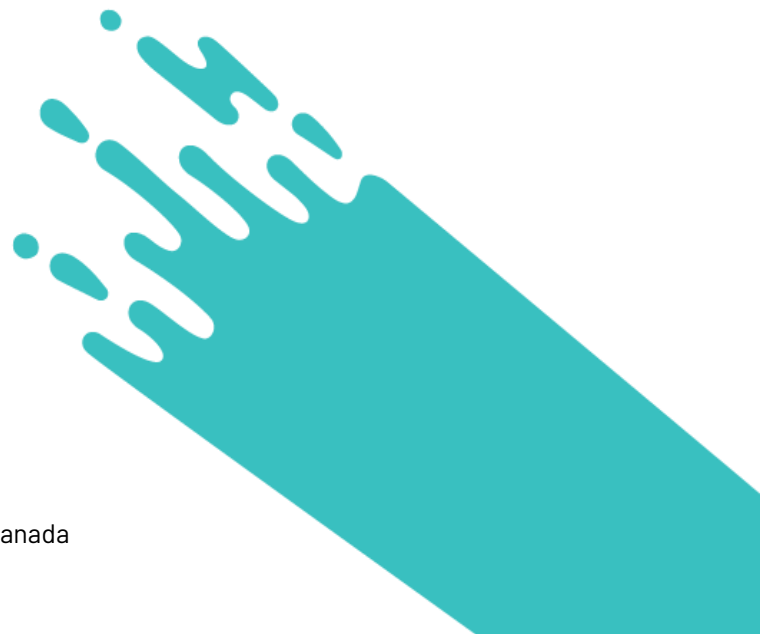




COMPETITION DEVELOPMENT

EVALUATION GUIDE





National
Coaching
Certification
Program

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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.



Coaching Association of Canada
Association canadienne des entraîneurs



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Writer

Kara Heald

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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 that with all NCCP partners, according to the privacy policy detailed online at www.coach.ca. By participating in the NCCP, you are consenting to your information being 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.

Competition Development Evaluation



1. Introduction

Congratulations on taking the next step towards achieving full certification as a Competition Development Coach!

As a reminder and for reference the Competition Development coach pathway is posted as part of the CAS Coach Development Pathway on the artisticswimmingcoach.ca website:

<https://artisticswimmingcoach.ca/index.php?page=230>

In order for a coach to be evaluated and certified at the Competition Development level, it is recommended that they be coaching athletes competing at National Qualifier/National Championships. It is highly recommended that the coach be coaching a team routine.

Competition Development Evaluation Policy

- Coaches who wish to become certified must complete their *Formal Observation* within **24 months** of completing their Competition Development Course.
- Coaches who wish to become certified and who do not complete their *Formal Observation* within **24 months** of taking the course may be required to retake some or all of the *Competition Development Course*, depending on what has been revised or added since they took the course. CAS shall assess each coach situation on a case-by-case basis and determine the action plan.
- Coaches who wish to become certified and who do not complete their *Formal Observation* within **24 months** of taking the course may be required to retake some or all of the *multi-sport or online modules* that they have successfully completed depending on what has been revised or added since they took the course. CAS shall assess each coach situation on a case-by-case basis and determine the action plan.

Before proceeding with evaluation, please ensure that you have completed **ALL** of the required training for Competition Development and that all appears on your NCCP transcript in your CAC Locker account:

- Competition Development Workshop
- Required NCCP Multi-Sport Modules (available to take from your Provincial/Territorial Coaching Association or via eLearning in the Locker):
 - Make Ethical Decisions Workshop
 - Make Ethical Decisions Online Evaluation
 - Making Head Way in Sport eLearning Workshop
 - Coaching and Leading Effectively Workshop
 - Leading Drug Free Sport eLearning Training and Evaluation Module

- Managing Conflict Workshop
- Managing Conflict Online Evaluation
- Prevention and Recovery Workshop
- Psychology of Performance Workshop

Once **ALL** of the above is completed you may proceed with the Competition Development evaluation process.

Competition Development Evaluation Process and Timelines

1. Ensure you have completed all required Competition Development Training (the checklist detailed on page 5) before proceeding with a request for evaluation. CAS screens this checklist first for all Competition Development evaluation requests that come in.
2. Complete the Competition Development Coach Portfolio (separate word template is provided on artisticswimmingcoach.ca).
3. Once your portfolio has been completed, a request to be evaluated must be submitted to CAS in writing via email to: coaching@artisticswimming.ca **60 days in advance** of the date being proposed for the Formal Observation. The request must include the date and location of the proposed Formal Observation for the In-Practice Observation and In-Competition Observation.
4. CAS will communicate to the PTSO that a request to be evaluated has been received and will verify with the PTSO that the Candidate Coach is "in good standing" with their PTSO.
5. CAS will assign a Competition Development Coach Evaluator and communicate the name and contact information to the Candidate Coach via email from coaching@artisticswimming.ca.
6. The Candidate Coach's completed Portfolio must be received by the CAS assigned Competition Development Coach Evaluator a minimum of **30 days in advance** of the date of the first in-person practical evaluation.
7. If the Coach Evaluator determines the Portfolio is incomplete or incorrect the Coach Evaluator will require the Candidate Coach to redo and resubmit their work. The Formal Observation cannot take place until the Coach Candidate has successfully completed the Portfolio Evaluation.
8. The Coach Evaluator will then proceed with a formal two-part observation process of the Coach Candidate's coaching: In-Practice and In-Competition.
9. The Coach Candidate must pay the Coach Evaluator directly for the cost of evaluation. The Coach Candidate's evaluation will not be entered into the Locker until the Coach Evaluator receives payment for the evaluation and informs CAS that the evaluation has been completed and been paid in full.

