



CANADA ARTISTIC SWIMMING

NCCP Operations Manual

Version 2.0 – January 2022



National
Coaching
Certification
Program

PARTNERS IN COACH EDUCATION

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



The programs of this organization are funded
in part by the Government of Canada.

Canada

© This document is copyrighted by the Coaching Association of Canada (2020) and its licensors. All rights reserved. Printed in Canada.

Table of Contents

Introduction	1
1 Canada Artistic Swimming and the NCCP	2
1.1 Mission, Vision, and Values.....	2
1.2 Partners in Coach Education.....	3
1.3 Participant Development Model (PDM)	5
1.4 Coach Development Model (CDM)	6
1.5 Long-Term Athlete Development	7
2 The NCCP Model	8
2.1 Training vs. Certification	9
2.2 Contexts	10
2.3 Workshops and Modules	11
3 Evaluation and Certification	25
3.1 Objectives	25
3.2 Principles of Evaluation in the NCCP	25
3.3 Outcomes, Criteria, and Evidence	26
3.4 Evaluating Coaches in the NCCP	28
3.5 Certification Standard	29
3.6 NCCP Database (The Locker)	29
3.7 Administration and Logistics of Evaluation	29
3.8 Recognition of Coaching Competence	30
4 Coach Developers	31
4.1 Identification and Selection of Coach Developers	32
4.2 Learning Facilitator	32
4.3 Coach Evaluator	35
4.4 Master Coach Developer	39
4.5 Multi-Sport Master Coach Developer Support to Sports	42
5 Business Model	45
5.1 Communication	45
5.2 Responsibilities and Planning	47
5.3 Fee Structure, Payment, and Honorarium	48
5.4 Maintenance of Certification and Professional Development	49
5.5 Quality Control	51
5.6 Minimum Age Restrictions	52

6	Tools	54
6.1	NCCP Code of Ethics	54
6.2	NCCP Coach Developer Code of Conduct	56
6.3	Template for Coach Developer Self-Nomination Letter	57
6.4	Template for Coach Developer Application Form	58
6.5	Template for Coach Developer Letter/Preliminary Worksheet	59
6.6	Template for Feedback Form	60

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.

Introduction

Purpose of this Document

The National Coaching Certification Program (NCCP), launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

The CAC works with over 65 different National Sport Organizations, including Canada Artistic Swimming (CAS), across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

Artistic Swimming NCCP training is currently offered in Instructor-Beginner (AquaGO! Instructor), Competition Introduction and Competition Development. Competition Development Advanced Gradation (CDAG) and High Performance Coach.

This *Canada Artistic Swimming NCCP Operations Manual* contains guidelines and procedures for successful implementation of the NCCP. It is not intended to replace the *NCCP Policies and Implementation Standards*, nor does it serve as development guidelines.

Version Control

The following outlines the version history of this document, and identifies any notable changes.

Revision Date	Revisions
2019/03/07	Version 1.0 completed for review and posted to artisticsswimmingcoach.ca
2022/01/03	NCCP: New branding, 2020 version of Code of Ethics, changes to PTCR list, 2020 version of NCCP model, minimum age restriction, update MSM descriptions, addition of section 4.5 CAS: Updates from 2021 Comp Intro Revision, links to up to date policies

1 CANADA ARTISTIC SWIMMING AND THE NCCP

Important: Coaches should also ensure they read and understand the Canada Artistic Swimming Coach Registration and Certification Policy: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

1.1 Mission, Vision, and Values

OUR COLLECTIVE MISSION

To achieve excellence in all aspects of artistic swimming in Canada.

OUR SHARED VISION

To be a world leading nation in artistic swimming.

To move and inspire Canadians through the performances of our artistic swimmers and always strive to be World and Olympic Champions.

OUR CORE VALUES

Athlete focus – Coach led:

The athlete/coach duo is at the center of our actions and decisions.

Excellence:

We are motivated by excellence and innovation in everything we do.

Team Work (Collaboration):

We believe in the power of our team, people and organizations.

Ethics/Respect:

We welcome diversity and respect all perspectives and expect responsible, ethical and accountable behaviour from all stakeholders.

1.2 Partners in Coach Education

The CAC, the provincial/territorial NCCP delivery agencies, the National Sport Organizations (NSOs), and the federal-provincial/territorial governments are individually and collectively responsible to:

- ✓ Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation;
- ✓ Ensure that the programs integrate into the Sport For Life's framework and follow the principles of Long-Term Development (LTD);
- ✓ Ensure that coaching and sport leader development programs are available in both French and English;
- ✓ Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action;
- ✓ Endorse the value of competent coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches;
- ✓ Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

1.2.1 Coaching Association of Canada (CAC)

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

1.2.2 Provincial/Territorial Coaching Representatives (PTCRs)

The Provincial/Territorial Coaching Representatives provide leadership, development, and support in delivering the NCCP.

Alberta: Alberta Sport, Physical Activity and Recreation

British Columbia: viaSport BC

Manitoba: Sport Manitoba Coaching

New Brunswick: Coach NB

Newfoundland and Labrador: Sport Newfoundland and Labrador

Northwest Territories: Sport North Federation

Nova Scotia: Communities, Culture and Heritage – Communities, Sport and Recreation Division

Nunavut: Sport and Recreation Division

Ontario: Coaches Association of Ontario

Prince Edward Island: Sport PEI

Quebec: SportsQuébec

Saskatchewan: Coaches Association of Saskatchewan

Yukon: Sport and Recreation, Department of Community Services, Government of Yukon

1.2.3 National Sport Organization (NSO)

Canada Artistic Swimming

1.2.4 Provincial/Territorial Sport Organizations (P/TSOs)

BC Artistic Swimming

Alberta Artistic Swimming

Saskatchewan Artistic Swimming

Manitoba Artistic Swimming

Ontario Artistic Swimming

Natation Artistique Québec

New Brunswick Artistic Swimming

Nova Scotia Artistic Swimming

Synchro PEI

NL Artistic Swimming

Synchro Yukon

1.3 Participant Development Model (PDM)

1.3.1 The Participant Development Model (PDM)



Participant Development Model



Stage	1	2	3	4	5	6	7	8	
Phase	Active Start	FUNDamentals	Learn to Train	Train to Train Phase 1	Train to Train Phase 2	Train to Compete	Learn to Win	Train to Win	Active for Life
	Learn to Swim/ Water Safety	Having fun while learning the fundamental movements	Building a technical foundation & physical literacy	"Being identified"		"Building Podium Potential"		"Perform to Win"	"Sync for Life"
Age	F 5-6 / M 5-6	F 6-8 / M 6-9	F 8-11 / M 9-12	F 11-12 / M 12-13	F 13-15 / M 14-16	F 15-8 / M 16-19	F 18+ / M 19+	F 18+ / M 19+	Any age
Program	LEARN TO PROGRAM		COMPETITIVE PROGRAM						
	AquaGO!		New Competitors	Developing Competitors		Advanced Competitors		Performance Competitors	Masters
Training	1 day/week	1-2 days/week	1-4 days/week	2-5 days/week	3-6 days/week	3-6 days/week	4-6 days/week	4-6 days/week	
Competencies	Suppleness Rhythm Musicality Basic human movement	Suppleness Speed (<5s) Rhythm Musicality FMS Physical Literacy	Suppleness FMS Artistic Swimming technical skill foundation	Speed Develop Artistic Swimming skill stamina (dependant on growth spurt)	Acquire Artistic Swimming skill stamina Strength (dependant on growth spurt)	Refine Artistic Swimming skills Develop & Acquire Ideal Performance State	Accomplished level of Artistic Swimming Skills Perform on demand	Refined Artistic Swimming Skills Perform on demand	Unspecified
% Comp			10-30%	40%	40%	60%	70%	80%	
Competitive Age Group			9-10, 11-12 (F) 10-11, 12-13 (M)	11-12 (F) 12-13 (M)	13-15 (F) 14-16 (M)	Junior	Senior University	Senior	Masters
Competitions	n/a	n/a	Skills events Festivals Regionals Provincials	Skills events Festivals Regionals Provincials	Skills events Regionals Provincials Nationals International	Skills events Regionals Provincials Nationals Canada Games International	Provincials University Nationals Canada Games International	Nationals World Series World Champs Pan Am Games Olympics	University Nationals Masters World Championships
Provincial Teams				11-12	13-15	Junior	Senior		
National Teams					13-15	Junior	Senior NextGen	Senior	

ENTRY

Participants usually enter the sport at Stage 1 or 2, but also can enter at Stage 3 or later if they have transferable sports skills. Participants can also enter the sport at Stage 8.

