

2020

# NCCP

# Competition 1

# TG

## (Introduction)

# COACH

# EVALUATION

# Templates



*National  
Coaching  
Certification  
Program*



This resource has been compiled from several resources produced by the Coaching Association of Canada, in particular the Evaluation Toolkit.

**Gymnastics Canada** would like to thank, in particular, Gymnastics Saskatchewan and all the coaches and Evaluators who participated in the pilot evaluations. The contribution of CAC consultants Gérard Lauzière, and Isabelle Cayer is also greatly appreciated.

We would also like to thank Alynn Brischuk who contributed many hours towards the development, piloting, and revisions of this tool.

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



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Gymnastics Canada certifies Competition 1 coaches who can demonstrate their ability to:

1. Make Ethical Decisions;
2. Design a Basic Sport Program;
3. Plan a Practice;
4. Provide Support to Athletes in Training; and
5. Analyze Performance.

If you do all those things well, you will have a successful EVALUATION.

**SUCCESSFUL EVALUATION        =        CERTIFICATION**

There are 2 steps to the Competition 1 Evaluation:

STEP 1:        Successfully complete the Coaching Portfolio evaluation; and  
STEP 2:        Successfully complete the Lesson Observation evaluation.



# STEP 1: Competition 1 Portfolio

**THE DOCUMENTS ON THE FOLLOWING PAGES ARE THE DOCUMENTS YOU HAVE TO COMPLETE IN ORDER TO BUILD YOUR PORTFOLIO**

The portfolio is a compilation of tasks required of the coach to prove their understanding of the coaching expectations in this level.

By building a portfolio, coaches develop competencies and increase the likelihood that they will be successful in the evaluation/certification process.

Use the Guidelines for Success document guide you through the minimum standards for success.

## Checklist of Portfolio Contents

- 1. Coach Profile Form
- 2. Emergency Action Plan
- 3. Yearly Training Plan
- 4. Detailed Lesson Plan
- 5. Understand/Teach Model  
*Select a level appropriate skill*
- 6. Nutrition Quiz
- 7. Coach Spotting Skills
- 8. Coach Self-Assessment & Action Plan
- 9. Making Ethical Decisions Online Evaluation proof of completion

# Coach Profile Form

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ NCCP # \_\_\_\_\_

Club: \_\_\_\_\_

Completed Competition Introduction Course:  
Date: \_\_\_\_\_ Location: \_\_\_\_\_

Gymnastics Foundations Status:

Trained  Certified

Level you are Coaching		Number of years coaching	
Other coaching experience, or involvement in sport (athlete, judge, admin, etc.)		Personal goal in coaching (what you want to achieve)	
Number of Athletes		Athlete age range, and differences in athletes age/stage of growth	
Average years of experience of athletes		My athlete's goal(s)	

## Coach's Supervisor's Endorsement

*I have verified and confirm that this applicant has completed the Competition 1 (Introduction) Coaching Portfolio and is ready for evaluation.*

*I also confirm that this applicant developed all the components of this evaluation.*

Supervisor's signature: \_\_\_\_\_ Email: \_\_\_\_\_

Select your Discipline:

Women's Artistic Gymnastics  Trampoline Gymnastics  
 Men's Artistic Gymnastics  Rhythmic Gymnastics  
 Acrobatic Gymnastics

Coach's signature: \_\_\_\_\_ Date: \_\_\_\_\_

My Coaching Portfolio (containing all required documents) is complete.

# Emergency Action Plan

Provide location of medical profile for each athlete and for all members of the coaching staff.

<b>Emergency phone numbers:</b>	
<b>Cell phone number of coach(es):</b>	
<b>Location of First-aid Kit:</b>	
<b>Address of home facility:</b>	
<b>Phone number of home facility:</b>	
<b>Location of telephones (cell and landline):</b>	
<b>Charge person (1<sup>st</sup> option):</b>	
<b>Charge person (2<sup>nd</sup> option)</b>	
<b>Call person (1<sup>st</sup> option):</b>	
<b>Call person (2<sup>nd</sup> option)</b>	

*Address of nearest hospital:*

*Nearest cross street to Facility:*

*Directions to Hospital from Facility:*

**Roles and Responsibilities:**

**Charge Person**

1.

2.

**Call Person**

1.

2.

## Yearly Training Plan Template

\*Excel version of this template is available on the GymCan LMS: <https://gymcan.didacte.com>

# Competition 1 Lesson Plan Template

Coach: _____	Date: _____
Group: _____	Start Time: _____ End Time: _____
Level: _____	Period of Season Plan: _____

Lesson Objective /Focus		Time:
Introduction		Time:
General Warm-Up		Time:
Main Part Apparatus _____	Specific Warm-Up	Time:
	Activities	Time:

Main Part Apparatus _____	Specific Warm-Up	Time:
	Activities	Time:
Main Part Apparatus _____	Specific Warm-Up	Time:
	Activities	Time:
Cool Down		Time:
Conclusion		Time:
Evaluation		

# Understand/Teach Model Template

## Skill Planning – Understand/Teach Worksheet

### Understand

**Skill:** \_\_\_\_\_

Identify (Diagram of Skill):

Fundamental Movement Patterns: in order

(Locomotion, Spring, Rotation, Stationary Positions, Landings, Swing)

Body Positions or Actions: in order

{**Shoulder Girdle:** (Protraction, Retraction, Elevation, Depression); **Shoulder Joint:** (Flexion, Extension, Abduction, Adduction); **Trunk:** (in/out); **Hip:** (Flexion, Extension, Abduction, Adduction)}

### Teach

Prerequisites:

Physical Preparation (Endurance, Strength, Power, Flexibility):

Motor Preparation (Progressions, Drills and Spotting):

Error Detection:

Common causes:

Corrections:

# Nutrition Quiz

1. The time between eating and training (less than 2 hours) will NOT be long enough for complete digestion of a large meal.  
 True  
 False
2. Pepperoni and double cheese pizza is high in PROTEIN and low in FAT.  
 True  
 False
3. Rehydration CAN continue during activity.  
 True  
 False
4. As there are only 1 hour between a school sporting activity and a training session, athletes should eat only ONCE during this period.  
 True  
 False
5. Athletes should always wait 30-60 minutes after the end of the training session to rehydrate and eat foods rich in carbohydrates but low in fat.  
 True  
 False
6. It is a good idea to include a drink with the meal to ensure being hydrated.  
 True  
 False
7. Athletes SHOULD drink coffee because of its hydrating effect.  
 True  
 False
8. Athletes SHOULD consume small quantities of foods high in carbohydrate until their next meal.  
 True  
 False
9. DO NOT encourage athletes to continue drinking water for the next few hours they CAN trust their thirst to determine how much water to drink.  
 True  
 False
10. Athletes should drink plenty of fluid every day, particularly before a practice session or competition.  
 True  
 False

# Assessment Form - Coach Spotting Skills

Coach's Name: \_\_\_\_\_ Spotting Assessor: \_\_\_\_\_

## Coach's Tasks

- Arrange a time for an assessment of your spotting. Contact your club supervisor/Head Coach or a co-coach that is at least NCCP Comp 1 Certified, to complete this form while they assess you.
- Include this completed assessment form in your portfolio.

