



NCCP Instruction Beginner

Certified CanSkate Coach

*Observation Evaluation Kit
Recording Tools*

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**National
Coaching
Certification
Program**

CANSKATE COACH CERTIFICATION - OVERVIEW

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 Task	Criteria	NCCP Outcome (Being Evaluated)
Task 1: develop a group lesson plan and relevant Emergency Action Plan (EAP) (plans submitted to the mentor Coach/evaluator prior to the evaluation)	Appropriate & structured group lesson plan emphasizing safety, structure & organization, creativity With relevant EAP	Plan a Practice
Task 2: Assess CanSkate Skills when teaching a safe group lesson (plans should be submitted to the Mentor Coach/Evaluator at least 3 weeks prior to the evaluation)	Detects skill errors, prescribes corrections & adequate talent identification knowledge while maintaining effective communication and skill delivery	Analyze Performance And Support to Athletes in Training
Task 3: Complete the Make Ethical Decisions Evaluation	Apply an ethical decision making process.	Make Ethical Decisions

NOTE:

Evidence for each NCCP task -are listed in a corresponding rubric with clear descriptions of the performance required by the candidate when he/she is at the required standard, below the required standard or above the required standard.

To receive a mark of (3) for “Exceptional quality”, the Coach must have the elements listed under (2) “Minimum standards” PLUS what is listed in the “Exceptional” column.

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 Observation	_____	

MENTOR COACH/EVALUATOR INFORMATION

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	_____	

SUMMARY OF RESULTS

NCCP TASK	NEEDS IMPROVEMENT	MEETS MINIMUM STANDARD	EXCEEDS MINIMUM STANDARD	
Develop CanSkate group lesson plan and EAP				
Teach a group lesson and Analyze CanSkate Skills				
Develop a 45-60 minute CanSkate session				

NCCP TASK 1 - CanSkate Group Lesson Plan & EAP

SCORING	
1	Not there. Evidence is incorrect/incomplete = NEEDS IMPROVEMENT
2	Evidence is observed consistently throughout the plan = MEETS MINIMUM STANDARD
3	Exceptional quality and attention to detail throughout the whole plan = EXCEEDS MINIMUM STANDARD

Evidence of Achievement		Mark	Comments
Appropriate and Structured Lesson Plan	Basic logistics Information Identified		
	Required Equipment Identified		
	Appropriate Goal/Key Elements for Lesson		
	Clear Lesson Segments and Appropriate Time Line for Activities		
	Appropriate Activities		
	Activities Clearly Described		
	Key Teaching Points for each Activity Included		
TOTAL			

Evidence of Achievement		Mark	Comments
EAP	Location of Phones and Emergency Numbers		
	Specific Directions to Reach Arena		
	Location of Medical Profiles		
	Location of First Aid Kits		
	Identification of Call and Charge Persons		
TOTAL			

Result (NI, MS, ES,)	Criteria for Lesson Plan	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard
	Appropriate and Structured Lesson Plan	< 12	12 - 14	> 14 (no 1s)
	Emergency Action Plan	<10	10 (no 1s)	>10 (no 1s)

Final Recommendation for TASK 1 – CanSkate Group Lesson Plan & EAP

Result (NI, MS, ES,)	Outcome	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard
	Lesson Plan and EAP	An NI in one or more criteria	An MS in both criteria	An ES in both criteria

NCCP TASK 2 – Teach a Group Lesson and Assess CanSkate Skills

SCORING	
1	Not there. Evidence is incorrect/incomplete = NEEDS IMPROVEMENT
2	Evidence is observed consistently throughout the plan = MEETS MINIMUM STANDARD
3	Exceptional quality and attention to detail throughout the whole plan = EXCEEDS MINIMUM STANDARD

Evidence of Achievement		Mark	Comments
Safety	Ice and Equipment Ready		
	Safe Group Management		
	Emergency Action Plan		
	Risk Management		

TOTAL

Evidence of Achievement		Mark	Comments
Structure and Organization	Appropriate Lesson Plan		
	Lesson Equipment is Ready		
	Clear Lesson Segments /Appropriate Time Lines		
	Activities Match Lesson Goals		
	CanSkaters Actively Engaged		
	Optimal Use of Space and Equipment		

TOTAL

Evidence of Achievement		Mark	Comments
Teaching Skills	Content is appropriate for CanSkaters		
	Lesson Objectives are Introduced		
	Effective Explanation		
	Effective Demonstrations		
	Effective Feedback to CanSkaters		
	Facilitates Skill Practice		
	Reinforcement of CanSkaters' Effort & Performance		
	Use of 2 Way Communication		

TOTAL

Evidence of Achievement		Mark	Comments
Professional Conduct	Appropriate Clothing		
	Professional Communication		
	Positive Outlook		
	Respects CanSkaters' Needs/Thoughts		
	Communicates/Reinforces Expectations of CanSkaters		

