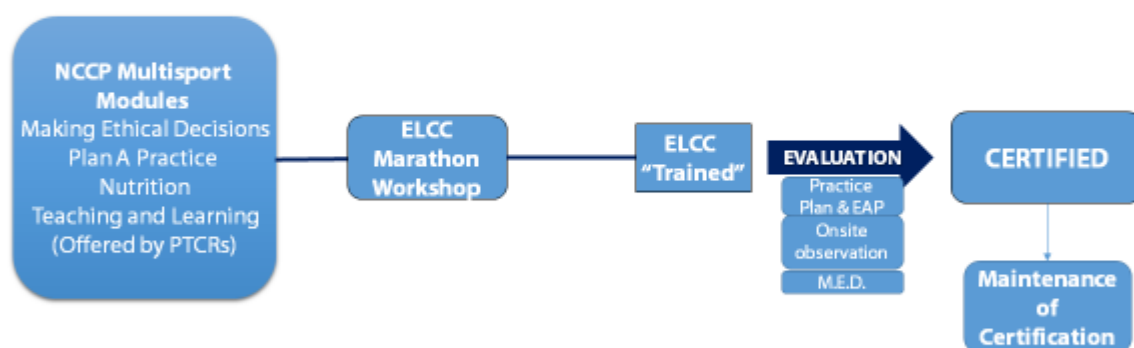
The maximum number of coach candidates to LF ration in Competition Development workshops is **4:1**.

SECTION 4: CKC-MARATHON DISCIPLINE NCCP POLICIES AND PROCEDURES

4.1 Competition Introduction – ELCC Marathon

4.1.2 ELCC Marathon Pathway

ELCC Marathon Pathway



4.1.3 Role, alignment, purpose

The ELCC marathon workshop are for coaches working with athletes in the Learn to train, train to train (11 – 15 year olds), and active for life stages of LTAD. The core training Entry-Level Coaching Course includes the practical and theoretical components of coaching marathon paddling. Coaches will learn how to effectively plan practices focused on building endurance according to various energy systems and utilizing the creeks, rivers and lakes to their fullest capacity. Coaches will explore the concepts of training, preparation, race tactics and strategies, reading water and paddling safety. The course includes an overview of technique for traditional marathon canoe paddling and will also touch upon technical components of kayaking if there is interest from individual participants. *Format: 12-16 hour course*

4.1.4 Coach to Learning Facilitator Ratio:

The ratio of LF to coach candidates in ELCC workshops is 1:5. This is the maximum number required where all workshop objectives and activities can be achieved and completed.

4.1.5 Evaluation

- 1) Portfolio submission to Evaluator*, which must include:
 - ✓ Practice plan (of practice the coach will lead)
 - ✓ Emergency Action Plan
- 2) Coach Observation*
- 3) Online Making Ethical Decisions Evaluation (www.coach.ca)

*The Evaluator will forward the registration/summary sheet identifying that all competencies have been met. The Evaluator will retain the evaluation portfolio for a minimum of 5yrs.

4.2 NCCP Training and Evaluation Fee structures

The following table includes recommended workshop fees by CKC for all contexts. PTSOs are responsible for setting their fees for implementation and delivery for community sport and competition introduction contexts. Competition Development fees are implemented by CKC.

Stream	Context	Event	Recommended Fees
Competition	Competition Introduction – ELCC	Full Workshop (2 days) Training	\$200.00 + \$20 NCCP reinvestment fee
		Evaluation	\$75.00
	Competition Development	Multisport modules	As per PTSO

Stream	Context	Event	Recommended Fees
Competition	Competition Introduction – ELCC	Facilitator	\$750/course + expenses
		Facility	PTSO or host agency
		Evaluator	\$75.00 + expenses
	Competition Development	Multisport modules	As per PTSO
		Facilitator	TBD
		Facility	PTSO or host agency
		Evaluator	TBD

GLOSSARY of **Acronyms and Terms**

CKC: *CanoeKayak Canada*

CKC-W: CanoeKayak Canada- Whitewater

CKC- SRD: CanoeKayak Canada - Sprint Racing Discipline

CKC-M: CanoeKayak Canada- Marathon

NCCP: National Coaching Certification Program

CAC: Coaching Association of Canada

PTSO: Provincial / Territorial CanoeKayak Sport Organization:

These CanoeKayak sport organizations (discipline, or multidiscipline) are responsible for the delivery of sport specific CanoeKayak NCCP training at the grassroots level (community, instructor, competition introduction).

PTCR: Provincial – Territorial Coaching Representatives:

Provincial and territorial coaching organizations responsible for delivery of NCCP multisport training (coaches, coach developers, etc.).