*\*\*NOTE: If you do not have access to a suitable assessor, you may submit your portfolio and discuss the need to complete "Spotting Skills" with your Coach Evaluator during your lesson observation.*

## Head Coach / Supervisor / Co-Coach

- Assess the coach's ability using this form (if the coach requires more time to refine their spotting skills, please give them specific feedback)

Trampoline:  <b>Floor or tumbling:</b>  <b>Double mini-trampoline:</b>	For each skill spotted...	
	<p><b>...is the coach's position:</b></p> <ul style="list-style-type: none"> <li>- <i>Stable, with wide base of support?</i></li> <li>- <i>Close enough to the athlete to be effective?</i></li> <li>- <i>Centered in relation to athlete (prepared to spot both over and under-rotation)?</i></li> <li>- <i>Correct; regarding hand placement for good leverage as well as comfort for the athlete?</i></li> </ul>	<b>Comments</b>
	<p><b>... do the coach's actions:</b></p> <ul style="list-style-type: none"> <li>- <i>Include verbal explanation to athlete re: what to expect (spotting)?</i></li> <li>- <i>Include clear communication and, if it applies, counting (1, 2, skill on 3)</i></li> <li>- <i>On trampoline: have correct timing of the bounce (in sync with the athlete)? Does the coach stay on the trampoline when spotting?</i></li> <li>- <i>Include movements that are supportive of the athlete in the most important phases?</i></li> </ul>	<b>Comments</b>
	<p><b>... is the set-up and equipment:</b></p> <ul style="list-style-type: none"> <li>- <i>Safe?</i></li> <li>- <i>Stable?</i></li> <li>- <i>Minimizing risk?</i></li> </ul>	<b>Comments</b>

Results	Feedback
<input type="checkbox"/> <i>Spotting Skills Assessment Complete</i> <i>or</i> <input type="checkbox"/> <i>Re-assess Spotting Skills in Lesson Observation</i>	

Assessor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Competition 1 Coach Self-Assessment

Coaches who perform self-reflections are able to advance their coaching because of their skill to reflect on and think critically about their current coaching practices.

Read through each of the following Competition 1 skills.

**Select the rating that best represents how you feel about your coaching today.**

*Date:* \_\_\_\_\_

<i>I Use A Program to Guide My Coaching By...</i>	Always	Often	Sometimes	Never
Identifying training objectives for specific periods in the season (development, maintenance, etc.)				
Identifying the length of each period (preparation, competition, transition)				
Calculating the total amount of training time available in a season				
Determining program goals appropriate to the athletes age, stage of development, and level of competition				
Using strategies that improve multiple abilities of my athletes (physical, motor, technical, psychological)				
Looking for areas in my program where I can be flexible and adapt to individual needs				
<i>I Plan Effective Practices By...</i>	Always	Often	Sometimes	Never
Applying practice plans that are well organized				
Scheduling practice lengths and apparatus segments appropriate for the age and ability level of the athletes				
Effectively using the equipment available				
Selecting activities appropriate for the training period (i.e. competition)				
Adapting activities to the skill/fitness level of the athlete				
Applying challenges while still allowing success				
Understanding how the activities are appropriate to the athlete's stage of the growth and development				
<i>I Analyze My Athlete's Performance By...</i>	Always	Often	Sometimes	Never
Predicting and preparing physical preparation for the athletes to learn and refine skills				
Understanding the technical progression of introductory skills for all of my sport specific apparatus				
Prescribing an appropriate activity or drill to assist the athlete to improve their performance				
Selecting appropriate corrections, and explaining how and why that correction changes performance				
Giving athletes corrections that focus their attention to internal cues				

<i>I Provide Support To Athletes In Training By...</i>	Always	Often	Sometimes	Never
Teaching appropriate practice and competition rules				
Ensuring a safe practice environment				
Ensuring equipment is available and ready to use				
Using a variety of options to adapt the practice to promote skill learning				
Understanding my athlete's learning styles (auditory, visual, kinesthetic) and intervene in ways for their optimal learning				
Providing clear and concise instructions and allow athletes to ask questions				
Providing positive and constructive feedback to reinforce athlete's efforts				
Developing trust with athletes and role modeling respectful language and behaviours				

#### **Self-Assessment Questions / Coach Development Action Plan**

1. In which area(s) do you feel the strongest and why?

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2. In which area(s) do you feel you still need to improve?

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3. What is the most positive experience you have had coaching the Comp 1 content, and what has been one challenge you experienced while coaching the Comp 1 content?

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4. What are your short and long term coaching goals?

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What will help you achieve them?

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## NCCP Coach Evaluation Video Consent, Waiver, Indemnity and Release



To become a certified coach in the National Coaching Certification Program (NCCP), coaches are evaluated while they are teaching a gymnastics lesson.

A Gymnastics Canada trained NCCP Coach Evaluator will watch a video of my coach teaching a lesson.

I, the undersigned, understand my coach will submit video clips that will be accessed by a coach evaluator, and, as a participant, I agree to the following:

- I understand that the video will be used for the purposes of evaluating my coach.
- I waive all rights of compensation now or future, which I may have in connection with use of such video.
- I release, defend, indemnify and hold harmless the Coach Evaluator, PTSO, and/or Gymnastics Canada from and against any claims, damages or liability arising from, or related to, my participation in videotaping lessons and the use of the video for purposes of coach evaluation.
- By participating in the video, the participant, on behalf of the participant or the participant's child, expressly releases the Coach Evaluator, PTSO, and/or Gymnastics Canada from all claims arising out of the use of a photograph or video, including claims for invasion of privacy.

### PARTICIPANT NAME

Participant Name (please print) \_\_\_\_\_ E-mail \_\_\_\_\_

Full Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### PARTICIPANT CONSENT

I am over 18 years of age and have read this release and am fully familiar with its contents. This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators, and assigns.

---

Signature

Date

### PARENTAL / GUARDIAN CONSENT (required for individuals under the age of 18)

I am the parent or guardian of the minor named above and have the legal authority to execute a waiver and release on his or her behalf as stated above. This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators, and assigns.

Name (please print) \_\_\_\_\_ E-mail \_\_\_\_\_

Full Address: \_\_\_\_\_ Phone: \_\_\_\_\_

---

Signature of Parent / Guardian (if under age 18)

Date

2020

# NCCP

# Competition 1

## (Introduction)

# COACH

# EVALUATION

# Guidelines for Success

*A guide to becoming a Certified Comp 1 coach*



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

The image features several logos. At the top left is a stylized orange flame logo. Next to it is the logo for the National Coaching Certification Program, which consists of a red and white geometric flower-like shape with the text "National Coaching Certification Program" to its right. Below these is a red banner with the text "PARTNERS IN COACH EDUCATION" in white. To the left of the banner is a large orange flame graphic. To the right of the banner is the logo for coach.ca, which includes the text "coach.ca" and "Coaching Association of Canada Association canadienne des entraîneurs".

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ALBERTA SPORT Connection

viaSPORT BRITISH COLUMBIA Supported by the Province of British Columbia

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

Canada

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# Evaluation Process for Competition 1\*

## How do coaches get certified?

1. Contact your Provincial/Territorial Gymnastics Organization to determine process for Portfolio submission



2. Receive feedback from a Gymnastics Canada NCCP trained Coach Evaluator



3. Complete Pre-brief with Coach Evaluator



4. Coach Evaluator completes gymnastics lesson observation



5. Receive feedback from Coach Evaluator based on the lesson observation

*\*Exact process varies by province, please contact your P/TSO for more information  
<http://gymcan.org/programs/coaching/provincial-offices>*

# STEP 1: Competition 1 Portfolio

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The portfolio is a compilation of tasks required of the coach to prove their understanding of the coaching expectations in this level.

By building a portfolio, coaches develop competencies and increase the likelihood that they will be successful in the evaluation/certification process.

Use the sample Evaluation Form to guide you through the minimum standards for success.