Participants can move from any Stage directly to Stage 8 – Active for Life.

1.4 Coach Development Model (CDM)

1.4.1 The Coach Development Model (CDM)



Coach Development Model



LTAD Stage, Phase & Age	Program	Artistic Swimming Coaching Contexts (T = Trained, E = Evaluated)			
1 Active Start F 5-6 / M 5-6	AquaGO!	AquaGO! Instructor (min age 15) NCCP Instructor Beginner AquaGO! Levels 1-6 Outcomes evaluated: Analyze performance – T E Provide support to athletes in training – T E Make Ethical Decisions – T E			
2 FUNdamentals F 6-8 / M 6-9					
3 Learn to Train F 8-11 / M 9-12	New Competitors		Competition Introduction (min age 16) Skills events, Regionals, Provincials Outcomes Evaluated: Design a sport program – T E Plan a practice – T E Provide support to athletes in training Support the competitive experience – T E Analyze performance – T E Make Ethical Decisions – T E		
4 Train to Train F 11-15 / M 12-16	Developing Competitors		Competition Development (min age 18) Skills events, Regionals, Provincials, Nationals, Canada Games, Prov. Teams, Ntl. Teams, Intl. Competitions Outcomes Evaluated: Make Ethical Decisions – T E Managing Conflict – T E Leading Drug Free Sport – T E Design a sport program – T E Plan a practice – T E Provide support to athletes in training – T E Support the competitive experience – T E Analyze performance – T E Manage a sport program – T E		
5 Train to Compete F 15-18 / M 16-19	Advanced Competitors			Competition Development Advanced Gradation (CDAG) As per Comp Dev + 13-15 and Jr National Team Coach Completes ACD/CDAG final assessment (includes CAS expert & CAC HP expert) CDAG Practicum Evaluation: 1. Coach as Performer 2. International Innovation 3. Practical Coaching component 4. MED (if not previously completed)	
6 Learn to Win F 18+ / M 19+	Performance Competitors				High Performance Coach Senior National Team Coach
7 Train to Win F 18+ / M 19+					Same outcomes as CDAG but for Senior National Team Coach.
8 Active for Life Any age	Masters		Competition Introduction or Competition Development University, Masters Nationals, Masters World Championships		

1.4.2 Coaching Pathways

The most up to date Canada Artistic Swimming Coach Development Pathway is always posted online on artisticswimmingcoach.ca on the "CAS Coach Pathways page": <https://artisticswimmingcoach.ca/index.php?page=230>

1.4.3 Coach Registration and Certification Policy

Coaches should also ensure they read and understand the Canada Artistic Swimming Coach Registration and Certification Policy:

<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

1.5 Long-Term Development

Canada Artistic Swimming's LTD Framework can be found here:

<https://artisticswimming.ca/i-love-synchro/ltad-framework-2-0/>

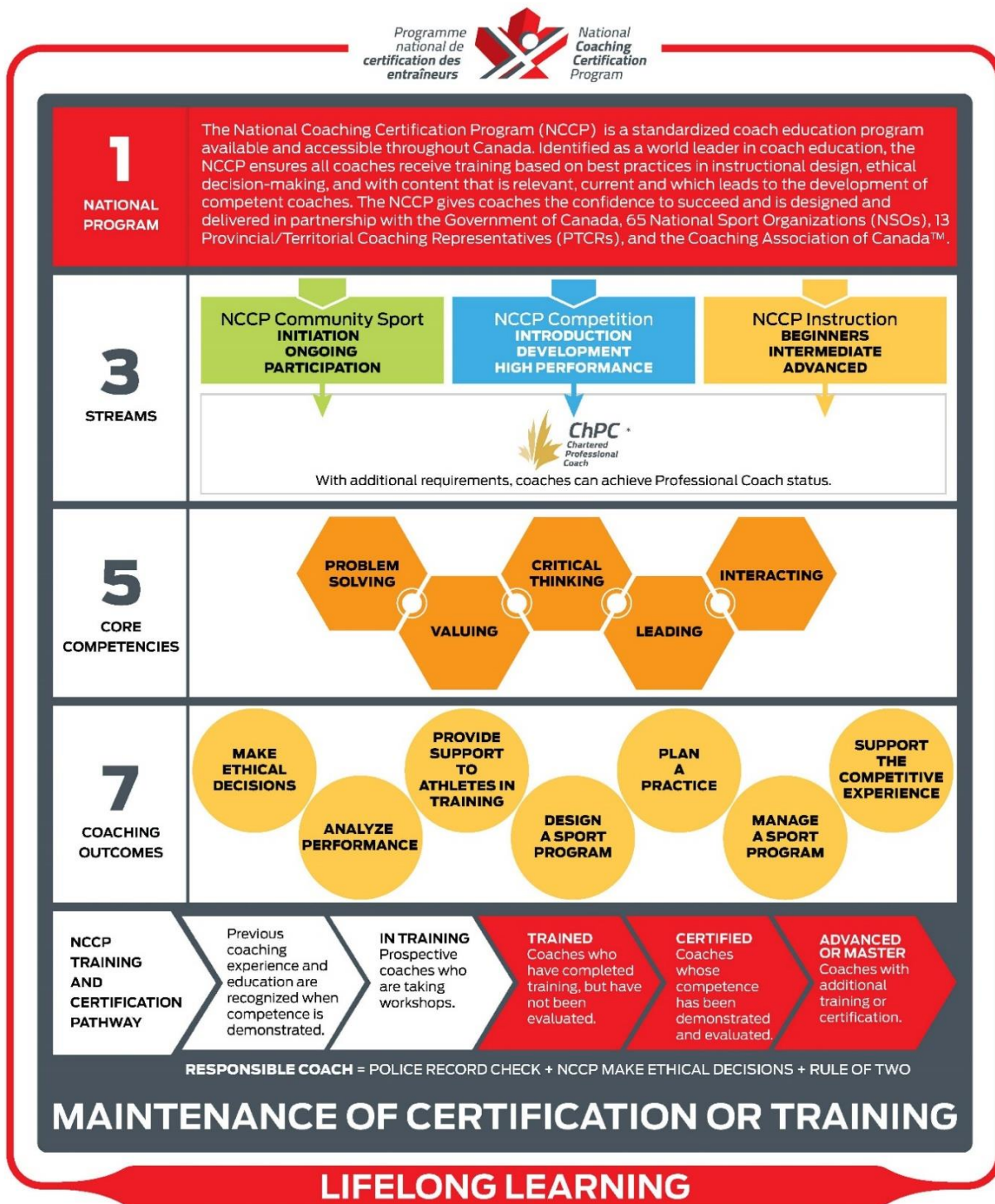
Canada Artistic Swimming LTD Framework General Structure:

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	
	 Age F 5-6 M 5-6	 Age F 6-8 M 6-9	 Age F 8-11+/- M 9-12	 Age F 11-12+/- M 12-14+/- Age F 13-15+/- M 14-16+/-	 Age F 15-18+/- M 16-19+/- Age F 18+ M 19+	 Age F 18+ M 19+	 Age Enter at any age		
CHRONOLOGICAL AGES									
TRAINING FREQUENCY ANNUAL % OF COMPETITIONS / COMPETITION-SPECIFIC	1 day/week	1-2 days/week	1-4 days/week 10-30%	2-5 days/week 40%	3-6 days/week 40%	3-6 days/week 60%	4-6 days/week 70%	4-6 days/week 80%	Unspecified
TRAINABILITIES / COMPETENCIES	Suppleness Rhythm Musicality Basic Human Movement	Suppleness Speed (<5sec) Rhythm & Musicality Fundamental Movement Skill (FMS) Physical Literacy	Suppleness Fundamental Movement Skill (FMS) Synchro Technical Skill Foundation	Speed Develop Synchro Skill Stamina (dependant on growth spurt) Acquire Synchro Skills Stamina Strength (dependant on growth spurt)	Refine synchro skills Develop and Acquired Ideal Performance state	Accomplished level of synchro skill Acquire Perform on Demand	Refined Perform on demand		
LEARN TO PROGRAM	AquaGO!								
EVALUATIONS	Level 1-2	Level 3-6							
INSTRUCTORS	AquaGO! Instructor	AquaGO! Instructor							
COMPETITIVE PROGRAM			New Competitors	Developing Competitors	Advanced Competitors		Performance Competitors	Masters	
COMPETITIVE PROGRAM EVALUATION			STAR 1-6	SuperSTAR 1-5 Podium ID and Development	Podium Results Track Benchmarks Gold Medal Profile		Winning Style of Performance		
COMPETITIVE AGE GROUP			9-10, 11-12 (F) 10-11, 12-13 (M)	11-12 (F) 12-13 (M) 13-15 (F) 14-16 (M)	Junior	Senior / University	Senior	Masters	
PROVINCIAL TEAMS* *PSO mandates				13-15	Junior	Senior			
NATIONAL TEAMS				13-15*	Junior	1st Quad Olympic Team Centre of Excellence	2nd Quad Olympic Team		
COMPETITIONS			Skills event Festivals Regional Provincial	Skills events Regionals Provincials Festivals Canadian Espoir International Competitions	Skills events Regionals Provincials Canadian Open Canada Winter Games International Competitions	Provincials University Canadian Open Canada Winter Games International Competitions	Canadian Open FINA World Series PanAm Games World Championship Olympics	University Masters National Championships Masters World Championships	
COACHES			Competition Introduction	Competition Development Competition Introduction	Competition Development Competition Introduction	Competition Development Advanced Gradation	Competition Development Advanced Gradation	Competition Introduction Competition Development	
COACH PROFESSIONAL EDUCATION		Coaching Association of Canada Continuing Education modules	synchrocoach.ca			synchrocoach.ca Advanced CPE's		synchrocoach.ca	
JUDGING SYSTEM			Adapted	FINA with % values altered	FINA Judging Scale	FINA Judging Scale	FINA Judging Scale	FINA Judging Scale	
JUDGING LEVEL			Level 1 & 2	Level 1, 2, 3, 4	Level 1, 2, 3, 4	Level 1, 2, 3, 4	Level 1, 2, 3, 4	All levels	

* exact parameters to be determined annually

July 2018

2 THE NCCP MODEL



* The Coaching Association of Canada grants the official designation of Chartered Professional Coach (ChPC) to those who have demonstrated their competence as NCCP certified coaches who value the technical and ethical standards of the profession.



2.1 Training vs. Certification

The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition – Introduction) as defined by the sport and be considered “trained”.

To become “certified” in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 65 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

NCCP coaches are described as follows:

- **In Training** – when they have completed some of the required training for a context;
- **Trained** – when they have completed all required training for a context;
- **Certified** – when they have completed all evaluation requirements for a context.

For more information please visit: <http://www.coach.ca/trained-vs-certified-s16468>.

2.2 Contexts



2.2.1 Competition

You're typically a coach who has previous coaching experience or you're a former athlete. You may already coach a team at the regional or provincial level, and you tend to work with athletes over the long term to improve performance.

There are three levels of workshops for competition coaches that reflect the stages of athlete development: Introduction, Development, and High performance.

The **Competition – Introduction** context is designed for coaches of athletes moving from the FUNDamentals to the Learn to Train and Train to Train stages of long-term development.

The **Competition – Development** context is designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term development.

The **Competition – High performance** context is typically reserved for coaches of athletes in the Train to Win stage of long-term development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term development. Coaches in this stream require specific skills and abilities in order to meet the needs of their athletes.

For more information please visit:

<http://www.coach.ca/competitive-coaches-s15435>.



2.2.2 Instruction

Instructors in the Instruction stream must have sport-specific skills and training, whether at the beginner or advanced skill levels. Many are former participants in the sport.

The Instruction stream has three different levels of workshops: Beginners, Intermediate performers, and Advanced performers. Canada Artistic Swimming offers AquaGO! Instructor for Instructor – Beginners:

Instructors in the **Instruction – Beginners** context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically, there's no formalized competition at this level – it's strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.

For more information please visit:

<http://www.coach.ca/instructors-s15436>.

Wondering where YOU fit in the NCCP? Link to coach.ca below and read the descriptions and decide which one best describes you and your coaching needs!

<http://www.coach.ca/where-do-i-fit--s15433>.

2.3 Workshops and Modules

2.3.1 Sport-specific Training

The CAC works with over 65 different National Sport Organizations, including Canada Artistic Swimming, across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

For more information please visit:
<http://www.coach.ca/sport-specific-training-s16547>.

NCCP artistic swimming sport-specific training is currently available in the following contexts as follows:

AquaGO! Instructor (Instruction-Beginners)

AquaGO! Instructor Workshop:

Focused on the LTD stages of Active Start and FUNdamentals, Instructors will learn about delivering the AquaGO! program, LTD & fundamental movement skills, swimming fundamentals, artistic swimming skills and how to bring a lesson plan to life. This 20-hour course also touches on safety and has a 4-hour practical pool session with a micro-teaching component as part of 2-day workshop.

Competition Introduction

Competition Introduction Course:

Focused on the LTD stages of Learn to Train, Train to Train and Masters. In this 25-hour course coaches will learn how to plan for performance and plan a practice, be introduced to developing athletic abilities, and will learn about figure foundations and developing and training routines as well as analyzing performance. This course also involves a 4-hour practical pool component that focuses on the application of learnings and micro-teaching.

Competition Development

Competition Development Course:

Focused on the LTD stages of Train to Train, Train to Compete, and Masters. In this 30-hour course (approx.) coaches will learn how to develop athletic abilities, plan a practice, do performance planning, analyze figure abilities, analyze routine abilities and manage a sport program.

Competition Development Advanced Gradation (CDAG) / High Performance Coach

Coaches must have completed their Advanced Coaching Diploma (ACD) or be currently enrolled in ACD to pursue Competition Development Advanced Gradation (CDAG) or High Performance Coach. For more information about this context please refer to the Coach Development Pathway or contact Canada Artistic Swimming.

2.3.2 NCCP Multi-sport Training

Many of these modules have been integrated by sports into their own sport-specific workshops while other sports require their coaches to take them separately through our network of Provincial and Territorial Coaching Representatives.

All of these multi-sport modules can help you reach higher as a coach, and can also be counted towards Maintenance of Certification.

For more information please visit <https://coach.ca/nccp-multi-sport-training-modules>

The following NCCP multi-sport training modules are required for the following Canada Artistic Swimming contexts.

IMPORTANT: Please note that where an online evaluation is also available (Make Ethical Decisions, Managing Conflict and Leading Drug Free Sport) coaches MUST complete the workshop (training) first and then proceed to the online evaluation. Coaches who proceed with the online evaluation without having taken the required workshop will be asked to go back and take the training.

AquaGO! Instructor:

- NCCP Coach Initiation in Sport eLearning
- NCCP Make Ethical Decisions Workshop
- NCCP Emergency Action Plan (EAP) eLearning
- Instructors are also required to complete the Sport for Life Intro to Physical Literacy eLearning course

Competition Introduction Coach:

- NCCP Coach Initiation in Sport eLearning (if not previously completed)
- NCCP Make Ethical Decisions Workshop (if not previously completed)
- NCCP Making Head Way in Sport eLearning
- NCCP Emergency Action Plan (EAP) eLearning (if not previously completed)
- NCCP Sport Nutrition eLearning
- NCCP Basic Mental Skills Workshop
- NCCP Teaching and Learning Workshop

- Coaches are also required to complete the Sport for Life Intro to Physical Literacy eLearning course

Competition Development Coach:

- NCCP Make Ethical Decisions Workshop
- NCCP Making Headway in Sport eLearning
- NCCP Coaching and Leading Effectively Workshop
- NCCP Managing Conflict Workshop
- NCCP Leading Drug Free Sport Workshop
- NCCP Psychology of Performance Workshop
- NCCP Prevention and Recovery Workshop

Competition Development Advanced Gradation (CDAG) / High Performance Coach:

- Advanced Coaching Diploma (ACD)

NCCP ABORIGINAL COACHING MODULES



The Aboriginal Coaching Modules (ACM) respond to the need for a national training curriculum with content that reflects the uniqueness of Aboriginal culture, values, and lifestyles.