LF: Learning Facilitator

One of the roles directly responsible for the development of coaches in the NCCP. LFs facilitate coach-education workshops and other learning opportunities in the NCCP and may customize these workshops and opportunities, but only minimally.

MLF: Master Learning Facilitator

One of the roles directly responsible for the development of coaches in the NCCP. MLFs are LFs who provide leadership and quality assurance of NCCP workshops; design and deliver coach-education workshops and other learning opportunities in the NCCP; and support, train, and evaluate LFs and ALFs.

Subject Matter Experts:

A specialist in a content area who has a professional designation, specialized training, or a graduate degree and who leads a designated content area in NCCP training workshops or other learning opportunities. Co-facilitate with an LF, ALF, or MLF OR co-evaluate with an E, AE, or ME.

ME: Master Learning Evaluator

One of the roles directly responsible for the development of coaches in the NCCP. MEs are evaluators who provide leadership and quality assurance of

NCCP workshops; design and deliver training for evaluators; and support and co-evaluate with evaluators or AEs.

ALF: Advanced Learning Facilitator
One of the roles directly responsible for the development of coaches in the NCCP. ALFs are LFs who, along with a Master Learning Facilitator, provide training and support for LFs in the NCCP. ALFs may also customize coach-education workshops and other learning opportunities in the NCCP; provide formal and informal learning opportunities in the NCCP; co-facilitate NCCP workshops with an LF; and support and evaluate LFs or other ALFs.

AE: **Advanced Evaluator:**
One of the roles directly responsible for the development of coaches in the NCCP. AEs, along with a Master Learning Facilitator or Master Evaluator, provide training and support for Evaluators. AEs may also co-evaluate with an E, and they support evaluators or other AEs.

ELCC: Entry Level Competitive Coach

ACD: Advanced Coaching Diploma

ACE: Accelerated Coach Education

MED: Making Ethical Decisions

CSI / CSC: Canadian Sport Institute / Canadian Sport Centre (Network of sport institutes / centres across the country who are responsible for delivery of the ACD)

EVENT: An event is classified as NCCP training or evaluation, as well as Non-NCCP professional development.

APPENDIX 1: Summary of Training for NCCP Coach Developers

ROLE	CORE TRAINING	CONTENT-SPECIFIC TRAINING	CO-DELIVERY	EVALUATION
LEARNING FACILITATOR (LF)	<p>Modules:</p> <ul style="list-style-type: none"> • Overview of the NCCP • Functions of an LF • Elements of an effective learning activity • Stages of group development • Nature of the group 	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> • Micro-facilitation of module content • Administration of the module • Locker training • Review and sign NCCP Coach Developer Code of Conduct • Review LF evaluation standards and the evaluation process 	<p>Process:</p> <ul style="list-style-type: none"> • Prebrief • Co-facilitation • Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Prebrief 2. Formal observation 3. Debrief 4. Action plan 5. Final recommendation
ADVANCED LEARNING FACILITATOR (ALF)	<p>Required: Core Training for Learning Facilitators AND Core Training for Coach Evaluators</p> <p>Suggested:</p> <ul style="list-style-type: none"> • Characteristics of successful groups • Levels of experience and associated behaviours • Levels of experience and facilitation strategies • MLF/ME training 	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> • Administration of NCCP programs • Micro-facilitation of LF training • Review ALF evaluation standards 	<p>Process:</p> <ul style="list-style-type: none"> • Prebrief • Co-facilitation • Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Formal observation 2. Portfolio

<p>MASTER LEARNING FACILITATOR (MLF)</p>	<p>Required: Core Training for Learning Facilitators AND Core Training for Coach Evaluators</p> <p>Modules:</p> <ul style="list-style-type: none"> ● Role of the MLF ● Selecting LFs ● Training LFs ● Evaluating LFs ● Mentoring LFs 	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> ● Administration of NCCP programs ● Leadership within the NCCP ● Micro-facilitation of LF training ● Review MLF evaluation standards 	<p>Process:</p> <ul style="list-style-type: none"> ● Prebrief ● Co-facilitation ● Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Formal observation 2. Portfolio
<p>COACH EVALUATOR (CE)</p>	<p>Modules:</p> <ul style="list-style-type: none"> ● Overview of the NCCP ● Overview and the certification process ● Practice debriefing ● Action planning 	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> ● Evaluation methodology and tools ● Using evaluation tools for formal observation ● Using evaluation tools for portfolio review ● Administration and logistics ● Review and sign the NCCP Coach Developer Code of Conduct 	<p>Process:</p> <ul style="list-style-type: none"> ● Prebrief ● Co-evaluation ● Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Portfolio 2. Debrief
<p>ADVANCED EVALUATOR (AE)</p>	<p>Required: Core Training for Learning Facilitators AND Core Training for Coach Evaluators</p>	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> ● Administration of NCCP programs 	<p>Process:</p> <ul style="list-style-type: none"> ● Prebrief ● Co-facilitation ● Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Formal observation 2. Portfolio