## **Checklist of Portfolio Contents**

- 1. Coach Profile Form
- 2. Emergency Action Plan
- 3. Yearly Training Plan
- 4. Detailed Lesson Plan
- 5. Understand/Teach Model  
*Select a level appropriate skill*
- 6. Nutrition Quiz
- 7. Coach Spotting Skills (MAG, WAG, TG, Acro ONLY)
- 8. Coach Self-Assessment & Action Plan
- 9. Making Ethical Decisions Online Evaluation proof of completion

## **Completing A Yearly Training Plan**

- A template is provided in this Coach Evaluation Temples document. Other variations of a year plan are acceptable provided that they meet the evaluation criteria.
- Identify the number of practices per week and the number of hours per practice.
- Identify the major events occurring in the year or season. Include competitions, demonstrations, testing/monitoring days, and other major events.
- Identify the testing and monitoring dates for physical/skill ability tests, and mock competitions.
- Include when important milestones should be achieved; such as  $\frac{1}{2}$  routines, skill combinations, etc.
- Divide the season into appropriate pre-competitive, competitive & transition periods.
- Comment on the important objectives that will guide your lesson plan objectives (for example, identify the months that will be focused on skill based learning versus practicing routines).
- Include when you will introduce, develop, and refine Mental Prep and Physical Prep.

## **Completing A Lesson Plan**

- A template is provided in the Coach Evaluation Templates document. Other variations of a lesson plan are acceptable provided that they meet the evaluation criteria.
- Recall that lesson planning was covered in Gymnastics Foundations Theory.
- Identify your athletes and the total time for this training session.
- State the training period. You may also include the date/week from the yearly training plan for more detail of where the week falls in the year.
- Identify the lesson objective or focus. This may include objectives from all areas of physical, technical, or artistic.
- State your introduction and conclusion activities.
- Insert appropriate warm-up and cool-down activities.
- For the main part of the lesson, state each apparatus, a specific apparatus warm-up, and the activities on each apparatus, including equipment required. Note where the inherent risks are and safety considerations.
- Be sure to include the timeline for all sections of the plan.
- The evaluation section is to be completed by the coach after the lesson as a review of its effectiveness and potential changes for improvement.

# **Completing an Understand/Teach Model**

The following steps are provided to assist you in completing an Understand/Teach Model:

## **UNDERSTAND:**

### **STEP ONE: IDENTIFY THE SKILL**

Indicate the chosen skill and provide an illustration of the skill. The use of a combination of pictures and words can be useful. Also provide a description including some of the following: the Fundamental Movement Patterns, anatomical muscles and actions that are involved, competitive code of points or program rules that describe the skill (element group or requirements fulfilled). The description should include the difference between how the skill is clearly achieved or not achieved.

### **STEP TWO: MECHANICS (F.M.P.'s)**

Indicate which fundamental movement patterns are involved in the skill (Stationary, Spring, Rotation, Swing, Landing, and Locomotion).

### **STEP THREE: BODY POSITION/ACTIONS (P.B.A.'s)**

Correctly state the body (anatomical) actions are involved in the skill (trunk extension, hip flexion, etc.).

## **TEACH:**

### **STEP ONE: PREREQUISITES**

Indicate strength, flexibility or progression skills that are required before teaching this skill.

### **STEP TWO: PHYSICAL PREPARATION FOR THE SKILL**

Determine what type of physical abilities you will target (ESPF, ABC'S), and include the best methods to improve the athlete's fitness. Use gymnastics and discipline-specific terminology.

### **STEP THREE: MOTOR PREPARATION FOR THE SKILL**

Explain how you will lead the athlete to learn the proper technique and execution of the skill. Include progressions, drills, movement pattern training, and artistic emphasis.

### **STEP FOUR: ERROR DETECTION, CAUSE and CORRECTIONS**

Identify the potential causes of performance error and identify what intervention may be required. Where appropriate, indicate the most common correction to have the greatest improvement in performance. This analysis may extend beyond the common corrections and include changes to program design, yearly planning objectives, or teaching method.

# Portfolio Guidelines for Success

*We are providing you with these Portfolio Guidelines for Success to use as a reference as you complete your portfolio.*

*You don't have to complete this document, but to make sure that you have completed your portfolio well, read over these Guidelines for Success. They list what the Coach Evaluator will be looking for when they evaluate your portfolio.*

## Design a Basic Program Criteria & Evidence (Coach Profile & Yearly Training Plan)

<b>Criterion: Outline program structure based on available training and competition opportunities</b>	
<b>Achievement</b>	<b>Evidence:</b>
Exceeds Expectations	<p>“Meets Expectations” and:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify the importance of competitions in order to promote athlete long-term development</li><li><input type="checkbox"/> Identify sufficient opportunities for recovery and learning/athlete development between important competitions</li><li><input type="checkbox"/> Indicate the importance of the training factors (physical, technical, artistic preparation) for each period (e.g., weighted line, colour, percentage)</li></ul>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>On a Yearly Training Plan</b><ul style="list-style-type: none"><li><input type="checkbox"/> Identify major program goals and objectives</li><li><input type="checkbox"/> Identify basic athlete information (age, stage of sport development, differences in growth and development)</li><li><input type="checkbox"/> Identify competition/major event schedule and number of competitions/major events during the program</li><li><input type="checkbox"/> Identify length of each period of the program (preparation, competition, and transition)</li><li><input type="checkbox"/> Identify number, duration, and frequency of training sessions in each period of the program (preparation, competition, transition)</li></ul></li></ul>
Needs Improvement	<ul style="list-style-type: none"><li><input type="checkbox"/> Present only basic information and logistics (practices vs. competitions/major events)</li><li><input type="checkbox"/> Does not present a calendar outlining program plan</li></ul>

Questions the evaluator may ask in regards to the year plan:

- What did you first think about when setting out your calendar?
- How did you determine the start and end points of each period?
- Are the program goals the same as the athletes' (families') goals? How can you (or did you) find out the goals and objectives for each gymnast?
- How did you monitor your athletes and evaluate if they were on track to your major events?
- How did your gymnasts perform at the peak events within the year?
- What strategies and tactics did you plan with your gymnasts?
- What were the highlights of the year?
- Was your original plan modified during the training year? How and why was it modified?
- What will you do differently next year?

## Plan a Practice Criteria & Evidence (*Lesson Plan & Emergency Action Plan*)

<b>Criterion 1: Identify appropriate logistics for practice</b>	
<b>Achievement</b>	<b>Evidence:</b>
Exceeds Expectations	<p>“Meets Expectations” and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a clear rationale for each goal and objective, based on objectively identified athletes’ needs</li> <li><input type="checkbox"/> Provide evidence of optimal use of the available time and equipment to promote a high degree of active engagement time, learning, and training on the part of athletes</li> <li><input type="checkbox"/> Identify potential risk factors (environmental, mechanical)</li> <li><input type="checkbox"/> Identify the location of the practice in the yearly plan</li> <li><input type="checkbox"/> Provide justification for chosen practice goals</li> <li><input type="checkbox"/> Include detailed logistical evidence that would allow an assistant or other coach to implement the practice and achieve the desired learning or training effect</li> </ul>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Identify athletes’ ages, abilities, and performance levels</b></li> <li><input type="checkbox"/> <b>Clearly identify a practice goal that is consistent with the sport’s long-term athlete development / Canadian Sport for Life principles and the level of the athletes</b></li> <li><input type="checkbox"/> <b>Identify main segments of the practice: intro, warm-up, main part, cool-down, and conclusion or reflection</b></li> <li><input type="checkbox"/> <b>Outline facilities and equipment required to achieve practice goal</b></li> <li><input type="checkbox"/> <b>Provide a timeline for the activities</b></li> </ul>
Needs Improvement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not identify practice plan goals</li> <li><input type="checkbox"/> Identify vague practice plan goals</li> <li><input type="checkbox"/> Do not clearly identify main segments or timeline of practice</li> <li><input type="checkbox"/> Do not include athlete information (i.e. level)</li> <li><input type="checkbox"/> Do not identify required facilities and equipment</li> </ul>

Questions the evaluator may ask in regards to the lesson plan:

- Can you expand on the goals for the practice and what you are trying to achieve on this day?
- Do the athletes understand the goal or plan for the day?
- Do you feel your warm-up is preparing the athletes physically and mentally for the rest of the practice?
- Are there any safety considerations for this activity (referring to specific apparatus drills)?
- What coaching points, cues and descriptive words will you use while coaching \_\_\_ skill?
- Is there a drill in this circuit that you plan to be the spotter at? If so, why did you choose that drill?
- Do you have a set order you would like the drills/skills to be completed in?
- Do you feel this plan is/was effective at achieving your goal?
- Is the practice the right length to sustain athlete focus and energy? Are the appropriate segments ordered to maintain athlete focus and energy?
- Will athletes be given the opportunity to choose any activities within the lesson?