The ACM is a professional development training tool for Aboriginal and non-Aboriginal coaches who coach Aboriginal athletes, as they become certified through the NCCP. The ACM is comprised of three modules: Holistic Approach to Coaching, Dealing with Racism and Individual and Community Health and Wellness. After completing these modules, you will be able to:

- ☐ understand the role of sport in Aboriginal communities;
- ☐ understand and positively influence the community in which you coach;
- ☐ coach the whole person, coach beyond the physical to include the mental (intellectual/emotional), spiritual, and cultural;
- ☐ respond to racism in sport;
- ☐ establish a code of conduct for your team that respects differences and addresses racism;
- ☐ help those you coach make healthy lifestyle choices.

DURATION: 1 – 3 hours (depending on the module).

NCCP ADVANCED PRACTICE PLANNING



After completing the NCCP Advanced Practice Planning module, you will be able to:

- ☐ identify the factors that affect practice planning;

- ☐ ensure that practice plans are consistent with the microcycles and phases of which they are part;
- ☐ sequence exercises in a practice so that their order is consistent with the research on sequencing;
- ☐ develop a plan for training athletic abilities over a microcycle;
- ☐ develop a plan for training technical and tactical abilities over a microcycle; and
- ☐ develop a plan for a microcycle that helps athletes taper before a competition.

DURATION: 4 hours 37 minutes

NCCP BASIC MENTAL SKILLS



The Basic Mental Skills module gives you the ability to:

- ☐ Integrate mental-preparation strategies into practice
- ☐ Help participants be mentally prepared for competition

DURATION: 4 hours

NCCP COACH INITIATION IN SPORT



NCCP Coach Initiation in Sport is an online NCCP module developed to introduce new or experienced coaches to the foundational skills in coaching, such as: long-term development, ethics, coaching motivation, and athlete safety and wellness. The NCCP Coach Initiation in Sport module will also introduce coaches to the NCCP, a valuable tool for preparing for a coach's first in-person NCCP workshop.

The NCCP Coach Initiation in Sport online module is designed as an important introduction to the key coaching concepts and educational tools that are the foundation of the NCCP. The module remains an excellent informational resource for coaches which they can revisit at any time after successful completion of the module.

NCCP Coach Initiation in Sport is a valuable resource for:

- ☐ parents new to coaching;
- ☐ new coaches;
- ☐ experienced coaches new to the NCCP;
- ☐ athletes transitioning to coaching;
- ☐ experienced NCCP coaches who need professional development, or a refresh on the fundamental principles of the NCCP; and

- ☐ sport administrators who work with the NCCP and coach development.

DURATION: 1 hour

NCCP COACHING AND LEADING EFFECTIVELY



The NCCP Coaching and Leading Effectively module gives you the skills needed to:

- ☐ promote a positive image of sport, and model it to athletes and those supporting their performance;
- ☐ deliver clear messages and explanations when communicating with athletes and their supporters; and
- ☐ identify opportunities to interact with all athletes and use feedback to improve and correct performance and behaviour.

DURATION: 8 hours 40 minutes

NCCP COACHING ATHLETES WITH A DISABILITY



The NCCP Coaching Athletes with a Disability eLearning module is designed primarily for coaches who have never coached, or who are new to coaching, athletes with a disability.

Upon completion of this module, you will be able to:

- ☐ communicate effectively and respectfully with and about persons with a disability;
- ☐ explain the benefits of sport participation for persons with a disability;
- ☐ design positive, safe, and inclusive sport experiences for athletes with a disability;
- ☐ consider next steps in your professional development related to coaching athletes with a disability.

DURATION: 1 hour

NCCP COACHING IN SECONDARY SCHOOLS



After completing the NCCP Coaching in Secondary Schools module, you will be able to:

- ☐ apply and integrate the LTAD model into school sport programming;
- ☐ apply an ethical decision-making process to school sport scenarios;
- ☐ apply a school sport philosophy and the NCCP Code of Ethics to your school sport pro-gram;
- ☐ integrate safety standards into school sport coaching;

- ☐ manage school sport policies and procedures; and
- ☐ apply the roles and responsibilities of a school sport coach.

This workshop is delivered by the following School Sport Organizations in British Columbia, Ontario, and Newfoundland and Labrador:

- ☐ BC School Sports www.bcschoolsports.ca/coaching
- ☐ Ontario Federation of School Athletic Associations (OFSAA)
- ☐ <https://www.ofsaa.on.ca/programs/coaching-ontario-schools-cios>
- ☐ School Sports Newfoundland Labrador www.schoolsportsnl.ca/high-school/

DURATION: 3 hours

NCCP DESIGN A BASIC SPORT PROGRAM



NCCP Design a Basic Sport Program will prepare you to:

- ☐ develop a program structure based on opportunities for training and competition;
- ☐ establish indicators of athlete development in the program; and
- ☐ develop practice plans that reflect seasonal training priorities.

DURATION: 4 hours 45 minutes

NCCP DEVELOPING ATHLETIC ABILITIES



After completing the NCCP Developing Athletic Abilities module, you will be able to:

- ☐ identify the athletic abilities required in your athletes' sport;
- ☐ evaluate athletes' abilities and interpret data to prescribe training;
- ☐ understand training principles, methods and protocols; and
- ☐ develop and prescribe training protocols specific to your athletes' age and stage of development.

DURATION: 7 hours 30 minutes

NCCP EMERGENCY ACTION PLAN



After completing the NCCP Emergency Action Plan, you will be able to:

- ☐ describe the importance of having an EAP;
- ☐ identify when to activate the EAP;
- ☐ explain the responsibilities of the charge person and call person when the EAP is activated; and

- ☐ create a detailed EAP that includes all required information for responding to an emergency.

Visit the NCCP Emergency Action Plan eLearning page in the Locker to complete this free activity.

DURATION: 15 minutes

NCCP EMPOWER+

After completing the NCCP Empower+ module, you will be able to:

- ☐ critically reflect on your own experiences in sport;
- ☐ recognize the potential for and presence of maltreatment in sport;
- ☐ determine when and how to intervene when you observe or suspect maltreatment;
- ☐ apply the six-step NCCP Decision-making Model to make ethical decisions related to maltreatment in sport; and
- ☐ identify the conditions related to creating positive and healthy sport experiences that enhance the well-being of athletes in your care.

DURATION: 3 hours 20 minutes

NCCP FUNDAMENTAL MOVEMENT SKILLS

Presented by  teamsnap

The learning activities in the NCCP Fundamental Movement Skills workshop will prepare you to:

- ☐ detect and correct basic errors for fundamental movement skills in participants so they have a choice to adopt a healthy, active lifestyle;
- ☐ apply a teaching process to fundamental movement skills;
- ☐ adapt fundamental movement skills for participants with intellectual, physical, sensory or behavioural disabilities;
- ☐ lead activities that will promote the development of fundamental movement skills in a safe, responsible manner while interacting with others; and
- ☐ provide stage-appropriate feedback to encourage and develop fundamental movement skills in participants.

DURATION: 4 hours 12 minutes

NCCP LEADING DRUG-FREE SPORT

After taking NCCP Leading Drug-free Sport, you will be able to:

- ☐ fully understand and explain the consequences of using banned substances in sport;
- ☐ educate athletes about drug-testing protocols at major competitions;
- ☐ encourage athletes to safeguard their sport values and take greater responsibility for their personal actions; and
- ☐ apply the NCCP Ethical Decision-Making Model to your coaching as it relates to keeping your sport and athletes drug-free.

DURATION: 3 hours 30 minutes

NCCP MAKE ETHICAL DECISIONS

The NCCP offers coaches the opportunity for training and evaluation in ethical decision-making through the NCCP Make Ethical Decisions training, and online evaluation.

By successfully completing the NCCP Make Ethical Decisions training, coaches will be fully equipped to handle ethical situations with confidence and surety. The training helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport.

Upon completing the NCCP Make Ethical Decisions training, coaches will be able to:

- ☐ analyze a challenging situation and determine if it has moral, legal or ethical implications; and
- ☐ apply the NCCP Ethical Decision-Making Model to properly respond to situations in a way that is consistent with the NCCP Code of Ethics.

