



NCCP Instruction Beginner
Certified CanSkate Coach
Portfolio



**National
Coaching
Certification
Program**

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.

Partners in Coach Education

 <p>ALBERTA SPORT, RECREATION PARKS & WILDLIFE FOUNDATION <i>Enhancing Alberta's Communities</i></p>	 <p>BRITISH COLUMBIA</p>	 <p>Sport Manitoba</p>	
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Leona Boyle, Project Contractor

We gratefully appreciate the support and feedback received on the creation of the new Certified CanSkate Coach training and evaluation components by the following leaders in our sport:

2006-07 Education and Training Coaching Subcommittee
2006-07 Club and Recreation Coaching Subcommittee
2006-07 Phase 1 CanSkate Learning Facilitators
2006-07 Section Course Administrators
2006-07 Section Coaching Representatives

Editors:

Josée Landriault, Skate Canada Recreational Coaching Programs Manager
Anna Mees, CAC Sport Consultant
Denis Beaudoin, QC Section Course Administrator

Translation:

Louise Abdelahad



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COACH CANDIDATE INFORMATION

Coach's Name	_____	_____
	Surname	First
Skate Canada # and CC #	_____	_____
	Skate Canada Number	CC Number
Mailing Address		
Town/City, Province and Postal Code	_____	_____
	Town/City	Province
	_____	_____
	Postal Code	
Phone	() _____	() _____
	Home	Business
	() _____	() _____
		Fax
E-mail		
Date Evaluation Started		
Date Evaluation Completed		
Location of Evaluation		

MENTOR COACH/EVALUATOR INFORMATION – (may be the same person)

Mentor's Name	_____	_____
	Surname	First
Evaluator's Name	_____	_____
	Surname	First
Skate Canada # and CC #	_____	_____
	Skate Canada Number	CC Number
Mailing Address		
Town/City, Province and Postal Code	_____	_____
	Town/City	Province
	_____	_____
	Postal Code	
Phone	() _____	() _____
	Home	Business
	() _____	() _____
		Fax
E-mail(s):		



“Certified” CanSkate Coach

Thank you for your interest in becoming a Certified CanSkate Coach. Now that you have successfully achieved the “Trained” status within the Instruction Beginner context and have registered as a Skate Canada CanSkate Coach for **two consecutive years** you are now required to become “Certified” as a CanSkate Coach upon successful completion of the following:

NCCP Certified CanSkate Coaches will be able to:

1. Observe and reflect on a CanSkate session run by a Mentor Coach
2. Present a CanSkate group lesson plan
3. Provide support to athletes in training by teaching CanSkaters
4. Analyze performance of CanSkaters
5. Make ethical decisions (on-line evaluation at www.coach.ca)

(NCCP Outcomes: I = Trained E = Evaluated)

ACTIVITY REQUIREMENTS AND RELEVANT NCCP OUTCOME:

1. Mentorship Program – this criteria includes Parts A & B:
 - Observe three CanSkate sessions with a Mentor Coach (Part A)
 - Complete the observation notes section of the observation (Part A)
 - Complete the observation diary pages (Part A)
 - Develop a CanSkate group lesson plan and relevant Emergency Action Plan (EAP) (Part B)
 - Teach the group lesson plan in front of your Mentor Coach (Part B)

Upon achieving the above requirements successfully, CanSkate candidates will have achieved the following NCCP outcomes:

- Outcome 1: Support Athletes in Training (T & E)
- Outcome 2: Analyze Performance (T & E)

2. Take the on-line evaluation for Make Ethical Decisions – this criteria includes:
 - Following the training of this module at the CanSkate course, coaches must log on to www.coach.ca and take the on-line evaluation of this module to receive credit for the NCCP outcome – Make Ethical Decision.

Upon achieving the above requirement successfully, CanSkate candidates will have achieved the following NCCP outcomes:

- Outcome 3: Make Ethical Decision (T & E)

3. Outline a CanSkate session – this criteria includes:
- Create a 45 or 60 minute CanSkate session detailing information on the 4 main parts – warm-up, group lesson, group activities and cool-down

Upon achieving the above requirement successfully, CanSkate candidates will have achieved the following NCCP outcome:

- Outcome 4: Plan a practice (T)

Following the completion of the entire evaluation, the Mentor Coach/Evaluator will conduct a debriefing session covering your ability to complete the portfolio requirements to standards and provide feedback on your current and future strengths as a Certified CanSkate Coach.