<b>Criterion 2: Identify appropriate activities in each part of the practice</b>	
<b>Achievement</b>	<b>Evidence:</b>
Exceeds Expectations	<p>“Meets Expectations” and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sequence activities appropriately in the main part to promote learning, skill development, and to induce desired training effects</li> <li><input type="checkbox"/> Adequate sequencing refers to the timing of practice activities within the practice. E.g., the sequence of the activities provides a progression that builds towards execution under realistic competitive situations</li> <li><input type="checkbox"/> Include variations of activities or practice conditions that can be used to create specific challenges to elicit a particular training effect</li> <li><input type="checkbox"/> Include activities that promote basic concepts of decision training</li> <li><input type="checkbox"/> Identify appropriate work–rest ratios, target training loads, or target intensities for activities</li> <li><input type="checkbox"/> Select activities that address the specific needs of the athlete or team based on analysis of performance during competition</li> <li><input type="checkbox"/> Include activities that integrate mental skill development (goal setting, visualization, arousal control, focus)</li> <li><input type="checkbox"/> Adapt activities to assist an athlete returning from injury (physical, mental, and emotional considerations)</li> <li><input type="checkbox"/> Ensure optimal types of practice are purposely selected to promote skill development. (Optimal types of practice could relate to relevant “decision training tools” like random practice, variable practice, modeling)</li> </ul>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Describe planned activities through illustration, diagram, and explanation</b></li> <li><input type="checkbox"/> <b>Select activities that are appropriate to the time and apparatus</b></li> <li><input type="checkbox"/> <b>Indicate key factors (coaching points) that will be identified in the practice activities</b></li> <li><input type="checkbox"/> <b>Identify duration of overall practice and each practice segment and ensure consistency with the sport’s long-term athlete development / Canadian Sport for Life principles</b></li> <li><input type="checkbox"/> <b>Ensure activities are purposeful and linked to overall practice goal (purposeful means that the activities match the sport’s long-term athlete development / Canadian Sport for Life principles)</b></li> <li><input type="checkbox"/> <b>Ensure activities reflect awareness / control for potential risk factors</b></li> <li><input type="checkbox"/> <b>Ensure activities contribute to the development of skill(s) and are appropriate to the stage of skill development (Acquisition, Consolidation, Refinement)</b></li> <li><input type="checkbox"/> <b>Ensure activities contribute to the development of athletic abilities (as outlined in the sport’s long-term athlete development / Canadian Sport for Life principles)</b></li> </ul>
Needs Improvement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not link activities to overall purpose of practice.</li> <li><input type="checkbox"/> Do not reflect awareness of safety concerns in plan</li> <li><input type="checkbox"/> Do not ensure activities are consistent with NCCP growth and development principles</li> </ul>

<b>Criterion 3: Design an emergency action plan</b>	
<b>Achievement</b>	<b>Evidence:</b>
Exceeds Expectations	<p>“Meets Expectations” and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a process for updating and maintaining medical profiles</li> <li><input type="checkbox"/> Maintain well organized participant profiles in a secure location to protect privacy</li> <li><input type="checkbox"/> Present a checklist of necessary equipment found in a first aid kit, which has been checked/updated on a regular basis</li> <li><input type="checkbox"/> Identify specific steps or procedures in the plan if an injury occurs</li> <li><input type="checkbox"/> Design an EAP that reflects learning from past experiences, including previous implementation</li> <li><input type="checkbox"/> The EAP can be used as a model of best practice in the sport</li> </ul>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Present a complete emergency action plan (EAP) with all of the six following critical elements:</b> <ul style="list-style-type: none"> <li>o Locations of telephones (cell and land lines)</li> <li>o Emergency telephone numbers</li> <li>o Location of medical profile for each athlete under the coach’s care</li> <li>o Location of fully-stocked first-aid kit</li> <li>o Advance “call person” and “charge person”</li> <li>o Directions or map to reach the activity site</li> </ul> </li> </ul>
Needs Improvement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Include less than six critical elements outlined in the Minimum Standard above</li> <li><input type="checkbox"/> No emergency action plan submitted</li> </ul>

### Analyze Performance Criteria & Evidence (*Understand/Teach Model*)

<b>Criterion: Detect Performance</b>	
<b>Achievement</b>	<b>Evidence:</b>
Exceeds Expectations	<p>“Meets Expectations” and:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge displayed shows developmental link beyond the skill selected to achieve more advanced skills in the future</li> <li><input type="checkbox"/> Display variety in teaching methods to target different learning types (auditory, visual, kinesthetic)</li> <li><input type="checkbox"/> Use competition based rules and strategies that relate to execution</li> <li><input type="checkbox"/> Provide details of training principles (physiology, biomechanics) that vary based on the seasonal training period for optimal performance</li> <li><input type="checkbox"/> Display variety in environmental factors, mental training strategies, and competition strategies</li> </ul>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Display knowledge of sport terminology</b></li> <li><input type="checkbox"/> <b>Level of difficulty of the tasks is relevant to the individual athlete</b></li> <li><input type="checkbox"/> <b>Use appropriate physical, motor, and technical progressions that will lead to successful skill development</b></li> <li><input type="checkbox"/> <b>Identify factors that have a direct impact on performance</b></li> <li><input type="checkbox"/> <b>Skill refinement</b></li> </ul>
Needs Improvement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Vague understanding of physical and motor preparation required for skill development</li> <li><input type="checkbox"/> Selected activities will not have greatest impact on performance. Better options should be utilized</li> <li><input type="checkbox"/> More knowledge of sport terminology required</li> </ul>

### Provide Support to Athletes in Training (*Coach Spotting Skills, Nutrition*)

<b>Achievement</b>	<b>Evidence:</b>
Meets Expectations – Minimum NCCP Standard	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coach Spotting Skills Complete (MAG, WAG, TG, Acro ONLY)</li> <li><input type="checkbox"/> Nutrition Quiz Complete</li> </ul>

# Sample Evaluation Form - Coach Portfolio

*This form will be completed by the Coach Evaluator when they evaluate your portfolio.*

Coach's Name:	
NCCP #:	
Gym Discipline:	
Evaluator Name:	
Evaluator NCCP #:	
Evaluator Email Address:	

*Coaches must successfully pass outcomes 1 to 4 before the evaluator schedules an observation.*

Outcome 1	<p><b>Make Ethical Decisions</b></p> <p><input type="checkbox"/> MED Online Evaluation - Competition Introduction (passed)</p>	
Outcome 2	<p><b>Design a Basic Sport Program</b></p> <p><i>The evaluator will review these sections of the portfolio to evaluate this outcome:</i></p> <p><input type="checkbox"/> <i>Coach Profile</i>  <input type="checkbox"/> <i>Yearly Training Plan</i></p>	<p><b>Comments</b></p>
Outcome 3	<p><b>Standard Achieved</b></p> <p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Needs Improvement</p>	<p><b>Comments</b></p>

<b>Outcome</b> <b>4</b>	<b>Analyze Performance</b> <i>The evaluator will review these sections of the portfolio to evaluate this outcome:</i> <ul style="list-style-type: none"> <li>• <i>Understand/Teach Model</i></li> </ul>	
	<b>Standard Achieved</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Needs Improvement</li> </ul>	<b>Comments</b>
<b>Outcome</b> <b>5</b>	<b>Provide Support to Athletes in Training</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coach Spotting Skills (MAG, WAG, TG, Acro ONLY)</li> <li><input type="checkbox"/> Nutrition Quiz</li> </ul>	

### **Portfolio Evaluation Results and Action Plan**

Next Steps in Certification Process:

- The coach is ready for observation. The evaluator will notify the Coach to set up an observation either via video or in-gym.
- The portfolio requires changes. The evaluator will provide feedback to enable the coach to complete the portfolio. Follow the instructions from the Evaluator and work to achieve greater readiness for the observation. Once the evaluator approves the changes and the coach's readiness, they will notify the coach to begin the observation process.