DURATION: 3 hours 30 minutes

NCCP MAKING HEADWAY IN SPORT

After completing the NCCP Making Head Way in Sport module, you will understand:

- ☐ what to do to prevent concussions;
- ☐ how to recognize the signs and symptoms of a concussion;
- ☐ what to do when you suspect an athlete has a concussion; and
- ☐ how to ensure athletes return to play safely.

DURATION: 1 hours 30 minutes

NCCP MANAGE A SPORT PROGRAM



The NCCP Manage a Sport Program module provides coaches with the opportunity to plan and interact with program budgeting, setting staff and team expectations, arranging team travel, building athlete agreements, and reporting on athlete/team progress.

After completing the NCCP Manage a Sport Program module, you will be able to:

- ☐ manage administrative aspects of the program and oversee logistics;
- ☐ manage staff's roles and responsibilities;
- ☐ manage camp and tournament finances and travel; and
- ☐ report on athlete progress throughout the program.

DURATION: 4 hours

NCCP MANAGING CONFLICT



The NCCP Managing Conflict module will allow you to:

- identify common sources of conflict in sport;
- determine which individuals or groups are most likely to find themselves in situations involving conflict;
- learn important skills that will help you prevent and solve conflict resulting from misinformation, miscommunication, or misunderstanding; and
- develop skills that will empower you to listen and speak effectively in conflict situations while maintaining positive relationships with athletes, parents, officials, and other coaches.

DURATION: 4 hours 30 minutes

NCCP MENTORSHIP



The NCCP Mentorship module prepares individuals for their roles as mentors with clarity of purpose and confidence in their actions. The training reaffirms and strengthens their abilities and skills as a mentor, while expanding upon the mentor's knowledge of the mentoring process. Completing the training will provide the mentor with the necessary standards and protocols to implement mentoring within their coaching community.

Training includes small group tasks, discussions, and debriefs, with an emphasis on practicing the required communication skills of a mentor.

After completing the NCCP Mentorship module, you will be able to:

- ☐ understand the concept of mentoring;
- ☐ understand the process of cognitive coaching;
- ☐ acquire and perform the communication skills required to be an effective mentor; and
- ☐ use the 3 steps of the mentoring process.

DURATION: 6 hours 40 minutes

NCCP PERFORMANCE PLANNING

INCLUDES: 2-hour pre-workshop session

The NCCP Performance Planning module allows coaches to reflect on the structure of a yearly plan and appropriately sequence training and development priorities so as to achieve peak performance in their athletes.

This module is an ideal follow-up to the NCCP Design a Basic Sport Program module. It is recommended that coaches take both the NCCP Design a Basic Sport Program and the NCCP Developing Athletic Abilities modules before taking the NCCP Performance Planning module.

After completing the NCCP Performance Planning module, you will be able to:

- ☐ perform a thorough analysis of the demands of your athletes' sport at the elite (high-performance) level;
- ☐ outline a program structure based on training and competition opportunities;
- ☐ identify appropriate measures for promoting athlete development within your own program;
- ☐ integrate yearly training priorities into your own program;
- ☐ organize and sequence training priorities and objectives on a weekly basis to optimize adaptations; and
- ☐ evaluate the ability of your athletes/team to perform up to their potential in competition.

DURATION: 12 hours 30 minutes

NCCP PLANNING A PRACTICE

The NCCP Planning a Practice module consists of two components; a free NCCP Emergency Action Plan eLearning activity, and an in-class / online delivered module. To receive the full credit for the NCCP Planning a Practice module, coaches must complete both components.

This module's goal is to prepare coaches to plan safe and effective practices.

The NCCP Planning a Practice learning activities will prepare you to:

- ☐ explain the importance of logistics in the development of a practice plan;
- ☐ establish an appropriate structure for a practice; and
- ☐ identify appropriate activities for each part of the practice.

After completing the NCCP Emergency Action Plan eLearning activity, you will be able to:

- ☐ describe the importance of having an Emergency Action Plan (EAP);
- ☐ identify when to activate the EAP;
- ☐ explain the responsibilities of the charge person and call person when the EAP is activated; and
- ☐ create a detailed EAP that includes all required information for responding to an emergency.

DURATION: 5 hours 10 minutes

NCCP PREVENTION AND RECOVERY

After taking NCCP Prevention and Recovery, you will have the knowledge needed to:

- ☐ identify common injuries in your sport and develop appropriate prevention and recovery strategies to keep your athletes injury-free during training and competition;
- ☐ offer valuable information and guidance on hydration, nutrition, and sleep as they relate to injury prevention;
- ☐ choose skills and drills that help athletes perform appropriate warm-ups and cool-downs;
- ☐ develop functional evaluations for an athlete's return to play; and
- ☐ implement recovery and regeneration techniques to help an athlete maintain or return to optimal performance post injury.

DURATION: 7 hours 20 minutes

NCCP PSYCHOLOGY OF PERFORMANCE

Completing NCCP Psychology of Performance will allow you to:

- ☐ identify the focus skills that will help athletes achieve their goals in training and in competition;
- ☐ train athletes in the focus skills that will help them achieve their goals in training and in competition;
- ☐ work with athletes or teams to identify appropriate outcome, performance and process goals; and
- ☐ use debriefing skills to work with athletes and assess their performance in training and in competition

DURATION: 7 hours 30 minutes

NCCP RESISTANCE TRAINING

The NCCP Resistance Training workshop will teach you how to prevent injuries and increase athlete performance through proven resistance training tools.

After completing the NCCP Resistance Training module, you will be able to:

- ☐ use resistance exercises that are appropriate to your athletes' stage(s) of development to develop strength;
- ☐ identify appropriate resistance training exercises, and sequences of exercises for developing strength; and
- ☐ help athletes correctly perform resistance training exercises and monitor their training programs.

DURATION: 3 hours 30 minutes

NCCP SPORT NUTRITION

After taking the NCCP Sport Nutrition module, you will be able to:

- ☐ explain the basic nutritional needs of an athlete;
- ☐ take appropriate measures to ensure that athletes stay hydrated during exercise;
- ☐ educate athletes on the use of nutritional supplements and sports drinks;
- ☐ encourage a positive body image in athletes;
- ☐ identify the different types of disordered eating;
- ☐ support athletes with special nutritional needs;

- ☐ identify common food allergies and intolerances;
- ☐ provide accurate guidance to athletes and their parents or caregivers on nutrition before, during and after exercise; and
- ☐ provide accurate nutritional guidance to athletes and their parents or caregivers before and during travel.

DURATION: 1 hour

NCCP TEACHING AND LEARNING

Upon completing the NCCP Teaching and Learning module, you will be able to:

- ☐ implement an appropriately structured and organized practice;
- ☐ make interventions that promote learning and development.

DURATION: 4 hours 45 minutes

3 EVALUATION AND CERTIFICATION

3.1 Objectives

Evaluation in the National Coaching Certification Program (NCCP) is the process used to determine whether coaches meet NCCP coaching standards for certification. This process applies to all coaching contexts in the NCCP. While evaluation for certification is not required in the Community Sport stream, sports in that stream may choose to certify coaches.

3.2 Principles of Evaluation in the NCCP

- ☐ Outcomes are the foundation of the NCCP approach to evaluating and certifying coaches.
- ☐ Evaluation in the NCCP reflects the ethical coaching practices promoted in the Canadian sport system.
- ☐ Evaluation in the NCCP reflects the diversity among sports in a given context.
- ☐ Evaluation recognizes and respects individual coaching styles.
- ☐ Evaluation in the NCCP is evidence-based.
- ☐ The evidence in NCCP evaluations consists of observable coaching behaviour that is used to determine whether a coach meets a given criterion.
- ☐ The evidence in NCCP evaluations may come from several sources.
- ☐ Evidence demonstrated during an evaluation may not reflect all of the elements or objectives identified in training activities.
- ☐ Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.
- ☐ Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Coach Evaluators.

Additional Points

- ☐ Evaluation requirements, procedures, and methods are (1) administratively feasible, (2) professionally acceptable, (3) publicly credible, (4) legally defensible, (5) economically affordable, and (6) reasonably accessible.
- ☐ Evaluation is preceded by NCCP training or relevant experience.
- ☐ NCCP training activities prepare coaches to meet certification standards.