MENTOR COACHES/EVALUATORS:

Qualified Mentor Coaches/Evaluators for this portfolio have been selected by your Section based on set competencies and skills pertaining to Mentoring as it relates to CanSkate coaching. To obtain the name and contact information of a qualified and approved CanSkate Mentor Coach/Evaluator available in your area, contact your Section Course Administrator (SCA). A list of SCA is available at www.skatecanada.ca on the Coaching Main page.

Once you have been advised of which Mentor Coach/Evaluator you have been assigned to from your SCA, record this information below for accuracy of details:

Mentor Coach/Evaluator Name: _____

Email: _____ Phone #: _____

Address: _____

Date contacted Mentor Coach/Evaluator: _____

List the arrangements made with your Mentor Coach/Evaluator (date, time, location):

Once you have been assigned to a qualified Mentor Coach and/or Evaluator by your Section Course Administrator you must provide this person with the following documents or advised them of where to find this information on Members' Only of Skate Canada's Website (Pathway: Coaching – NCCP – Instruction Beginner – Certified CanSkate Coach) please check off upon providing a copy of these tools to your Mentor Coach/Evaluator or upon advising of where to locate them:

- [Observation Evaluation Kit - Rubrics](#)
- [Evaluators manual for Certified CanSkate Coach](#)

The Mentor Coach/Evaluator for this component is entitled to receive up to **\$20.00** for the completion of the following:

- Act as a Mentor Coach/Evaluator for three CanSkate sessions
- Verify completion of the mentorship diary pages

Mentor Coaches/Evaluators should bill the apprentice directly upon completion of the Mentorship.

*This verifies that the apprentice _____
has paid in full any bills related to the NCCP Certified CanSkate Coach Mentorship Program.*

Signature of Mentor Coach/Evaluator

Date

PRIOR TO THE ACTIVITY:

To become familiar with the evaluation standards and to ensure that you fully understand the activity process, we highly recommend that you print and read the following documents prior to beginning the Mentorship Program for the Certified CanSkate Coach certification. These resources are also available through your Section Course Administrator:

- [Observation Evaluation Kit – Rubrics](#)
- [Observation Evaluation Kit – Recording Tools](#)

TASK REQUIREMENT & NCCP OUTCOME

To achieve the “Certified” CanSkate Coach status, you must complete all of the activity requirements and meet the minimum evaluation standards for all NCCP tasks as briefly described below and detailed in the evaluation rubric document. These tasks are linked to core NCCP outcomes identified by the Coaching Association of Canada (CAC) and made relevant to our sport.





ACTIVITY REQUIREMENT #1 MENTORSHIP PROGRAM – PARTS A & B

Through careful observation and positive discussions, you must:

- a) Observe three 45 or 60 minute CanSkate sessions with an approved Mentor Coach from your Section.
- b) Develop one group lesson plan (including an Emergency Action Plan) and teach one corresponding 10 – 15 minute CanSkate group lesson in front of an approved Mentor Coach from your Section.

PART A) MENTOR COACH OBSERVATION

Once you have determined the best time to complete the Mentorship Program with your Mentor Coach, also discuss his/her expectations:

-  When are you expected to arrive?
-  Will you be moving around the ice with the mentor coach?
-  Are there certain skaters or lessons that you are not permitted to observe?
-  Will you have the opportunity to be part of a Program Assistant Training session?

Notes for Mentorship Program

General Words of Wisdom

Ask your mentor coach to share their coaching philosophy with you. Also list any general technical principles that your mentor applies to skating – e.g. this may relate to body alignment, movement, turning, etc,

Cue Words Used

During the lessons, reflect on the words used by the mentor coach to help the skater get the feeling of the skill while skating. These may be words like “pop,” “stretch,” or “soft”, etc. These are the words that the coach or skater would say while the skater is actually performing the skill. Write these cue words down here. They may be useful to you and your skaters at a later date. As much as possible, be specific in your notes.

Cue words for . . .

CanSkate Skills

(name the skills)

Skating posture

Jumping

Spinning

Key Phrases

Were there any key phrases that your mentor coach used to illustrate his/her point? What were they? Describe the three phrases or examples that you found most interesting:

CanSkate Session Summary #1

Apprentice Coach: _____

Date: _____ Time: _____

Stages Skaters are Working on: _____

Specific Teaching Points and Progressions Covered:

Signature of Mentor Coach: _____

Comments: _____

CanSkate Session Summary #2

Apprentice Coach: _____

Date: _____ Time: _____

Stages Skaters are Working on: _____

Specific Teaching Points and Progressions Covered:

Signature of Mentor Coach: _____

Comments: _____

CanSkate Session Summary #3

Apprentice Coach: _____

Date: _____ Time: _____

Stages Skaters are Working on: _____

Specific Teaching Points and Progressions Covered:

Signature of Mentor Coach: _____

Comments: _____

CanSkate Session Summary - Extra

Apprentice Coach: _____

Date: _____ Time: _____

Stages Skaters are Working on: _____

Specific Teaching Points and Progressions Covered:

Signature of Mentor Coach: _____

Comments: _____

ACTIVITY REQUIREMENT #2: DEVELOP AND TEACH A CANSKATE GROUP LESSON PLAN

NCCP Task 1 – Develop a safe CanSkate group lesson plan and relevant EAP
NCCP Outcome – Support Athletes in Training (T & E)

NCCP Task 2 – Teach a safe group lesson
NCCP Outcome – Analyze Performance of CanSkaters (T & E)

B) Lesson Plans: Prepare one complete CanSkate group lesson plan that you will teach in front of your Mentor Coach.



The CanSkate Lesson Plan should include:

- basic logistics: date, time, location, number of skaters, etc.
- required equipment needed
- appropriate goals for lesson
- clear lesson segments and appropriate time lines for activities
- appropriate activities
- key teaching points and progressions
- conclusion



The Emergency Action Plan (EAP) should include:

- location of phones
- emergency phone numbers
- specific directions to the arena
- location of medical profiles
- location of first aid kit
- identification of call and charge persons

Note:

When ready, you must submit a copy of your on-ice lesson plan and EAP to your Mentor Coach/Evaluator before the on-ice observation. For your convenience, you may use the lesson plan templates we have included here or create your own that mirrors the same details of the following template.

CANSKATE GROUP LESSON PLAN

Prepared by: _____ Date: _____

Date:	Time:
Location:	Number of skaters in group lesson:
Stage/s skaters are working on:	Phase of learning: (introduction/review)
Equipment or teaching aids required:	Diagram of how equipment is to be used (Y/N)
List the details of the warm-up: (who led the warm up and describe what it was all about)	
LESSON TOPIC: Skill/s to be covered	
INTRODUCTION & MOTIVATION:	
TEACHING POINTS:	
TEACHING PROGRESSIONS:	
PROGRESSION CIRCUIT:	
LESSON SUMMARY:	
SELF-EVALUATION:	

Emergency Action Plan

The Coaching Association of Canada (CAC) requires the following information for an Emergency Action Plan (EAP)

1. Location of Telephones (cell and land lines)
2. List of Emergency numbers
3. Location of medical profiles for each CanSkater under the Coach's care
4. Location of a fully stocked first aid kit
5. Advance "call person" or "control person" is designated
6. Clear directions to the arena are available

Every coach must have this information or know exactly where it can be found for EVERY facility at which he/she coaches.

EMERGENCY ACTION PLAN
Event:
Site:
Charge Person:
Alternate Charge Person:
Call Person:
Alternate Call Person:
Location of Club First Aid Kit:
Location of Arena First Aid Kit:
Location of Medical Profiles:

NUMBER CARD	
Location of phones near lesson site:	
PHONE NUMBERS	
Emergency:	Ambulance:
Fire:	Poison Control:
Police:	Hospital:
Facility (where you are located):	
LOCATION DIRECTIONS FOR EMERGENCY PERSONNEL:	

The Mentor Coach/Evaluator for this component is entitled to receive **\$30.00** for the completion of the following:

- Review the lesson plan prior to the on-ice evaluation
- Review the EAP prior to the on-ice evaluation
- Observe one 10-15 minute on-ice lesson
- Following the on-ice lesson, review the CanSkate session detailed outline prepared by the coach on page 13
- Conduct a debriefing session with the coach
- Upon completion of the on-ice lesson evaluation and review of the CanSkate session outline, complete the Certified CanSkate Coach portfolio evaluation form included at the back of this guide.

*This verifies that the apprentice _____
has paid in full any bills related to the NCCP Certified CanSkate Coach Mentorship Program.*

Signature of Mentor Coach/Evaluator

Date

Teaching: Once you have developed your CanSkate group lesson, you must now deliver and teach this lesson in front of your Mentor Coach/Evaluator. Once the lesson has been delivered, your Mentor Coach/Evaluator must complete the Certified CanSkate Coach recording tool for your performance evaluation. Note: You will need to maintain a copy of this evaluation on file upon completion of the entire Certified CanSkate Coach graduation for certification purposes.