Feedback: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **STEP 2: Competition 1 Lesson Observation**

**WE ARE PROVIDING YOU WITH THE DOCUMENTS ON THE  
FOLLOWING PAGES SO THAT YOU KNOW WHAT TO  
EXPECT WHEN THE EVALUATOR OBSERVES YOU  
TEACHING A LESSON.**

## Sample Pre Brief Checklist – Completed by Evaluator

<b>Surname</b>	<b>First Name</b>
<b>Date of Observation</b>	<b>NCCP #</b>

	<b>Item</b>	<b>Complete</b>
1	Portfolio evaluated and returned to the coach	
2	Coach is contacted and a date and time for the pre-brief is scheduled	
3	Coach completes and submits the lesson plan for the observation	
4	Pre-brief is completed	
5	Date and time of formal observation confirmed	

**In the Pre-Brief the evaluator must:**

- Ensure the coach has a copy of the observation evaluation tools
- Instruct the coach about the formal observation procedure
- Give the coach an opportunity to ask questions and clarify concerns
- Discuss the moments that the evaluator may discontinue the evaluation and what the next steps will be**

**The coach will need to be re-evaluated if the following is seen:**

- The lesson has issues concerning safety
- The lesson shows harmful or unethical coaching behaviours
  - Harassment and/or abuse
  - Disregard for Fair Play
  - Demonstration of disrespect for athletes, peers, others or equipment
- The lesson shows that the coach is not ready to be certified
  - Inadequate technical knowledge
  - Too many tasks are poorly shown or are not shown (10 or more Insufficient ratings)

**Questions the Evaluator may ask:**

- Have you created your profile on the LMS and accessed the content?
- What are your goals for the practice?
- Where does this practice fit into your session or season plan?
- Tell me about what you have done in previous lessons to prepare the athletes for the lesson today?
- What is your comfort level with this particular group?
- What is your plan for reaching your goals?
- Is there anything new in this lesson you are trying for the first time?
- What do you see as the biggest challenge in reaching your goals?
- How will you be able to tell if your goals are being achieved?
- What adjustments have you prepared to ensure you meet your goals?
- How will you know if the athletes successfully learn what you plan for them to learn?
- What would you like me to look for during this practice?

## Filming Your Lesson

If a Coach Evaluator cannot observe you coaching a gymnastics lesson in person, you will need to submit video footage of you coaching a gymnastics lesson.

### Videotaped Lesson Evaluation

Your video footage must include the following:

- Filmed introduction (1 to 2 minutes maximum)**
  - *At the beginning of the video, you must introduce yourself (state your name, the club where you are working, the time you have spent working with these gymnasts, the gymnasts' age and their level).*
  - *Do this ahead of time so it does not interfere with your pre-lesson preparation.*
- Filmed lesson (length of the lesson)**
  - *Start filming 5 minutes before the arrival of the gymnasts so the Evaluator can see you preparing for the class.*
  - *Stop filming 5 minutes after the class is over so the Evaluator can see you 'cleaning' up after the class (if you do not have to coach another class immediately).*
  - *You must film the gymnasts' arrival in the gym, the entire lesson, and the gymnasts' departure from the gym.*
  - *Your footage needs to include all parts of the lesson (Introduction, Warm-up, Apparatus Warm-up, Main part, Cool-down and Conclusion).*
- Filmed self-evaluation (1 to 3 minutes maximum)**
  - *At the end of the video, you must briefly explain what worked, what didn't work, and what you would do differently next time.*
  - *If you deviated from your lesson plan you must explain how and why.*
  - *Do this at a later time if you have back-to-back classes or if you need to collect your thoughts or write down some notes, so your self-evaluation is clear and concise.*

Your footage will be returned to you unmarked if:

- If your voice is not clearly heard or understood.
- If the Lesson portion has been edited without explanation (see Filming Procedures)
- If it does not capture most of the interactions between you and the participants
- If it is incomplete (missing the introduction and the self-evaluation).
- It cannot be played.

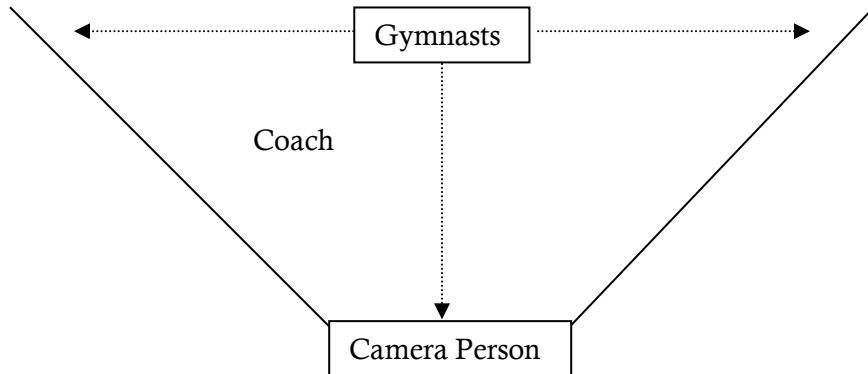
If your video footage is returned to you unmarked:

- You will need to re-film it and resubmit it at your expense. If your footage was returned because it could not be played, you will not have to pay an additional fee.
- If your video footage was returned for any other reasons, you may be required to pay additional fees.

## Part 2: Filming Procedures

To assist you in producing quality video footage, we suggest that you consider the following when you film:

- The film of the Lesson itself must be unedited** - if you have a planned break (snack or drink) you must indicate the start of the break on the film (before turning the camera off) and you must indicate the end of the break on the film (after turning the camera on). This can be done by the coach or the camera person.
- Your voice must be clear and audible at all times.** This means that the camera cannot be too far from you. You should ask a parent or another coach to film if your gym is big or if you move around a lot. You can also use a portable microphone.
- Background noise, including music, should be minimal.** You may need to prep the other coaches in the gym so they can help keep the noise level down as much as possible.
- The camera must be held steady.** This is best done using a tripod, which can be moved, or by placing the camera on a steady surface.
- The camera must focus on the coach and participants throughout.** You will need to make sure that the camera angle is wide enough to capture you and the participants as they complete the different activities you have planned. The camera person should stand behind and to the side about 8 to 10 feet away from you. The camera angle must be able to capture the demonstrations, discussions and performances of the gymnasts. If you move, the camera person also needs to move.



## Sample Lesson Observation Evaluation Tool – Completed by Evaluator

The following tasks are observed and categorized from *Insufficient* to *Excellent*. Coaches are encouraged to use the Coach Evaluator's ratings and the comments provided as feedback on the strengths and weaknesses of their coaching.

**Excellent** - The coach performs the task in an outstanding way; exceptional coaching that reflects mastery of the task.

**Good** - The coach performs the task successfully. The actions taken are appropriate, though a few opportunities were missed that can be improved upon to reach mastery.

**Fair** - The coach attempts the task but is missing some elements of a successful performance.

**Insufficient** - The coach attempts the task but requires significant improvement to be successful. Or the coach did not provide evidence of the task (not shown).

The results of the ratings will help the Coach Evaluator make an overall competency assessment.