TOTAL

Result (NI, MS, ES,)	Criteria for Leading CanSkate Session & Teaching Group Lesson	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard
	Safety	< 8	8 (no 1s)	> 8 (no 1s)
	Structure and Organization	< 10	10 - 12	> 12 (no 1s)
	Teaching Skills	< 14	14 - 16	> 16 (no 1s)
	Professional Conduct	< 10	10 (no 1s)	> 10 (no 1s)

Final Recommendation for teach a group lesson

Result (NI, MS, ES,)	Outcome	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard
	Lead CanSkate Session & Teach Group Lesson	An NI in one or more	An MS in all criteria	An ES in 3 or more criteria

Assess CanSkate Skills

SCORING

1	Not there. Evidence is incorrect/incomplete = NEEDS IMPROVEMENT
2	Evidence is observed consistently throughout the plan = MEETS MINIMUM STANDARD
3	Exceptional quality and attention to detail throughout the whole plan = EXCEEDS MINIMUM STANDARD

Evidence of Achievement		Mark	Comments
Detects Skill Errors	Effective Observation of Performance		
	Appropriate Errors Identified		
	Identifies Potential Causes of Error		
	Appropriate Explanation of Error		
TOTAL			

Evidence of Achievement		Mark	Comments
Prescribe Corrections	Appropriate Correction Applied		
	Communicates Prescriptive Skill Correction		
TOTAL			

Evidence of Achievement		Mark	Comments
Talent ID	Identifies Talented Skaters		
TOTAL			

Result (NI, MS, ES,)	Criteria for Assessing CanSkate Skills	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard	
	Detects Skill Errors	< 7	7 - 8	> 8 (no 1s)	
	Prescribes Skill Errors	< 3	3 - 4	> 4 (no 1s)	
	Talent Identification	1	2	3	

Final Recommendation for – Assess CanSkate Skills

Result (NI, MS, ES)	Outcome	NI = Needs Improvement	MS = Meets Standard	ES = Exceeds Standard	
	Assess CanSkate Skills	An NI in one or more criteria	An MS in all criteria	An ES in 3 or more criteria	

Evaluation Debrief and Action Plan

Summary of Coach Criteria Evaluated

Result (NI, MS, ES)	NCCP Tasks
	Develop CanSkate group lesson plan and EAP
	Teach a group lesson and Analyze CanSkate Skills

Debrief Meeting

- Discuss process for observation including expected performance of coach
- Praise, clarify, question, raise concerns
- Review logistics of evaluation: time in the season, skaters' abilities, etc.
- Identify and discuss coach's goals

Reflections and Comments

1. Identify your key questions
e.g. What did you think went well and why? What might you have done better and how would you change it? Did you consider other ways to do that?

2. Plan your guided discovery with candidate to probe for further evidence
e.g. If << safety situation >> occurred, explain what you could have done? I noticed that you did _____, why did you do that?

3. Ask questions on things you may have seen in detecting skill errors that you would like clarification on.

4. What is your club's Talent ID policy?

5. What is the procedure you take when a skater has mastered all the skills on his/her badge?
(This question only needs to be answered if not observed during lesson.)

**ACTION PLAN – evaluator copy only
Summary of Coach Criteria Evaluated**

Result (NI, MS, ES,)	NCCP Task	NCCP Outcome
	Develop CanSkate group lesson plan and EAP	Plan a Practice
	Teach a group lesson and Analyze CanSkate Skills	Analyze performance and Provide Support to Athletes in training

Result	Summary of Comments	Recommended Next Steps
Needs Improvement	Identify what the coach candidate needs to do in order to complete the successful evaluation. This may involve a re-submit or re-observation on a particular criteria.	
Meets Standard	Identify to the coach candidate what needs to happen in order to obtain certification.	
Exceeds Standard	Identify way the coach candidate can continue to develop as a professional coach.	

Make Ethical Decisions

- Make Ethical Decisions evaluation can be completed on-line at www.coach.ca
- Results of this successful evaluation are forwarded automatically to the NCCP database and recorded in the Coach Portfolio.
- Successful evaluation in this outcome is required for CanSkate Certification.

ACTION PLAN – evaluator copy only

Summary of Coach Criteria Evaluated

Result (NI, MS, ES,)	NCCP Task	NCCP Outcome
	Develop CanSkate group lesson plan and EAP	Provide support to athletes in training
	Teach a group lesson and Analyze CanSkate Skills	Analyze performance

Result	Summary of Comments	Recommended Next Steps
Needs Improvement		
Meets Standard		
Exceeds Standard		

Make Ethical Decisions

- Make Ethical Decisions evaluation can be completed on-line at www.coach.ca
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