National Coaching Certification Program

FIELD HOCKEY CANADA

Field Hockey Canada:

Competition-Introduction

Portfolio Package for Coaches

Coach: _____

NCCP #: _____

Coach Evaluator: _____

NCCP #: _____

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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 organizations, and the Coaching Association of Canada.

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The Collection, Use, and Disclosure of Personal Information

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

The programs of this organization are funded in part by Sport Canada and the Public Health Agency of Canada. The views expressed herein do not necessarily represent the views of the Public Health Agency of Canada.

Message to Coaches:

This package is designed to assist you in successfully completing your portfolio.

The following documents are also available to support you in this process:

- Peer Assessment Template
- Self-Assessment Template
- Skills Referent Model Template
- Design a Field Hockey Program Template
- Coach evaluators package (for reference only)
-

Once you have submitted your completed portfolio to your PSO a Coach Evaluator (CE) will be assigned to you.

The CE will review and assess your portfolio as per the criteria in the Coach Evaluator Package. The CE will then arrange a *Pre-Brief* to discuss your portfolio and set up the site assessment. The CE will use the matrix in the Coach Evaluators Package to assess your performance. After the practice the CE will complete a *debrief* and then together you will create an *action plan*.

Steps in the Evaluation Process

Step 1	Successfully complete MED and Making Headway and CAC SafeSport Modules.
Step 2	Complete and submit your portfolio
Step 3	Meeting (phone or video) with your Coach Evaluate to discuss portfolio and onsite coaching evaluation *Pre Brief*
Step 4	Onsite coaching evaluation
Step 5	*Debrief*, complete and sign your A***ction Plan***

There are three possible outcomes of the evaluation process:

- Coach is not recommended for certification
- Coach must repeat the onsite assessment as an agreed upon date and time
- Coach is recommended for Certification

Role of the Coach Evaluator

The CE's role is to determine is you meet the standards as set out by Field Hockey Canada to be a Certified Coach in Competition Introduction Context. The evaluation process should be a positive learning experience, and with the CE providing feedback throughout the process.

The evaluation tools are designed to allow for the provision of objective feedback. Each form has room for the CE to record subjective comments. The CE may use this opportunity to validate those tasks particularly well done, thus reinforcing positive coaching behaviours. The CE may also use the opportunity to explain why he/she did not believe that some coaching behaviours were adequately demonstrated. In such cases, the CE's comments must be constructive and provide the candidate with a clear direction for improvement (e.g. more practice, talking to more experienced coaches, reviewing the course materials, etc.).

It is essential that every candidate walk away from the process feeling that they have learned something, regardless of the outcome.

The CE will:

- Review and evaluate the coach's portfolio submission
- Provide feedback on the portfolio, and follow-up with the coach regarding scheduling of the on-site evaluation
- Conduct the on-site evaluation and debrief
- Provide the final results to the coach, including a copy of the evaluation summary and action plan
- Complete and submit in the locker.

Consistent scoring is used throughout the process. Please note some parts of the portfolio are not marked.

Scoring Used Throughout the Evaluation Process

0 Not Ready – Must be re-evaluated

1 Needs Improvement

2 Meets Standard

3 Exceeds Standard

Note: Automatic Score of 0, meaning "Not Ready – Needs to be Re-evaluated in this Outcome"

The demonstration of one or more of the following behaviours during an evaluation will result in an automatic score of 0 of the specific outcome being evaluated. The coach must be re- evaluated in this outcome.

1. ***SAFETY*** -- Endangering the health of an athlete or any other person regardless of whether the behaviour was accidental or intentional.

2. ***HARASSMENT AND/OR ABUSE*** -- Demonstrating harassing or abusive behaviour towards an athlete or any other person. Harassing behaviour may consist of repeatedly humiliating or intimidating someone, making racist comments, threatening someone with physical harm, making cruel personal jokes or teasing someone about their body or sexual orientation. Abusive behaviour may consist of name calling, swearing, threatening, ridiculing, intimidating, isolating, hazing, ignoring a person's needs, slapping, hitting, shaking, kicking, pulling hair, pulling ears, striking, shoving, grabbing or excessive exercise as a form of punishment

3. ***DISREGARD FOR FAIRPLAY*** – Violating FHC rules and/or the NCCP Code of Conduct.

4. ***LOSS OF CONTROL OF ATHLETE OR GROUP*** – Athletes clearly not responding to directions of coach by wandering off, and/or not following instructions, and/or displaying unsafe, abusive and/or harassing behaviour.

5. ***DEMONSTRATION OF DISRESPECT FOR ATHLETES, PEERS, OFFICIALS OR EQUIPMENT*** –
Violation of the NCCP Code of Conduct.

6. ***INADEQUATE TECHNICAL KNOWLEDGE*** – Coach does not incorporate and teach technique from FHC Competition-Introduction Reference Materials.

Overview of Outcomes and Criteria Competition Introduction		
NCCP Outcome	Criteria	Method of Evaluation
Provide Support to Athletes in Training	• Ensure that the practice environment is safe • Implement an appropriate structured and organized practice • Make interventions that promote learning	On site evaluation or video
Analyze Performance	• Detect Performance • Correct Performance	On site evaluation or video And Portfolio Submission
Making Ethical Decisions	Apply an ethical decision making process	Online evaluation at www.coach.ca
Plan a Practice	• Identify appropriate logistics for practice • Identify appropriate activities for each part of the practice • Design an Emergency Action Plan	Portfolio Submission
Design a Sport Program	• Identify season schedule • Identify key competitions • Outline goals for fitness, skills, tactics and overall team performance	Portfolio submission

Step 2 Portfolio Submission

Portfolio Check List

☐ **Three (3) sequenced practice plans (last practice prior to competition, competition day planning, first practice post-competition)**

Submit three practice plans.