### Required Evidence

#### A. Evidence Prior to the Practice:

Coaching Task: Implement an appropriately structured and organized practice					
Evidence Prior to Practice	Excellent	Good	Fair	Insufficient	Comments
Present a practice plan with well-defined goals/objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure main practice segments are evident and include an introduction, warm-up, main part, cool-down, and conclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure activities and their duration are appropriate for each segment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planned activities contribute to development of age and level appropriate skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planned activities are consistent with the training priorities for the period in the yearly training plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Coaching Task: Ensure that the practice environment is safe					
Evidence Prior to Practice	Excellent	Good	Fair	Insufficient	Comments
Survey the practice site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimize risk to participants before the practice (includes safe equipment, safe environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dress appropriately for active coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## B. Evidence During the Practice/Lesson

<b>Coaching Task: Implement an appropriately structured and organized practice</b>					
<b><i>Evidence During the Practice</i></b>	<b><i>Excellent</i></b>	<b><i>Good</i></b>	<b><i>Fair</i></b>	<b><i>Insufficient</i></b>	<b><i>Comments</i></b>
Greet athletes as they arrive at practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure equipment and space is available and used appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximize practice time to ensure participants have appropriate activity, transition, waiting times, appropriate breaks for recovery and hydration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Practice is highly structured, organized and efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Address individual athlete needs in a way that preserves the practice structure and organization for the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimize risk to participants throughout the practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Coaching Task: Make interventions that promote learning</b>					
<b><i>Evidence During the Practice</i></b>	<b><i>Excellent</i></b>	<b><i>Good</i></b>	<b><i>Fair</i></b>	<b><i>Insufficient</i></b>	<b><i>Comments</i></b>
Provide 1–3 key learning points. Ensure explanations and demonstrations are clear and concise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explanations are appropriate to the skill development (physical, motor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide feedback & instruction that clearly identifies what & how to improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide positive, specific feedback that is directed towards the group & individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Constructively reinforce athletes' efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Athletes are given the opportunity to ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify appropriate expectations for athlete behaviour and reinforce these expectations when appropriate. May include rules to maintain a safe practice environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promote a positive image of the sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treat athletes with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain a positive outlook and acknowledge athletes' needs and thoughts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Coaching Task: Implement protocols and methods that contribute to the development of athletic abilities relevant to the sport</b>					
<b>Evidence During the Practice</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Insufficient</b>	<b>Comments</b>
Coach uses general and sport-specific training methods to appropriately develop and/or maintain physical attributes such as: <ul style="list-style-type: none"> <li>coordination</li> <li>flexibility</li> <li>balance</li> <li>agility</li> <li>maximum strength</li> <li>strength-endurance</li> <li>speed</li> <li>power</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Select and implement specific training protocols to address individual athlete weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activities are consistent with the plan's goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selected training protocols and methods are adapted to the age and training experience of the athletes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Coaching Task: Detect Performance</b>					
<b>Evidence During the Practice</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Insufficient</b>	<b>Comments</b>
Observe skills from adequate vantage point(s) as appropriate to the sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify causes of errors from physical abilities (ESPF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify causes of errors from motor abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify causes of errors from psychological or attention abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Coaching Task: Correct Performance</b>					
<b>Evidence During the Practice</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Insufficient</b>	<b>Comments</b>
Correctly and consistently apply biomechanical principles while performing analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facilitate athletes to increase awareness of skill errors by asking appropriate questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate to the athlete(s) how and why the critical error contributes to the performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prescribe an appropriate activity/drill to assist athlete to make correction in performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### C. Post Practice Debrief between Evaluator and Coach:

<b>Evidence In Debrief Post Practice</b>	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Insufficient</i>	<i>Comments</i>
Provide rationale for choosing interventions that are used during practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide appropriate rationale to justify how adjustments to the plan helped achieve or enhance the objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analyze a variety of factors that could contribute to increased performance (e.g., athletic abilities, environmental factors, recovery and regenerative strategies, mental strategies, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explain how an error relates to overall skill performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### Questions the Evaluator May Ask:

- How do you feel the practice went?  
What do you think went particularly well (or not)?  
What was supposed to happen? What did happen? Why was there a difference between what you expected and what did happen?
- Did you meet your objectives in your plan?
- Why do you think it's important for your gymnasts to train \_\_\_\_?
- What is your rationale for using \_\_\_\_ technique?
- Did you learn something new today?
- How will today's practice affect your next plan/practice?
- How will you use this experience going forward?
- What can I do to help you?

**OPTIONAL EVIDENCE** – These evidences are not required to meet the minimum standard. They may be observed during the lesson and allow evaluators to provide more feedback. Coaches should be aware of these evidences as opportunities to advance their coaching.

Coaching Task	Comments
Communicate the practice goals/objectives to the athletes	
Make adjustments to practice based on an analysis of athlete performance	
Give athletes opportunities to apply creative solutions and to offer suggestions that enhance the learning environment	
Modify practice activities to deal with specific circumstances (e.g. timing, resources, equipment, etc.)	
Adapt practice activities or practice conditions where necessary to provide appropriate challenges from a technical, tactical, physical, or decision-making point of view	
Reduce or increase work intensity, work periods, or length of rest (pauses) as necessary to account for athletes' fitness and/or fatigue, consistent with practice goals	
Use technology to gather information about athletes' performance or to enhance learning	
Identify individual learning styles (auditory, visual, kinesthetic) and provide individual interventions to optimize learning	
Use a variety of observational strategies (positioning, video, other coaches, etc.) to identify the most critical aspects of performance	
Reinforce competitive rules, or performance related to achievement of sport and level technical requirements	

## Lesson Observation Evaluation Results

For Certification in Competition 1 (Introduction), the coach is evaluated on their ability to coach athletes in a safe, age and level-appropriate gymnastics lesson.

Coach Name: \_\_\_\_\_ NCCP #: \_\_\_\_\_ Gym Discipline: \_\_\_\_\_

LEVEL	DESCRIPTORS	CHECK	COMPLETE or INCOMPLETE LESSON OBSERVATION
Expert	Coach demonstrates an extensive base of knowledge and expertise through perfectly meaningful activities and a naturally superior performance for the age and level of the athletes. (Generally, all 40 evidences rated <i>Excellent</i> or <i>Good</i> )	<input type="checkbox"/>	<b>COMPLETE</b> <i>The observation portion of the evaluation is successfully completed.</i>
Proficient	Coach displays intuitive control of a safe, age and level appropriate lesson and uses sophisticated instructional techniques that focus on the most critical components for individual athlete success. (Generally, 0 <i>Insufficient</i> , 20+ <i>Good</i> )	<input type="checkbox"/>	
Competent	Coach implements the expected procedures of a safe, age and level appropriate lesson, while displaying a desire to see athletes learn, develop and grow. (Generally, 30+ <i>Fair</i> , <i>Good</i> or <i>Excellent</i> )	<input type="checkbox"/>	
Beginner	Coach requires more knowledge and experience to successfully implement a safe, age and level appropriate lesson.	<input type="checkbox"/>	<b>INCOMPLETE</b> <input type="checkbox"/> The lesson has issues concerning safety <input type="checkbox"/> The lesson shows harmful or unethical coaching behaviours <input type="checkbox"/> The lesson shows that the coach is not ready to be certified (10 or more <i>Insufficient</i> ratings)  <i>The evaluator will provide feedback and will discuss action plan items to lead to your future success.</i>

Comments and Action Items:

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Evaluator Name: \_\_\_\_\_ NCCP #: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Lesson Observation Guidelines for Success

*We are providing you with these Lesson Observation Guidelines for Success to use as a reference before you are evaluated coaching a lesson.*

*You don't have to complete this document, but to make sure that you are prepared to be evaluated while coaching a lesson, read over these Guidelines for Success. They list what the Coach Evaluator will be looking for when they evaluate your coaching.*