	<p>Suggested:</p> <ul style="list-style-type: none"> ● Characteristics of successful groups ● Levels of experience and associated behaviours ● Levels of experience and facilitation strategies ● MLF/ME training 	<ul style="list-style-type: none"> ● Micro-facilitation of Coach Evaluator training ● Review Advanced Evaluator evaluation standards 		
<p>MASTER EVALUATOR (ME)</p>	<p>Required: Core Training for Learning Facilitators AND Core Training for Coach Evaluators</p> <p>Modules:</p> <ul style="list-style-type: none"> ● Role of the ME ● Selecting Evaluators ● Training Evaluators ● Evaluating Evaluators ● Mentoring Evaluators 	<p>Guidelines/Modules:</p> <ul style="list-style-type: none"> ● Administration of NCCP programs ● Leadership within the NCCP ● Micro-facilitation of Evaluator training ● Review ME evaluation standards 	<p>Process:</p> <ul style="list-style-type: none"> ● Prebrief ● Co-facilitation ● Debrief 	<p>Process:</p> <ol style="list-style-type: none"> 1. Formal observation 2. Portfolio

Reimbursement Policy

1. Claims must be submitted to the CKC office NO LATER THAN THIRTY (30) DAYS AFTER THE LAST DAY of the event/meeting, otherwise reimbursement will not be provided.
2. Original receipts for all expenses other than mileage and meals are required, otherwise payment will not be made.
3. Please allow 3 – 4 weeks for reimbursement.

EXPENSE REIMBURSEMENT:

<p><u>Meals</u> (Canada)</p>	<p>Maximum \$45.00 per day \$45.00 for each day away from home and the applicable meal allowances for partial days away from home.</p> <p>Meal Breakdown Guidelines:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Breakfast</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: right;">\$13.00</td> </tr> <tr> <td>Dinner</td> <td style="text-align: right;"><u>\$22.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$45.00</td> </tr> </table>	Breakfast	\$10.00	Lunch	\$13.00	Dinner	<u>\$22.00</u>	Total	\$45.00
Breakfast	\$10.00								
Lunch	\$13.00								
Dinner	<u>\$22.00</u>								
Total	\$45.00								
<p><u>Accommodation</u></p>	<p>All accommodation reservations must be made through the CKC National Office. Reimbursement for double accommodation will be provided upon the provision of original receipts. The amount of such reimbursement will not exceed the rate received through the National Office bookings. If single accommodation is requested by claimant, the claimant will be responsible for the cost difference between single and shared accommodation.</p> <p>If staying with friends or family, accommodation claim will be limited to \$12.00 per day</p>								
<p><u>Travel</u></p>	<p>Private Car For distance over 80 km round trip, the total of road travel (\$0.35/km) or advance booking economy airfare, whichever is less.</p> <p>Air/Rail/Bus Maximum allowance is equivalent to advance booking economy airfare.</p>								
<p><u>Taxi/Airport Bus</u></p>	<p>The CKC will only pay up to the cost of the airport bus for ground travel to and from the airport. (If airport bus is offered by hotel.)</p> <p>CKC does not, as a policy, <u>fully reimburse</u> for taxi fares, unless the fare is shared with another CKC claimant.</p>								



NCCP Code of Ethics



What is a Code of Ethics?

A code of ethics defines what is considered good and right behaviour. It reflects the values held by a group. These values are usually organized into a series of core principles that contain standards of behaviour expected of members while they perform their duties. It can also be used as a benchmark to assess whether certain behaviours are acceptable.

Why a Code of Ethics in Coaching?

Core coaching values have been formalized and expressed as a series of principles in the *NCCP Code of Ethics*. These principles can be thought of as a set of behavioural expectations regarding participation in sport, coaching athletes or teams, and administering sports.

The *NCCP Code of Ethics* can help coaches to evaluate issues arising within sport because it represents a reference for what constitutes both “the good and right thing to do”. For example, the code of ethics helps coaches make balanced decisions about achieving personal or team goals and the means by which these goals are attained.

Values Underpinning the *NCCP Code of Ethics*

The *NCCP Code of Ethics* is a simplified version of the *Code of Ethics of Coaches of Canada* (formerly the Canadian Professional Coaches Association). However, both codes deal with the same fundamental values of safety, responsible coaching, engaging in relations with integrity, respecting athletes, and honouring sport. These values are expressed as 5 core ethical principles.

