

Competition Development – Coach Portfolio

Date of Submission:	
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Task 1: Coach Profile + Please submit a print-out (PDF) of your NCCP Transcript as proof of completion of your required NCCP Multi-Sport Modules

General Information:	
Name:	
CAS number:	
NCCP number:	
Address:	
Phone:	
Email:	
Name of Club:	
Head Coach:	
Current Coaching Information:	
Number of years coaching:	
Level of athletes:	
Number of athletes:	
Youngest athlete's age:	
Oldest athlete's age:	
Average practice time:	
Number of practices/week:	
Number of weeks/season:	

Pre-requisite training checklist – required NCCP Multi-Sport Modules:	
Module:	Date completed:
1. Make Ethical Decisions Workshop	
2. Make Ethical Decisions Online Evaluation	
3. Making Head Way in Sport eLearning Workshop	
4. Coach and Leading Effectively Workshop	
5. Leading Drug Free Sport eLearning Training	
6. Leading Drug Free Sport Online Evaluation	
7. Managing Conflict Workshop	
8. Managing Conflict Online Evaluation	
9. Prevention and Recovery Workshop	
10. Psychology of Performance Workshop	

Portfolio checklist:		
#	Task	Date Completed
1	Coach Profile + print-out (PDF) of NCCP Transcript as proof of completion of required NCCP Multi-Sport Modules	
2	Pre-Observation Assignment	
3	Design an Emergency Action Plan (EAP)	
4	Complete Sample Training Plans. The coach is to submit 3-days of sample training plans for each sub-phase of the Yearly Training Plan (YTP)	
5	The coach will submit a Yearly Training Plan (YTP) for the current season.	
6	Complete the Competition Plan.	

Task 2: Pre-Observation Assignment

The following assignment must be submitted as part of the Competition Development Portfolio. It is highly recommended that you become very familiar with Canada Artistic Swimming's Long Term Development Framework (LTD). The Competition Development course is based largely around information developed for the LTD.

<https://artisticswimming.ca/i-love-synchro/ltad-framework/>

Performance Planning & Plan a Practice

1. LTAD True and False: Indicate True or False for each statement to the best of your ability.

Statement	TRUE	FALSE
It takes approximately 10 years or 10,000 hours of training to produce an Olympic Artistic Swimmer.		
Developmental age refers to the degree of physical, mental, cognitive, and emotional maturity.		
Chronological age refers to the age where athletes begin planned, regular, and serious involvement in training.		
Optimal window of trainability occurs when the athlete is capable of faster adaptation to training stimuli.		
Peak height velocity is a predictor of the trainability of specific physical abilities before, during and after growth and maturation.		
Peak height velocity is a measure of the speed of an athlete's physical growth (i.e., the rate at which an athlete is growing).		
The critical time to develop flexibility, physical literacy, sprint speed (0-5 seconds) and basic synchro skills is before the growth spurt.		
The best time to develop strength is during the growth spurt.		
Continuing to develop and work on basic artistic swimming skills is extremely important throughout the "Learn to Train" and "Train to Train" stages of development.		

2. Describe any LTD activities you are currently doing with your athletes or in your club?

3. Fill in the following chart for the athletes you are currently coaching:

Athlete List Worksheet					
Name	Age	Birth Date	Chronological Age	Developmental Age*	Notes
*Developmental Age:					
Pre-P	Pre-Puberty	No signs of physical maturation apparent yet			
P-On	Puberty Onset	A few early signs of physical maturation			
PHV	Peak Height Velocity	Rapid phase of growth and maturation, constant changes			
Post-P	Post-Puberty	Most growth and maturation seems complete or almost complete			
Mature	Mature	Athlete has attained mature adult body, minimal changes			

4. Identify the various factors that enhance performance in artistic swimming, given the Competition - Development context (for example - flexibility, speed, confidence...etc.)

5. Describe how you organize your training for the year.

[Empty rectangular box for response]

6. How do you decide what you will train throughout the week?

[Empty rectangular box for response]

7. How do you decide what you will train during each practice session?

[Empty rectangular box for response]

Manage a Sport Program

Your Coaching Context

1. What is your current coaching position? (Head Coach, Assistant Coach, Developmental Coach...)
Briefly describe your role in the club.

2. Does your club report to a Board of Directors? Describe the administration and management set-up that your club operates with.

3. What do you think are the most important factors in running a successful club?

4. List your greatest strength and weakness as a leader.

5. Describe a situation, which involved conflict and describe how you dealt with this.

Analyze Performance

Your understanding of technique. Attach a separate document that outlines the following:

1. Give at least two examples of progressions you use to develop and train each of the following skills:

- a) Support scull
- b) Eggbeater
- c) Rocket split
- d) Body boosts
- e) Thrusts

2. Describe two technical errors that your athletes are struggling with right now (figures/elements and routine). What do you believe is the cause of each error? What are you doing to try to correct these errors?