## Provide Support to Athletes in Training

Criterion 1: Implement an appropriately structured and organized practice	
Achievement	Evidence:
Expert	<p><b>“Proficient” and:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Adapts practice activities to increase challenge or to ensure optimal learning opportunities</li><li><input type="checkbox"/> Adjusts practice parameters (time, space) or training environment to elicit a specific technical or tactical training response</li></ul>
Proficient	<p><b>“Competent” and:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Modifies practice activities when unforeseen circumstances arise</li><li><input type="checkbox"/> The sequence of activities (timing of the activity in the practice) leads to enhanced learning or training effects</li><li><input type="checkbox"/> Makes appropriate adjustments to practice after analysis of athlete performance</li><li><input type="checkbox"/> Implements a variety of options for adapting the practice to ensure adequate learning</li></ul>
Competent	<ul style="list-style-type: none"><li><input type="checkbox"/> Presents a practice plan for the practice that is being implemented</li><li><input type="checkbox"/> Ensures delivery of practice matches practice plan's goal(s)</li><li><input type="checkbox"/> Ensures main practice segments are evident and include: intro, warm-up, main part with specific apparatus warm ups, cool-down, conclusion</li><li><input type="checkbox"/> Ensures equipment is available and ready to use</li><li><input type="checkbox"/> Uses space and equipment adequately</li><li><input type="checkbox"/> Provides breaks for appropriate recovery and hydration</li><li><input type="checkbox"/> Greets athletes as they arrive at practice</li><li><input type="checkbox"/> Dresses appropriately for active coaching</li><li><input type="checkbox"/> Activities contribute to the development of skills and/or athletic abilities, i.e., the specific drills, exercises, methods and training load match the training objective pursued</li><li><input type="checkbox"/> Maximizes practice time: practice demonstrates a clear timeline for activities so that activity time is maximized, participants are engaged the majority of the time</li></ul>

Beginner	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unclear structure to the practice as demonstrated by the following elements: no or poorly designed practice plan; goal/focus of practice is not clearly identified; no warm-up is provided or inappropriate warm-up activities are used; delivery of practice does not match practice plan</li> <li><input type="checkbox"/> Does not ensure equipment is ready, or does not address if original setup has changed since</li> <li><input type="checkbox"/> Insufficient breaks provided relative to the activities</li> <li><input type="checkbox"/> Inappropriate dress for active coaching</li> <li><input type="checkbox"/> Inappropriate duration of practice activities (e.g., activities are so short that there is not enough time to learn or practice; activities are so long that participants become fatigued and de-motivated; there is more waiting time than engagement time for participants)</li> </ul>
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Criterion 2: Make Interventions that promote learning	
Achievement	Evidence:
Expert	<p><b>“Proficient” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Selects from a variety of intervention strategies to achieve specific learning objectives that are impactful to the both training and competition</li> <li><input type="checkbox"/> Reinforces correct performance by facilitating interventions that promote reflection (e.g., feedback, questioning the participant, or using a demonstration) to identify the key factors that were properly executed</li> <li><input type="checkbox"/> Ensures intervention is specific to individuals, enabling participants to take greater ownership over specific performance factors &amp; learning objectives. (intervention strategies may include: delayed or summative feedback, questioning, focusing external attention, modeling, learning aids)</li> </ul>
Proficient	<p><b>“Competent” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides feedback to promote critical thinking</li> <li><input type="checkbox"/> Provides interventions that are evaluative, prescriptive, and descriptive</li> <li><input type="checkbox"/> Integrates and teaches basic decision making (emphasize independent thinking and problem solving; use quality questions that promote critical thinking; implement interventions that identify when to make appropriate decisions to enhance participants’ performance of a skill)</li> <li><input type="checkbox"/> Integrates mental preparation strategies into practice</li> <li><input type="checkbox"/> Identifies individual learning styles (auditory, visual, kinesthetic) and provide appropriate interventions to optimize learning. Appropriate interventions for learning style may include the following: Auditory learning – verbal feedback, Visual learning – demonstration or modeling, Kinesthetic learning – doing or feeling</li> </ul>
Competent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarifies key learning objectives and/or performance factors (feedback/instruction) with participants prior to engaging in the activity</li> <li><input type="checkbox"/> Creates opportunities to interact with all athletes</li> <li><input type="checkbox"/> Provides demonstrations so that all athletes can see and hear</li> <li><input type="checkbox"/> Provides 1–3 key learning points in explanation or demonstration</li> <li><input type="checkbox"/> Ensures key learning points match sport’s skill development model</li> <li><input type="checkbox"/> Constructively reinforces athletes’ efforts and corrects performance</li> <li><input type="checkbox"/> Provides feedback &amp; instruction clearly identifying what &amp; how to improve</li> <li><input type="checkbox"/> Provides feedback that is positive, specific, and directed towards both the group and individuals</li> <li><input type="checkbox"/> Identifies and reinforces appropriate expectations for athlete behaviour</li> <li><input type="checkbox"/> Promotes a positive image of the sport and model the image to athletes and other stakeholders</li> <li><input type="checkbox"/> Uses respectful language towards athletes when providing verbal interventions. Respectful language is non-discriminatory and void of profanity and insults</li> <li><input type="checkbox"/> Maintain a positive outlook and acknowledge athletes’ needs and thoughts</li> <li><input type="checkbox"/> Ensures explanations are clear and concise and provide opportunities for athletes to ask questions</li> </ul>

	<input type="checkbox"/> Uses models of desired performance
Beginner	<input type="checkbox"/> Does not identify key learning points in explanation <input type="checkbox"/> Participants are not positioned to see or hear demonstrations (or attention not gained) <input type="checkbox"/> Limited interventions made to clarify key learning points <input type="checkbox"/> Provides feedback that only identifies what to improve, and not how to improve <input type="checkbox"/> Provides feedback that tends to emphasize motivational prompts rather than specific corrections (e.g., frequent use of reinforcement comments) <input type="checkbox"/> Does not use respectful language

**Criterion 3: Implement protocols and methods that contribute to the development of athletic abilities relevant to the sport**

Achievement	Evidence:
Expert	<p><b>“Proficient” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develops new and innovative general and/or sport-specific training protocols that are consistent with scientific principles</li> <li><input type="checkbox"/> Mentors other coaches to effectively implement training methods</li> <li><input type="checkbox"/> The methods and protocols used by the coach to develop and/or maintain athletic abilities could be used as a model for other coaches</li> <li><input type="checkbox"/> Uses new and innovative training protocols and methods consistent with current scientific research data and sport-specific observations at the elite level</li> <li><input type="checkbox"/> Consults with specialist(s) (physiotherapists, doctors, trainers) to identify advanced strategies to address individual fitness training needs of athletes to enhance training of physical abilities in practice</li> </ul>
Proficient	<p><b>“Competent” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Selects and implements training protocols to address individual athlete weaknesses</li> <li><input type="checkbox"/> Adapts loading parameters to reflect individual variables such as training background, previous injuries, etc.</li> <li><input type="checkbox"/> Correctly implements training methods and protocols to develop and/or maintain all athletic abilities relevant to the gym sport</li> </ul>
Competent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implements general and sport-specific training protocols and methods to appropriately develop and/or maintain Coach uses general and sport-specific training methods to appropriately develop and/or maintain physical attributes: coordination, flexibility, balance, agility, maximum strength, strength-endurance, speed-strength, speed</li> <li><input type="checkbox"/> Training protocols and methods are adapted to the age and training experience of the athletes</li> <li><input type="checkbox"/> Training protocols and methods are appropriate to the time of the yearly program</li> </ul>
Beginner	<ul style="list-style-type: none"> <li><input type="checkbox"/> Uses a limited number of methods to effectively contribute to the development of sport specific physical and motor abilities</li> <li><input type="checkbox"/> Training protocols and methods are inadequate for either the age of the athletes or their experience</li> <li><input type="checkbox"/> Training protocols and methods that are not adequate or sufficiently sport-specific given the time of the yearly program</li> <li><input type="checkbox"/> Does not create conditions to train athletic abilities relevant to the sport during practice</li> <li><input type="checkbox"/> Does not implement methods that effectively contribute to the development of physical and motor abilities (or methods are inconsistent with Competition-Introduction theory)</li> </ul>