3.3 Outcomes, Criteria, and Evidence

Evaluation in the NCCP is based on a systematic approach to determining whether coaches meet NCCP standards. This approach has three key components:

- ✓ **Outcomes**
- ✓ **Criteria**
- ✓ **Evidence**

OUTCOMES: These are the overall tasks coaches must be able to perform

There are seven overall tasks that capture what coaches in the NCCP need to be able to do. These are called *NCCP outcomes*, and they are:

- ☐ Provide Support to Athletes in Training
- ☐ Make Ethical Decisions
- ☐ Plan a Practice
- ☐ Analyze Performance
- ☐ Support the Competitive Experience
- ☐ Design a Sport Program
- ☐ Manage a Program

The outcomes that apply in a specific coaching situation depend on the coaching context. National Sport Organizations (NSOs) have the flexibility to add unique outcome(s) should the NCCP outcomes not fully capture coaching tasks in their sport. The quantity of outcomes being evaluated contributes to the NCCP minimum standard for evaluation.

CRITERIA: These are the components of an outcome that will be evaluated

Every outcome is associated with one or more criteria.

Criteria depend on the coaching context. For example, in the Community Sport – Initiation context, the outcome Provide Support to Athletes in Training has one criterion, but in the Competition – Introduction context, it has three criteria.

Criteria may be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

EXAMPLE – Provide Support to Athletes in Training Criteria:

- *Community Sport – Initiation context: Lead participants in appropriate activities*
- *Competition – Introduction context: Implement an appropriately structured and organized practice*

EVIDENCE: This is what the Coach Evaluator must observe and measure to confirm that the candidate meets the NCCP standard for each criterion

All criteria are associated with one or more pieces of evidence. Evidence is what the coach actually does. It is *observable* **and** *measurable*.

The more evidence the Coach Evaluator must observe and measure, the more demanding the evaluation will be.

Evidence *may* be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

Together with the outcomes and criteria, the evidence is used to determine the NCCP minimum standard for evaluation.

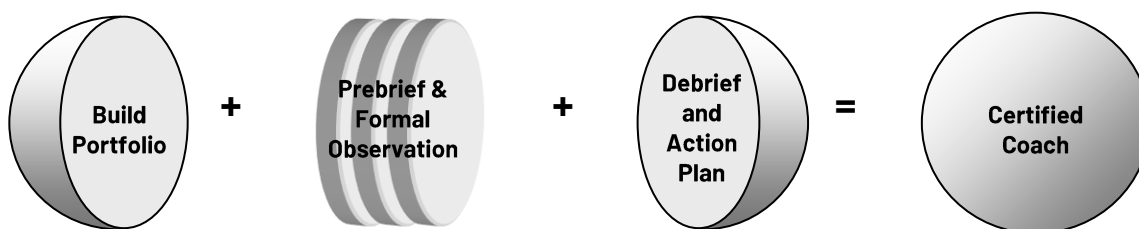
EXAMPLE – Competition – Introduction Criterion and Evidence for the Provide Support to Athletes in Training Outcome

- *Criterion: Implement an appropriately structured and organized practice*
- *Evidence: Deliver a practice that matches the goals identified in the practice plan; activities contribute to development of skills, tactics, or athletic abilities; equipment is available and ready to use*

3.4 Evaluating Coaches in the NCCP

Evaluating coaches in the NCCP evaluation process involves:

- ☑ Portfolio evaluation
- ☑ Prebrief
- ☑ Formal observation
- ☑ Debrief
- ☑ Action planning
- ☑ Reporting/Administration



Evaluation guidelines/tools for each context offered by Canada Artistic Swimming (AquaGO!, Competition Introduction, and Competition Development) are outlined in the Evaluator Guide, Instructor/Coach Evaluation Guide and/or Portfolio for each context. The applicable guide and/or portfolio is posted online at [artisticswimmingcoach.ca](https://artisticswimmingcoach.ca/index.php?page=230):
<https://artisticswimmingcoach.ca/index.php?page=230>

3.4.1 Portfolio Evaluation

The portfolio evaluation enables the Coach Evaluator to determine the readiness of the coach candidate for the formal observation.

The coach must register with the appropriate sport body and submit all required portfolio pieces in advance of a formal observation being scheduled.

The Coach Evaluator must review the portfolio using the appropriate evaluation tool(s) 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 Coach Evaluator should notify the appropriate sport body to schedule the formal observation.

When the formal observation is scheduled, the Coach Evaluator begins the prebrief process.

3.5 Certification Standard

Certification standard refers to the degree to which coaches meet a given criterion. An achievement scale is used to determine whether or not a coach meets or exceeds the minimum standards. For example, a five-point achievement scale might be:

- 5 Expert
- 4 Advanced
- 4 NCCP Minimum Standard – includes the evidence that describes the minimum standard for what a coach does
- 2 Near Standard
- 1 Well Below Standard

While the achievement scale may differ, *all* must include the NCCP Minimum Standard.

Coaches seeking certification for a given context must be evaluated and must achieve at least NCCP Minimum Standard in all the relevant criteria required for that context in their evaluation.

3.6 NCCP Database (The Locker)

The NCCP Database (The Locker) tracks the outcomes and criteria with a (T) for the criteria that have been trained, and with an (E) for the criteria that have been evaluated. The Database does *not* track evidence.

3.7 Administration and Logistics of Evaluation

The following administrative aspects were considered when designing the evaluation protocols.

3.7.1 Payment and Honoraria of Evaluations

The following schedule outlines the recommended guidelines regarding the payment of Coach Evaluators if one Coach Evaluator is responsible for facilitating the evaluation process.

- ☐ Upon registering for the evaluation process the coach pays the fee to the appropriate sport governing body (P/TSO or NSO).
- ☐ The Evaluator receives one payment from the appropriate sport governing body (P/TSO or NSO) upon submission of the evaluation documentation and action plan.
- ☐ If more than one Coach Evaluator is involved in the evaluation process then the PTS/O or NSO must identify appropriate payment schedules for specific contributions towards a coach candidate's evaluation. This may involve specific requirements for the evaluation of certain NCCP outcomes.

3.7.2 Appeals and Audits of Evaluations

Please refer to the Canada Artistic Swimming Appeal Policy:

<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

Master Coach Developers will complete an audit of coach evaluations on a regular schedule (every two years).

3.8 Recognition of Coaching Competence

As stated in the Canada Artistic Swimming Coach Registration and Certification Policy:

<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

VII. CAS Coach Development Pathway

CAS and PTSOs believe in the importance of having a nationally-respected workforce of coaches certified under the NCCP. The CAS Coach Development Pathway offers a continuous learning pathway for coaches across Canada, with the objective of establishing a standardized coach training and certification system. All coaches must follow the CAS Coach Development Pathway including minimum age eligibility for each level of certification. The Coach Development Pathway is available on the CAS website at artisticswimming.ca.

The Coach Development Pathway is intended to be progressive and all coaches should be Competition Introduction Certified prior to beginning Competition Development course-work. Coaches are encouraged to refer to the Coach Development Pathway and ensure that all required course-work and training modules have been completed and are recorded.

A. International Coaches

Experienced foreign international artistic swimming coaches with approved training and certification working in Canada may apply for an opportunity to “challenge” an evaluation (i.e., instead of taking the required course and then completing the evaluation, the international coach would proceed directly to the evaluation). The applicant must be a resident of Canada or possess a Canadian work visa. Applications will be reviewed by the CAS Chief Sport Officer, who will determine the appropriate level of evaluation to challenge. This will be completed on a case-by-case basis.

4 COACH DEVELOPERS

Who coaches the coaches? NCCP Coach Developers do!

According to the International Council for Coaching Excellence (ICCE), Coach Developers “are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and skills in order to provide positive and effective sport experiences for all participants.” In short, Coach Developers need to be experts in learning, as well as experts in coaching.

NCCP Coach Developers include Learning Facilitators, Coach Evaluators, and Master Coach Developers.

The typical pathway for someone who wants to be a Coach Developer involves the following steps:



Training: Coach Developer candidates must complete rigorous training, and this training is now being made consistent across Canada. The following training is required by all Coach Developers:

- ☑ **Core Training:** Provides Coach Developers with the skills to perform their role.
- ☑ **Content-specific Training (sport or multi-sport):** This includes micro-facilitation and/or micro-evaluation which give Coach Developers an opportunity to practise delivery with their peers.
- ☑ **Co-delivery:** This is a chance for the new Coach Developer to practise with real coaches alongside an experienced Coach Developer.