You will be observed on ice in the following areas:



Safety

- ice and equipment ready
- safe group management
- EAP
- risk management



Structure and Organization

- appropriate lesson plan
- equipment ready
- lesson segments & appropriate time lines
- activities match the goals
- CanSkaters actively engaged
- optimal use of space and equipment



Teaching Skills

- appropriate content
- lesson objectives
- effective explanation
- effective demonstrations
- effective feedback
- facilitate skill practice
- reinforcement of effort and performance
- use of 2 way communication



Professional Conduct

- appropriate clothing
- professional communication
- positive outlook
- respect skaters' needs and thoughts
- communicate/reinforce expectations of skaters



Detect Skill Errors

- effective observation of performance
- appropriate errors identified
- identify potential causes of error
- appropriate explanation of error



Prescribe Corrections

- appropriate correction applied
- communicate prescriptive skill correction



Talent Identification

- identify talented skaters and identify club's Talent ID Policy

ACTIVITY REQUIREMENT #2 - MAKE ETHICAL DECISIONS ON-LINE EVALUATION

NCCP Task 3 – Take the MED on-line evaluation at www.coach.ca

NCCP Outcome – Make Ethical Decision (T & E)

Following the completion of the CanSkate course, we suggest that you log on to www.coach.ca and take the on-line evaluation of Make Ethical Decisions you were trained on at the course.

To obtain a certification as a CanSkate Coach, you must complete this on-line evaluation and provide proof of completion when you submit your portfolio for marking.

Completion date: _____

ACTIVITY REQUIREMENT #3 – OUTLINE A CANSKATE SESSION

NCCP Task 4 – Plan a 45-60 minute CanSkate session

NCCP Outcome – Plan a Practice (T)

Since you are not being observed on the whole CanSkate session, you are required to outline a 45 or 60 minute CanSkate session using the 4 main parts. How would you set it up and what activities would you include?

<p>Warm-Up (What activities and/or exercises would you do?)</p>	
<p>Group Lesson Time (How would your Group Lesson Time be set up . . . in stations or do skaters stay in the same area?)</p>	
<p>Group Activities (Which group activities would you do and give examples?)</p>	
<p>Cool Down (Give an example of a cool down exercise you might do?)</p>	
<p>Conclusion (What would happen right after the cool down?)</p>	

PARTICIPANT CHECKLIST #1

Please check each of the following upon successful completion of the Certified CanSkate Coach (CCC) requirements:

- 1-Mentorship Program – parts A and B
- 2-On-line evaluation: Make Ethical Decision
- 3-Outline 45-60 minute CanSkate session

Once you have successfully completed the above three requirements, you must submit copies of the following documents to your Section Course Administrator (SCA):

- Marked Certified CanSkate Coach portfolio evaluation form
- Marked Recording Tool – Certified CanSkate Coach
- Proof of the successful completion of the Make Ethical Decision on-line evaluation
- Two checklists: participant (#1) and SCA (#2)
- Blank Certified CanSkate Coach certificate

SECTION COURSE ADMINISTRATOR (SCA) CHECKLIST #2

Upon receiving the above documents confirming the successful completion of the Certified CanSkate Coach (CCC) category, administrate the coach status as follows:

- Verify all three requirements as checked off above have been successfully completed
- Complete the SCA statement and CCC certificate
- Return to the coach: statement/checklists, marking form and CCC certificate
- Complete a NCCP CRF and mail it to the Coaching Department at Skate Canada

SCA statement:

I, _____ attest that, _____
SCA Coach's Name

has successfully completed the necessary evaluation requirements for the NCCP

“Certified CanSkate Coach” category with _____
Mentor Coach/Evaluator

SCA Signature

Date



Skate Canada is pleased to present this certificate to

on this _____

*for successfully completing the NCCP evaluation for
Instruction Beginner - Certified CanSkate Coach*



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SCA Signature

Date



CERTIFIED CANSKATE COACH PORTFOLIO MARKING FORM

Coach's Name: _____ Date: _____

Activity Requirement	# Correct	Comments
Notes on Mentorship Program <ul style="list-style-type: none"> • General Words of • Wisdom • Cue Words • Key Phrases • Teaching Aids & Hands On Techniques 	/12 Candidate has shown that he/she can reflect on Mentor Coach's lessons	
Mentor Coach Practical Observation <ul style="list-style-type: none"> • Diary pages – total of three lesson summaries 	/3	
Outlining a 45 or 60 minute CanSkate Session <ul style="list-style-type: none"> • Warm-up • Group Lesson • Group Activities • Cool Down • Conclusion 	/15	

*Must be completed successfully and need 25/30 or higher to pass

Feedback on debriefing session:

Mentor Coach/Evaluator Signature

Date