## Analyze Performance

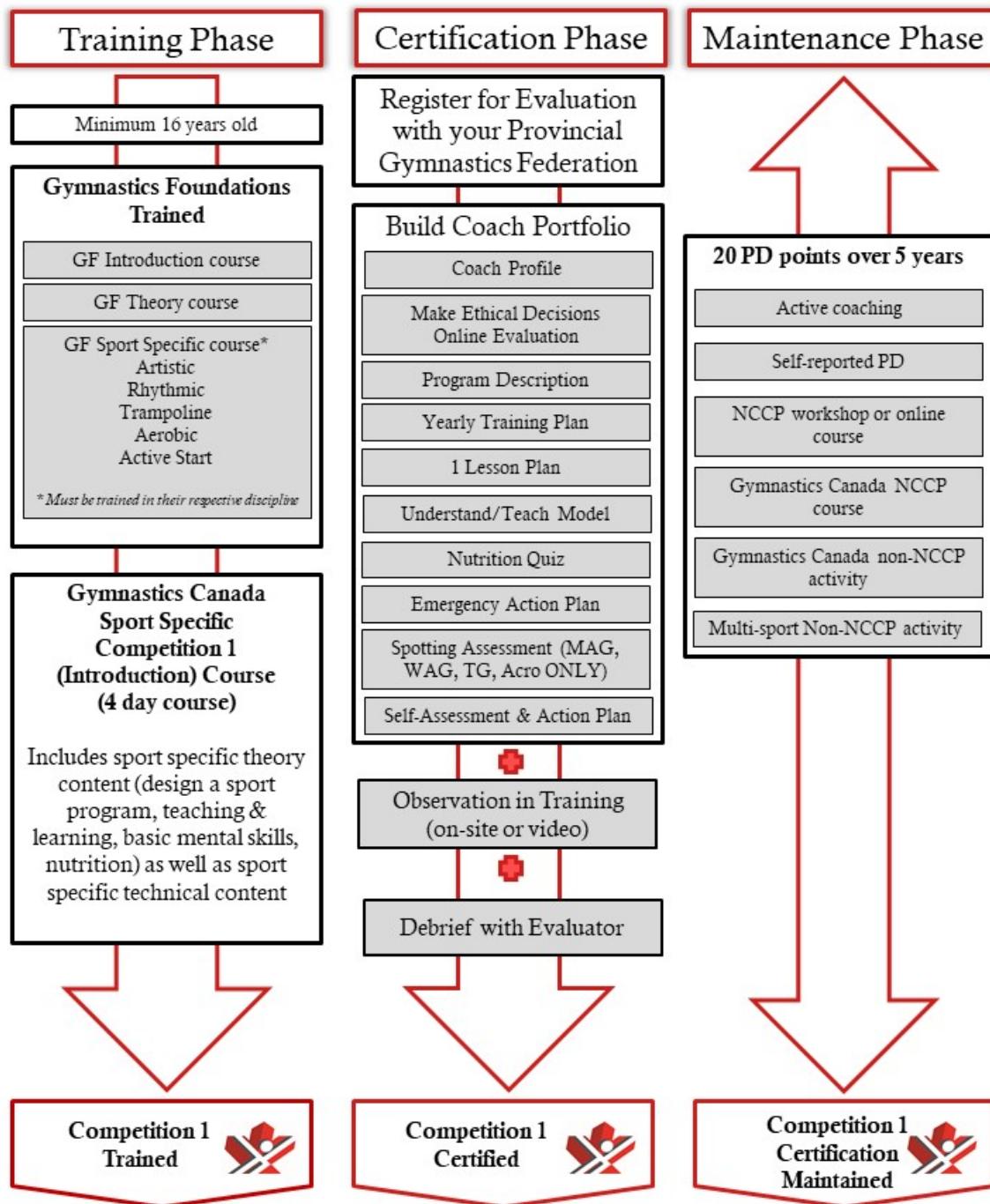
Criterion 1: Detect Performance	
Achievement	Evidence:
Expert	<p><b>“Proficient” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Displays variety in teaching methods to target different learning types (auditory, visual, kinesthetic)</li> <li><input type="checkbox"/> Provides specific evidence to reinforce learning points (e.g. notation, biomechanical analysis)</li> <li><input type="checkbox"/> Analyzes a variety of factors that could contribute to increased performance</li> <li><input type="checkbox"/> Encourages athletes to self-detect key performance factors and to understand how and why errors affect overall performance</li> <li><input type="checkbox"/> Uses competitive rules and strategies to reinforce learning points</li> </ul>
Proficient	<p><b>“Competent” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Displays knowledge beyond the skill selected to achieve more advanced skills in the future</li> <li><input type="checkbox"/> Communicates how and why the critical error contributes to the performance</li> <li><input type="checkbox"/> Provides rationale for identifying individual skills that need improvement</li> <li><input type="checkbox"/> Uses a variety of observational strategies (e.g., positioning, video, other coaches, etc.) to identify the most critical aspects of performance</li> <li><input type="checkbox"/> Facilitates athletes to increase awareness of skill errors by asking appropriate questions</li> </ul>
Competent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Displays knowledge of sport terminology</li> <li><input type="checkbox"/> The difficulty of the tasks chosen is relevant to the individual athlete</li> <li><input type="checkbox"/> Uses appropriate physical, motor, and technical progressions that will lead to successful skill development</li> <li><input type="checkbox"/> Identifies factors that have a direct impact on performance and/or skill refinement</li> </ul>
Beginner	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has vague understanding of physical and motor preparation required for skill development</li> <li><input type="checkbox"/> Selects activities that will not have greatest impact on performance. Better options should be utilized</li> <li><input type="checkbox"/> Requires more knowledge of sport terminology, training protocols</li> </ul>

Criterion 2: Correct Performance	
Achievement	Evidence:
Expert	<p><b>“Proficient” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Involves athletes in a critical thinking process, such as asking open ended questions: “What did you do?” “What should you do?” “What are you going to do to get better results?” “How can you generate greater force upon release?”</li> <li><input type="checkbox"/> Identifies why the correction will have a beneficial effect on the performance and consistently identify how to improve performance</li> </ul>
Proficient	<p><b>“Competent” and:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures adequate motor engagement in the task or activity for each athlete</li> <li><input type="checkbox"/> Selects corrective tasks that are sufficiently challenging of the athletes’ capabilities</li> <li><input type="checkbox"/> Identifies corrections that focus athletes’ attention towards the most appropriate cues (internal or external cues)</li> <li><input type="checkbox"/> Helps athletes to increase awareness of basic corrections by asking closed questions (e.g. “If you move into that position will you have more/less ___?” “Will that arm position allow greatest force/push?”)</li> </ul>
Competent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identifies specific corrections based on observation of movement phases and in accordance with the sport development model (physical, motor, technical)</li> <li><input type="checkbox"/> Uses prescriptive performance corrections (i.e., they emphasize how to improve, not just what to improve)</li> <li><input type="checkbox"/> Explains how the correction relates to improved performance</li> <li><input type="checkbox"/> Explains why the correction contributes to improved performance</li> <li><input type="checkbox"/> Facilitates athletes to increase awareness of corrections by asking appropriate questions</li> <li><input type="checkbox"/> Prescribes an appropriate activity or drill that assists athlete to make correction in performance</li> </ul>
Beginner	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provides vague corrections rather than specific factors that contribute to improved performance: “Concentrate more” “Work harder”</li> <li><input type="checkbox"/> Corrects the athletes by indicating what they did rather than identifying specific strategies for how to improve the performance.</li> </ul>

# Competition 1 Coach Certification Pathway



## NCCP Competition 1 (Introduction)





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