- Game Day Practice
  - Nutrition Planning – (this exceeds standard)
  - Activities leading up to competition
  - Key messages pre game
  - How do you debrief
- Pre and Post Competition practices must:
  - that clearly outline the goals of the practice
  - demonstrate that the skills and tactics in the practice are relevant to the age and skill level of the athletes
  - skills and drills are relevant to the time and place in the season
  - practice is focused
  - there is a mini game (a game that focusses on the skills and/or tactics that are the objective of that practice)
  - practice clearly has a warm up, skills/tactic session(s), mini game and a cool down

☐ **Emergency action plans for the practice and game venues**

- one for each venue (games and practices)
- indicate where medical information on each athlete is kept
- Who will be the lead
- Emergency numbers
- Nearest hospitals
- Please use forms available from CAC or your organization

☐ **Details on location of medical forms and athlete contact information**

This can be part of your EAP or a separate item

Letter to parents/guardians

This letter should include such things as:

- Coaching Philosophy
- Expectations around attendance at practices and games
- Major tournaments
- Consequences if any for missing games or practices
- Code of Conduct
- Volunteer Expectations of Parents if any

Schedule of practices and games (calendar) (completed item no score)

Calendar that includes:

- Preseason meetings
- Practice Schedule
- Competitions
- Major Tournaments
- Season end and wrap up

Skill analysis referent model

The skill chosen must be one of the skills in the practice plans submitted as part of the portfolio. The hit may not be used.

This exercise is designed to have you look at the performance of skill including all factors that could affect the outcome. Some examples for each area are given below.

Equipment:	right size, type,
Environment	heat, cold, rain, smog
Affective	scared, bad day, nervous
Cognitive	understanding of the skill
Physical	foundations needed, strength needed, speed needed
Tactical	Understanding of why this tactic know, game knowledge needed, scanning ability
Technical	analysis four phases of movement

Self assessment questionnaire (completed item – no score)

Complete and submit

☐ Peer assessment questionnaire (completed item – no score)

Ask an assistant coach or co coach to complete

☐ Completed Design a FH Program Seasonal Goals and Schedule

Please use the provided template to complete this requirement.

- Seasonal goals for:
  - Fitness
  - Skills
  - Tactics
  - Overall team goals
  - Mental Skills (exceeds standard if included)
- Key competitions must be clearly marked
- Sequence for introducing skills and tactics must be included

Submitting Portfolio:

- Compile all portfolio documents named per the checklist above in a folder.
- Ensure all documents are included and documents are named in such a way as it is clear and easy to find for the coach evaluator.
- Submit your Portfolio documents using your PSO submission guidelines.

Step 3 Pre Brief

- Meeting
  - Review portfolio
  - Review practice plan
  - Review evaluation process
  - Time lines – for on site evaluation

Step 4 On Site Evaluation

In this component of the evaluation, the candidate will be observed while conducting a practice session with a group of athletes.

- The candidate must submit a copy of the practice plan and the EAP for the practice facility to the Coach Evaluator during the pre-practice meeting.
- The candidate will meet with the Evaluator for approximately 20 minutes prior to the beginning of the practice. Any preparations for the practice must be completed prior to this meeting. Note: If an evaluator cannot attend training and you decide to send in a video/DVD of a practice, you must ensure that the quality is good enough that the evaluator can hear everything you are saying. You are responsible for setting up a pre-brief meeting and sending along the associated documents prior to the practice you plan to film, and after the evaluator has had an opportunity to watch the practice on video/DVD, you are responsible for setting up a de-brief meeting with the evaluator.
- Two outcomes are being evaluated during this observation: *Support to the Athlete in Training* and *Analyze Performance*.

  The CE must ensure that sufficient time is allocated to ensure a thorough observation. A full practice is recommended.

Before-practice meeting:

- The CE will review the overall procedure in conducting an on-site evaluation.
- The CE will collect the practice plan and EAP from the coach.
- The CE will ensure that the candidate has a clear understanding of the process and that any questions are answered.

On-site evaluation:

- Candidate will begin the practice session, according to the practice plan submitted.
- CE will position him/herself to be able to hear and see the session.CE will record comments on the *NCCP Evaluation tools*.
- CE will only intervene in your practice if there is an obvious safety hazard or breach of coaching ethics occurring.

Step 5 Debrief and Action Plan

After your onsite evaluations you and the CE will meet to debrief and complete an action plan together and sign the action plan. Allow 45 minutes for this process. Below is a blank Action Plan.

Debrief:

- Coach Evaluator will review the *Self-Assessment Questionnaire* and *Evaluation tools* with the candidate. Emphasis will be placed on areas where there is a discrepancy between the evaluator's mark and the candidate's self-assessment, and on how the candidate can improve coaching performance. The evaluator will also highlight the skills performed well by the candidate. The candidate will receive a copy of both forms. (Via email after the meeting)

- Every candidate should finish this evaluation feeling that it was a positive learning experience, regardless of the outcome

- Candidate may ask questions about the evaluation. If the candidate was not successful in demonstrating competence during the session, the evaluator will outline some basic strategies as to how he/she can improve for next time and where additional training can be accessed. All coaches will receive an **action plan** for ongoing coach development.

Action Plan

Outcome	Next Steps
Provide Support to Athletes in Training	
Analyze Performance	
other	
Plan a Practice	
Design a FH Program	

Recommendation:

☐ Coach is not recommended for certification

☐ Coach must repeat the onsite assessment at an agreed upon date and time

☐ Coach is recommended for Certification

Signatures:

Coach: _____ **Date:** _____

Evaluator: _____ **Date:** _____