Developing Athletic Abilities

1. The Demands of Artistic Swimming - Energy Systems. Please complete the following table:

Energy System	Definition	Importance in Artistic Swimming (select)	Component used in Artistic Swimming (select)	Two situations when this system is used in Artistic Swimming	Three drills you use to develop this system
Aerobic		High Med Low	Power Endurance		
Anaerobic Lactic		High Med Low	Power Endurance		
Anaerobic Alactic		High Med Low	Power Endurance		

Physical Athletic Abilities

2. Please complete the following table:

Ability	Definition	Importance in Artistic Swimming (select)	Two situations when this ability is required in Artistic Swimming	Three drills you use to develop this ability
Aerobic Stamina		High Med Low		
Flexibility		High Med Low		
Speed		High Med Low		

Speed Endurance		High Med Low		
Speed- Strength (Power)		High Med Low		
Strength Endurance		High Med Low		
Maximum Strength		High Med Low		
Balance		High Med Low		
Coordination		High Med Low		
Agility		High Med Low		

Prevention and Recovery

Athlete Considerations

1. List the ways the following professions can assist you or be a reference for helping with prevention and recovery in your training:

Massage Therapist	
Physiotherapist	
Chiropractor	
Dietitian	
Certified Strength Coach	
Psychologist	

Task 3: Emergency Action Plan (using NCCP template) & Athlete Medical Profile

This task requires you to design an emergency action plan for the pool in which you coach. An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

You may have already completed the NCCP Emergency Action Plan (EAP) eLearning module as part of your prior training in Instructor Beginner (AquaGO!) or Competition Introduction. If you have not done so, completing this module is highly recommended, and so you can access the NCCP EAP Template (shown below). It is free and only takes about 15 minutes, and is accessed in eLearning via your Locker account.

Using the NCCP EAP template provided when you complete the module (fillable PDF), please complete your EAP and submit the PDF as a separate attachment with your portfolio. Image below for reference.

The image shows two versions of the NCCP Emergency Action Plan (EAP) form. The left version is a blank template, and the right version is a filled-out example.

Left Form (Template):

- Header: EMERGENCY ACTION PLAN (EAP) | Date: _____
- Event: _____ | Location: _____
- Icons: A group of people icon and a hand pointing to a document icon.
- Charge Person: [Red arrow pointing left]
- Call Person: [Red arrow pointing right]
- Backup: [Two empty boxes]
- Backup: [Two empty boxes]
- Important Addresses: [Icon of a location pin]
- Emergency Phone Numbers: [Icon of a telephone]
- Site or Facility (Address, City, Province): [Empty box]
- Emergency Services: [Empty box]
- Nearest Hospital (Address, City, Province): [Empty box]
- Facility Manager or Superintendent: [Empty box]
- Additional Location Information: [Empty box]
- Other: [Empty box]

Right Form (Filled Example):

- Header: EMERGENCY ACTION PLAN (EAP) | Date: _____
- Event: _____ | Location: _____
- Directions to site/facility: [Large empty box]
- Charge Person Responsibilities:
 1. Conduct an initial assessment of the injury.
 2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
 3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
 4. Record the injury using their club's accident report form.
- Call Person Responsibilities:
 1. Call for emergency help.
 2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
 3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
 4. Wait by the entrance to direct the ambulance.
 5. Call the participant's emergency contact person.
 6. Assist the charge person as needed.
- REMINDERS:
 - You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
 - When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
 - Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

ATHLETE PROFILE MEDICAL INFORMATION

Please give an example of one "made-up" athlete in order to protect confidentiality.

Athlete Name:					
Birth Date	(dd/mm/yy)	Age		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address	Street				
	City	Province	Postal		
Healthcare Number					

Parents Name				
Address	Street			
	City	Province	Postal	
Phone #'s	Home	Work	Cell	

Family Doctor		
	Name	Phone

Health History:

Details:

- | | | |
|----------------------------------|--|-------|
| Allergies | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Asthma (Respiratory) | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Blackouts/Fainting | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Chest pain | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Diabetes | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Epilepsy | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Hearing Disorder | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Heart Condition | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Recurring Headaches | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Seizures | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Glasses | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Contact Lenses | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Injuries (specify) | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Medications (specify) | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Other (including recent surgery) | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |

Other:

Task 4: Complete Sample Training Plans

The coach is to submit 3-days of sample training plans for each sub-phase of the Yearly Training Plan (YTP):

1. 3-days of sample training plans for the General Preparation phase.
2. 3-days of sample training plans for the Specific Preparation phase.
3. 3-days of sample training plans for the Pre-Competition phase.
4. 3-days of sample training plans for the Regular/Major Competition phase

The objective (goal) for each practice must be stated.

The coach may use their own practice plan template/form. Please be sure to cover all aspects listed on the CAC template provided on the following page. Be sure to include both figure/elements and routine training in each practice plan as well as other training components such as developing athletic abilities.

CAC Practice Plan Template

Practice plan:							
Team:		Date:		Time: from		to	
Age/Level:							
Location:		Objective:					
Equipment needed:							
Introduction							Key message/safety
Warm-up							Key message/safety
							Equipment needed
Main part							Key message/safety
							Equipment needed
Cool-down							Key message/safety
Conclusion							Key message/safety

Task 5: Submit a Yearly Training Plan

The coach will submit a Yearly Training Plan (YTP) for the current season using the template provided in the Competition Development workshop. Please submit as an attachment to your portfolio submission. If necessary, depending on the timing of the evaluation, the coach may submit the previous year's YTP with the evaluator's permission.

Task 6: Complete Competition Plan

This component of the portfolio is to be submitted to the evaluator 1-month prior to the In-Competition formal observation evaluation. The competition plan needs to include:

- Competition calendar for the current year/season
- Sample of information given to the athletes before, during, and after the competition (pre/during and post)
- A description of training activities for the week prior to the competition
- The goals for the competition (individual athlete and team)
- A budget of the competition (hotel, van rental, pool rental, meals, etc)
- A possible conflict scenario occurring at a competition and a description of how the coach would deal with it.