Once a Coach Developer has all of the above training pieces they are considered “TRAINED”.

Evaluation: Evaluation confirms that the Coach Developer is capable of certain abilities which are deemed important in the training of coaches.

Once a Coach Developer has been evaluated they are considered: “CERTIFIED”.

For more information please visit: <http://www.coach.ca/coach-developer-training-s16933>.

For the Canada Artistic Swimming Coach Developer Pathways please visit:
<https://artisticswimmingcoach.ca/index.php?page=234>

4.1 Identification and Selection of Coach Developers

There are two ways to become a Coach Developer candidate:

- ❑ Master Coach Developers (MCDs), Provincial/Territorial Sport Organizations (P/TSOs), and National Sport Organizations (NSOs) can identify Coach Developer candidates.
- ❑ Individuals can nominate themselves.

When establishing a pool of candidates, Canada Artistic Swimming will try to balance the regional training requirements for their sport with the need to have appropriate representation of all regions in Canada. Many candidates are coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study. The competencies of the Coach Developers are clearly indicated in the Evaluation Tools.

Individuals who nominate themselves are sent the template for the Letter of Self-nomination and are asked to fill in this letter and submit it to their Provincial/Territorial Sport Organization (P/TSO) or Provincial/Territorial Coaching Representative (P/TCR), along with their resume and NCCP Certification Transcript, if applicable.

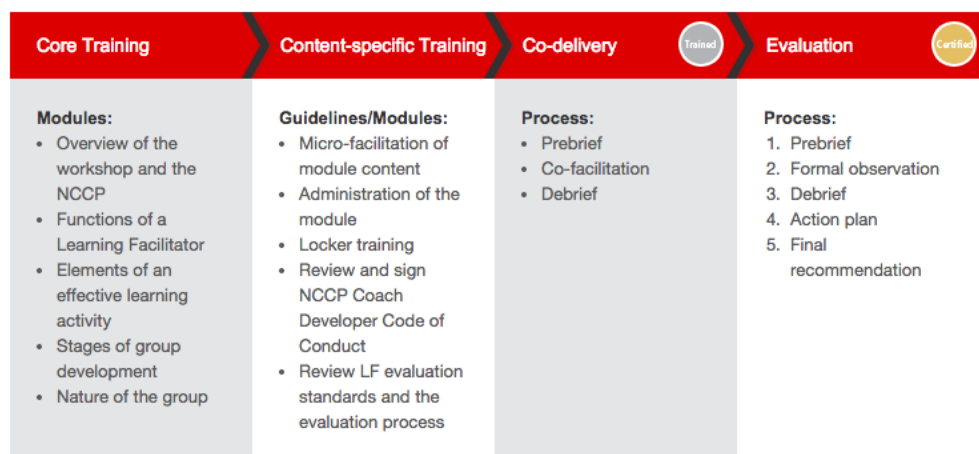
4.2 Learning Facilitator

Every NCCP workshop is led by a trained Learning Facilitator (LF) who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants.

The goal of an LF is to effectively facilitate sessions that result in the development of coaches who are able to demonstrate their abilities and meet the standards established for certification. An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

4.2.1 How to Become a Learning Facilitator

All Learning Facilitators complete the following steps:



For more information please visit: <http://www.coach.ca/learning-facilitator-p156718>.

4.2.2 Selecting Learning Facilitators

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators.

It is recommended that Learning Facilitators are:

- ☐ Trained or certified in the context they are delivering in;
- ☐ Good communicators: have the ability to speak clearly and communicate professionally;
- ☐ Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
- ☐ Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- ☐ Good organizers: are well prepared, organized, and professional;
- ☐ Also: approachable, ethical, responsible, and self-confident.

Canada Artistic Swimming requires that Learning Facilitators have the following pre-requisite sport-specific experience, background, and abilities:

- ☐ Canada Artistic Swimming member in good standing
- ☐ In compliance with the Canada Artistic Swimming Coach Registration and Certification Policy
- ☐ Represents the vision, mission and values of Canada Artistic Swimming and conducts oneself according to ethical standards expected of a Learning Facilitator
- ☐ Observes and supports all policies and procedures as set by the CAS Board of Directors
- ☐ Desire and availability to be involved
- ☐ Must have time to devote to facilitating and required admin tasks
- ☐ MED training (workshop) and online evaluation completed
- ☐ Coach Initiation in Sport completed
- ☐ Sport for Life Intro to Physical Literacy course completed
- ☐ For AquaGO! and Competition Introduction, a minimum of Comp Intro Certified
- ☐ For Competition Development, a minimum Comp-Dev Certified (Level 4 preferred), and Current/former coach of national level athletes (recommended)

AquaGO! and Competition Introduction LFs are selected by the P/TSO in and/or the NSO. Competition Development LFs are selected by the NSO. Potential Coach Developers for the AquaGO! and Competition Introduction contexts should direct their questions to the P/TSO. Potential Coach Developers for Competition Development should direct their questions to the NSO.

Online Delivery

All as above plus:

- ☐ A LF who has the skill set for managing technology and an online learning platform unassisted and the desired attributes for delivery online.
- ☐ Learning Facilitators must take NCCP LF Training For Online Delivery and co-deliver with an experienced online LF prior to being eligible to deliver online on their own.
- ☐ Please refer to the Canada Artistic Swimming – Online Learning Facilitator Pathway: <https://artisticswimmingcoach.ca/index.php?page=234>

4.2.3 Core Training

Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.2.4 Content-specific Training

Content-specific Training is a mandatory component of training for Learning Facilitators. Content-specific Training will include a micro-facilitation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training. Coach Developers should also read and understand the Canada Artistic Swimming Conduct Policy: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

The duration of Content-specific Training may vary pending the context in which the LF is training; AquaGO!, Competition Introduction or Competition Development. Training details are outlined in the Learning Facilitator Guide for each context.

4.2.5 Co-delivery

All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own.

- ☐ Co-facilitation should occur within 3 months of Content-specific Training.
- ☐ Co-facilitation is part of training and therefore the person being trained will not be paid.
- ☐ A Learning Facilitator candidate may be required to co-facilitate a workshop a number of times before facilitating a workshop on their own.

4.2.6 Evaluation

All Learning Facilitators must be evaluated to become certified Learning Facilitators.

- ☐ Learning Facilitators should be evaluated after co-facilitation, and when they feel ready to deliver the course on their own.
- ☐ Learning Facilitators will be evaluated in person.
- ☐ Learning Facilitators will be evaluated against the CAC Learning Facilitator Outcomes, Criteria, and Evidence.
- ☐ All Learning Facilitators must have completed the Make Ethical Decisions training and evaluation as per the CAS LF Pathway.

4.2.7 Maintenance of Certification

All Learning Facilitators are required to attain 20 PD points over 5 years to maintain their certification. Page 34

4.2.8 Honorarium

Based on P/T averages, Canada Artistic Swimming recommends the following for AquaGO! and Competition Introduction Learning Facilitators, and pays the following amount for Competition Development LFs:

AquaGO!	\$30-\$50/hr (based on experience) \$50/hr for online delivery
Competition Introduction	\$30-\$50/hr (based on experience) \$50 for online delivery
Competition Development	\$60/hr (in-person or online delivery) for less than 8.5hrs in one day OR \$500 (for an 8.5+ hour day)

4.2.9 Appeals Process

Please refer to the Canada Artistic Swimming Appeal Policy:
<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

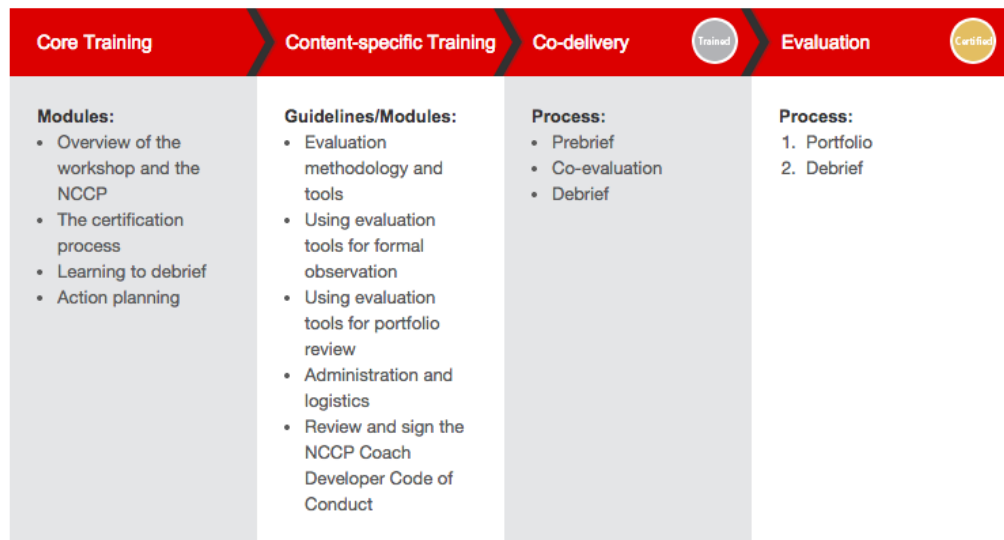
4.3 Coach Evaluator

A Coach Evaluator's role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidence that comprise the evaluation tools that establish NCCP standards for coaches of a particular sport context.