1. Physical safety and health of athletes
2. Coaching responsibly
3. Integrity in relations with others
4. Respect of athletes
5. Honouring sport

The following chart provides a description of each principle and outlines some implications for coaches.

Ethical Principles and Their Corresponding Behaviours/Expectations

Principle	Standards of Behaviour Expected of Coaches
Physical safety and health of athletes	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
Coaching responsibly	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
Respect	Ensure that everyone is treated equally, regardless of athletic potential, race, ancestry, place of origin, colour, ethnic origin, citizenship, language, creed, religion, sex, sexual orientation, age, marital status, family status or disability
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
Honouring sport	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity

CKC - NCCP Coach Developer Code of Conduct

It is expected that every Coach Developer will read, understand, and sign this Code of Conduct.

Preamble

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for CanoeKayak Canada, I, _____ (Name and NCCP#), expressly agree to conduct myself in a manner consistent with this Code of Conduct.

I understand that my failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my Coach Developer certification status.

Code of Conduct

I shall:

- Participate in all required training and evaluation components of the Coach Developer pathway.
- Support the common goals and objectives of CanoeKayak Canada as it services the membership at large.
- Avoid discrediting specific sponsors, suppliers, employers, or other partners.
- Support key personnel and systems of the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Delivery Agencies, National Sport Organizations).
- Demonstrate ethical behaviour at all times and commit to the *NCCP Code of Ethics*.
- Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.
- Exhibit exemplary professional behaviour at workshops or evaluation sites.
- Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.
- Place the best interest of those taking part in the workshops/evaluation events ahead of my personal interests.
- Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes any of the following:
 - Using 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.
 - 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 reasonably be expected to be harmful to the recipient or teammates.

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the Coach Developer to seek alignment with the objectives, goals, and directives of CanoeKayak Canada.

Please be advised that the Board of Directors of CanoeKayak Canada will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

I hereby declare that I have read the above and understand and accept the terms and conditions outlined.

COACH DEVELOPER

CANOEKAYAK CANADA

Name

Director of Coach and Athlete
Development

Signature

Signature

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)

1.1 Template for Coach Developer Self-Nomination Letter

Date _____

Location _____

Name _____

NCCP# _____

Dear _____, (PTSO, PTCR)

Please be advised of my interest in becoming a Coach Developer, in the following role

- Learning Facilitator
- Advanced Learning Facilitator
- Master Learning Facilitator
- Coach Evaluator
- Advanced Evaluator
- Master Evaluator for the following contexts and/or workshops

With this letter, I have enclosed an application form that demonstrates my experience in and commitments to sport and particularly to _____ (sport name).

I am ready to begin the Coach Developer training and evaluation process in the hope of receiving my Coach Developer certification.

I would be pleased if you would forward my name as a Coach Developer candidate. Please contact me if you require further information or have any questions about my application.

Signed

Dated

E-mail address

Primary phone number

Encl.: Résumé Letter(s) of Support

1.2 Template for Coach Developer Application Form

Date _____

Location _____

Name _____

NCCP# _____

Sport _____

Languages _____

Application Checklist:

- ___ Cover letter
- ___ Completed Coach Developer Application Form
- ___ Completed Letter/Preliminary Coach Developer Worksheet
- ___ Completed Make Ethical Decisions online evaluation – 90% or more
- ___ Résumé of your coaching experience, education and achievements
- ___ Names and phone numbers for 2 references

Declaration

I hereby certify that the information I have provided with this application is true and complete.

Signed

Dated

E-mail address

Primary phone number

1.3 Template for Coach Developer Preliminary Worksheet

Date _____

Name _____

NCCP# _____

Dear LF Candidate,

We are delighted that you expressed an interest in becoming an LF. The purpose of the Coach Developer Preliminary Worksheet included in this letter is twofold:

- 1. To learn more about you
- 2. To give you an opportunity to learn more about the NCCP

Please submit the answers to the questions below with the rest of the documents when you submit your application package.

- 1. Describe what you perceive to be the role of an LF.
- 2. Describe the skills, abilities, and characteristics of an effective LF.
- 3. What experience do you have working in adult education?
- 4. What strengths do you bring to the position of LF?
- 5. What skills and abilities do you think you need to develop to become an effective LF?
- 6. In your own words, describe the structure of the NCCP.
- 7. What are the five core competencies outlined in the NCCP?
- 8. In your own words, what is the role of the LF in developing these competencies?
- 9. Define:
 - Outcome:
 - Criteria:
 - Evidence:
- 10. In your own words, outline the purpose of LF training.