If you have any questions at any time about your status or the process and timelines, please email coaching@artisticswimming.ca

Cost of the Competition Development Evaluation

- The costs associated with the evaluation are the responsibility of the coach being evaluated and include:
 - A **\$400** evaluation fee for evaluation of the Portfolio (\$100), the In-Practice evaluation and debrief (\$150) and the In-Competition evaluation and debrief (\$150)
 - Any costs the Evaluator incurs for the In-Practice and In-Competition evaluations (travel, meals, accommodation) are as per the CAS Travel, Accommodation and Meal Guidelines and Procedures
- The Coach Evaluator Honorarium is paid directly to the Coach Evaluator by the Coach.
- Any costs associated with travel, meals and accommodation are paid directly to the Evaluator who will send an invoice to either the coach or to the organization identified by the coach.

Competition Development Outcomes

A well-conducted evaluation will confirm that Competition Development coaches have met all the criteria and evidence for each of the **6 Outcomes** that have been identified in the program. An effective evaluation will also help identify individual strengths and areas for improvement of the coach and provide some direction for ongoing development needs.

All coaches must complete Competition Development evaluation requirements to attain certification. Evaluation is based on meeting **6 Outcomes**, each with its own set of criteria and evidence to set standard that has been established by the NCCP and Canada Artistic Swimming.

OUTCOMES:

1. Design a Sport Program
2. Plan a practice
3. Provide support to athletes in training
4. Support the competitive experience
5. Analyze performance
6. Manage a Sport Program

Overview of Evaluator's Role:

The role of an Evaluator is to determine the coach's ability to demonstrate the achievement of coaching outcomes within a designated context. Evaluating and debriefing coaches in the NCCP evaluation process involves: Portfolio Evaluation, Pre-brief, Formal observation, Debrief, Action Planning and Reporting.

Canada Artistic Swimming Competition Development Evaluators will:

- ☑ Evaluate the Coach Portfolio and identify any areas that need improvement.
- ☑ Schedule pre-brief sessions before each formal observation (in-practice and in-competition) to establish the parameters and expectations of the observation based on the evaluation of the portfolio and the evaluation rubric.
- ☑ Schedule the formal observations (in-practice and in-competition).
- ☑ Conduct debriefing sessions after each formal observation (in-training and in-competition) to provide the coach feedback and an action plan for future development.
- ☑ Complete the Competition Development Evaluation Tool for the coach and submit the results of the evaluation to Canada Artistic Swimming (via coaching@artisticswimming.ca) in order for it to be entered in the CAC Locker.

2. Coach Portfolio

The concept of building a portfolio is a method to compile evidence and to assist an evaluator in making a decision on a coach's competence. The Coach Portfolio and any required additional components or attachments are to be submitted electronically. Please find the Competition Development Coach Portfolio on artisticswimmingcoach.ca in the Competition Development Workshop Documents.

- The portfolio evaluation enables the Evaluator to determine the readiness of the coach candidate for the formal observation.
- The coach must register with Canada Artistic Swimming and submit all required portfolio pieces in advance of a formal observation being scheduled.
- The Evaluator must review the portfolio using the Competition Development Marking Tools and then communicate the feedback to the coach in a timely manner.
- Successful completion of the required portfolio pieces will determine readiness for the formal observation.
- Once it is established that the candidate is ready for the formal observation, the Evaluator should notify Canada Artistic Swimming via coaching@artisticswimming.ca and communicate with the coach to schedule the formal observation.
- When the formal observation is scheduled, the Evaluator begins the pre-brief process.

The Competition Development Coach Portfolio will require you to complete and submit the following **6 tasks**:

Task 1	Coach Profile and Proof of completion of NCCP Multi-Sport Modules
Task 2	Pre-Observation Assignment
Task 3	Design an Emergency Action Plan (EAP)
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)
Task 5	The coach will submit a Yearly Training Plan (YTP) for the current season.
Task 6	Complete Competition Plan

Instructions for each of these tasks are included in the Competition Development Portfolio. If you do not feel that you are ready to complete the task that is outlined, you may want to take a specific training workshop to assist you in learning how to accomplish the task. Please contact your provincial office, Comp Dev LF or Canada Artistic Swimming about clinics/support in your area.

3. Pre-Brief

The Evaluator must confirm the logistics of each of the formal observations (in-practice and in-competition) – date, location, and time.

The pre-brief occurs in advance of the formal observation to determine:

- The coach's objective for the practice/lesson or competition that will be observed
- Confirmation of the practice/lesson or competition plan
- The indicators of success the Evaluator will use to measure the standard for certification (review of the Competition Introduction Evaluation Rubric)

The pre-brief should last between 15 and 30 minutes and can be conducted over the phone, online or in-person.

During the pre-brief, the Evaluator must:

- Explain the process of the evaluation (emphasizing the observation)
- Review the Competition Introduction Evaluation Rubric; the Outcomes, Criteria, and Evidence; and the Standards for Certification
- Answer any questions the coach may have
- Ensure the coach understands the process, evaluation rubric, and standards

The Evaluator will use the pre-brief to develop a positive and supportive relationship with the coach. Here are some questions Evaluators may ask during the pre-brief:

- What are your goals for the practice/lesson or competition?
- What is your comfort level with this particular participant/athlete group?
- What is your plan for reaching your goals?
- What do you see as the biggest challenge in reaching your goals?
- What is your plan for introducing 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?
- What kinds of adjustments have you made in the past?

4. Formal Observations

The purpose of the formal observation is to determine the coach's ability to demonstrate specific coaching outcomes. Formal observations must involve the coach working with the context appropriate development level of athletes. The formal observation is a slice of the overall evaluation process. It allows the coach to demonstrate required criteria and evidence at that time and within a given coaching context. The formal observation consists of gathering the evidence necessary to make a judgment on the attainment of specific standard using a variety of tools.

There are two formal observations required for the Competition Development Evaluation: In-practice and In-competition. Each formal observation includes a pre-brief, the observation and a debrief.

1) In-Practice

The Evaluator and coach schedule a formal in-practice observation. The in-practice observation may take place in the form of a formal observation of coach working with appropriate level of athlete(s) during training OR video submission of coaching working with athlete(s) during training. Video submission platform/process/details are to be organized between the coach and the evaluator.

Regardless if in-person or via video, the formal observation of the practice must include the following procedures:

- Coach must submit a practice plan that includes all necessary elements for the observation to the evaluator prior to the formal observation.
- Practice must include an introduction, warm-up, main-part, cool-down and conclusion.
- Practice must include both figure/elements and team routine training
- Coaches must demonstrate the ability to teach artistic swimming skills according to Canada Artistic Swimming's LTD Framework.

2) In-Competition

The Evaluator and coach schedule a formal in-competition observation. The in-competition observation may take place in the form of a formal observation of coach coaching in the competitive environment with appropriate level of athlete(s) OR video submission of coach coaching in the competitive environment with the appropriate level of athlete(s).

This second formal observation must include the following procedures:

- Coach will submit the competition plan component of the portfolio 1-month prior to the scheduled competition observation and evaluation.
- The competition plan must include all necessary elements for the observation to the evaluator prior to the formal observation

5. Evaluation Debrief, Action Plan & Reporting

Evaluation Debrief

Following each of the two formal observations the evaluator must debrief with the coach. The debrief should last between 30 and 60 minutes, including the development of an Action Plan.

The purpose of the debrief is to:

- Give the coach an opportunity to reflect on and talk about their practice/lesson
- Give Evaluators an opportunity to provide feedback on what they observed, including criteria met and evidence observed
- Give Evaluators and coach an opportunity to develop an Action Plan
- Give Evaluators an opportunity to develop their recommendation about certifying the coach and share it with the coach

Throughout the debrief, Evaluators provide positive feedback that focuses on future improvement. Here are some examples of questions that might be asked:

- How do you feel about the practice/competition?
- What went well? What were the indicators that told you things were going well?
- What do you want to improve upon?
- What did you learn during this practice/competition?
- What would you do differently next time?

Action Planning

- The purpose of the Action Plan is to establish short-term and long-term goals for the coach's development. This includes specifying, in order, the steps to take to accomplish these goals. For example, the Action Plan could list steps the coach will take to complete his or her evaluation or to improve in certain areas. For instance, a coach could be encouraged to attend specific workshops or clinics that would assist in the successful achievement of a particular outcome or criterion.
- The Action Plan includes the Evaluator's assessment of a coach's ability to meet the required criteria according to the NSO's achievement scale.
- The Action Plan should be developed collaboratively by the Evaluator and the coach.

Reporting

- The Evaluator must provide the coach with a formal record of each step of the evaluation. This is accomplished through the Competition Development Action Plan.
- The Evaluator must also send the coaches' Competition Development Action Plan to Canada Artistic Swimming as proof of completion of the evaluation.
- Canada Artistic Swimming will then enter the evaluation into the Locker.

References:

1. Coaching Association of Canada, NCCP Evaluation Toolkit, Ottawa, 2011
2. Synchro Canada, Competition Development Coach Portfolio, Ottawa, 2016



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Visit coach.ca, the resource and information hub for coaches in Canada. Check your coaching transcript in the Locker, access valuable eLearning coaching modules, and get practical coaching tips that you can use today from the Coaching Association of Canada.


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