Coach Evaluators act as ambassadors of the NCCP and as a resource to coaches seeking to augment and validate their coaching abilities.

4.3.1 How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:



For more information please visit: <http://www.coach.ca/coach-evaluator-p156721>.

4.3.2 Selecting Coach Evaluators

The success of any evaluation program rests to a large degree on the quality of the individuals selected as Coach Evaluators. Clearly, it is critical that quality control be exerted when appointing someone as a Coach Evaluator, as not everyone possesses the experience, skills, or attitudes to be effective in this position.

It is recommended that Coach Evaluators have:

- ☑ A minimum of 3 years of coaching experience in the context in which evaluation takes place;
- ☑ Successfully completed the NCCP Make Ethical Decisions training and/or evaluation requirements;
- ☑ Credibility with their peers;
- ☑ High ethical standards and leadership skills;
- ☑ A desire to see the coach certification system as well as the sport grow;
- ☑ Time and energy to commit to the evaluation process;
- ☑ Proven guiding and facilitation skills;
- ☑ The ability to be critically reflective and ask questions; and
- ☑ The ability to listen actively to the candidate.

Although desirable, it is not critical that the Coach Evaluator have a higher position and significantly greater coaching experience than the candidate.

Canada Artistic Swimming also requires that Coach Evaluators have the following pre-requisite sport-specific experience, background, and abilities:

- ☑ Canada Artistic Swimming member in good standing
- ☑ In compliance with the Canada Artistic Swimming Coach Registration and Certification Policy
- ☑ Represents the vision, mission and values of Canada Artistic Swimming, and conducts oneself according to ethical standards expected of a Coach Evaluator
- ☑ Observes and supports all policies and procedures as set by the Canada Artistic Swimming Board of Directors
- ☑ Desire and availability to be involved
- ☑ Must have time to devote to evaluation and required admin tasks
- ☑ MED training (workshop) and online evaluation completed
- ☑ Coach Initiation in Sport completed
- ☑ For AquaGO!, be a minimum of Competition Introduction Certified and have at least 5 years of coaching experience
- ☑ For Competition Introduction, be a minimum of Competition Development certified, a current or former coach of Provincial/National level athletes, and have at least 5 years of coaching experience
- ☑ For Competition Development, be a minimum of Competition Development certified (Level 4 certified or working towards completion or equivalent is preferred), a current or former National Team Level coach and have at least 10 years of coaching experience

AquaGO! and Competition Introduction Evaluators are selected by the P/TSO and/or the NSO. Competition Development Evaluators are selected by the NSO. Potential Coach Developers for the AquaGO! and Competition Introduction contexts should direct their questions to the P/TSO. Potential Coach Developers for Competition Development should direct their questions to the NSO.

4.3.3 Core Training

Core Training for Coach Evaluators is a mandatory component of training for Coach Evaluators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.3.4 Content-specific Training

Content-specific Training is a mandatory component of training for Coach Evaluators. Content-specific Training will include a micro-evaluation component, using sport-specific evaluation tools.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training. Coach Developers should also read and understand the Canada Artistic Swimming Conduct Policy: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

The duration of Content-specific Training may vary pending the context in which the Evaluator is training; AquaGO!, Competition Introduction or Competition Development. Training details are outlined in the Evaluator Guide for each context.

4.3.5 Co-delivery

All Coach Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own. Page 37

- ☐ Co-evaluation should occur within 3 months of Content-specific Training.
- ☐ Co-evaluation is part of training and therefore the person being trained will not be paid.
- ☐ A Coach Evaluator candidate may be required to perform co-evaluation a number of times before performing an evaluation on their own.

4.3.6 Evaluation

All Coach Evaluators must be evaluated to become a certified Coach Evaluator.

- ☐ Coach Evaluators should be evaluated when they feel comfortable with their evaluation process.
- ☐ Coach Evaluators will be evaluated by submitting a portfolio.
- ☐ All Coach Evaluators must complete the Make Ethical Decisions online evaluation.

4.3.7 Maintenance of Certification

All Coach Evaluators are required to attain 20 PD points over 5 years to maintain their certification.

4.3.8 Honorarium

AquaGO!	\$40.00
Competition Introduction	Provincial average is \$50.00 each for Portfolio, In-Training and In-Competition = \$150.00 in total. Cost may differ slightly from province to province.
Competition Development	\$100.00 for Portfolio, \$150 for on-site practice evaluation and debrief and \$150 for the on-site competition evaluation and debrief = \$400.00 in total

4.3.9 Appeals Process

Please refer to the Canada Artistic Swimming Appeal Policy:

<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

4.4 Master Coach Developer

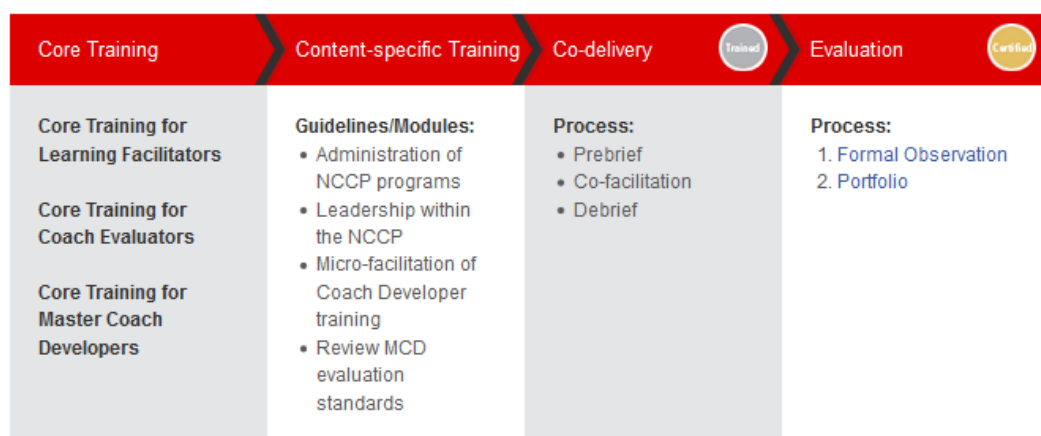
The role of the Master Coach Developer (MCD) is to train, to evaluate, to support, and to mentor Coach Developers, i.e. Learning Facilitators (LFs), Coach Evaluators (CEs), and other MCDs. In addition, MCDs play a key role in promoting the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training Coach Developers and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations, and in Coach Developer development. MCDs should be willing and able to lend support to Coach Developers, program administrators, and delivery host agencies.

4.4.1 How to Become a Master Coach Developer

All Master Coach Developers complete the following steps:



For more information please visit:

<http://www.coach.ca/master-coach-developer-p156720>

4.4.2 Selecting Master Coach Developers

Canada Artistic Swimming is responsible for the training and selection of Master Coach Developers. Potential MCD's should direct any questions to the NSO. Master Coach Developers should:

- ☒ Have five years of experience as a Learning Facilitator and/or Coach Evaluator;
- ☒ Are Certified as a Learning Facilitator and/or Coach Evaluator;
- ☒ Have successfully completed Make Ethical Decisions training (workshop) and the online evaluation;
- ☒ Are trained or educated in an area related to coaching or coach education;

- ☑ Have experience in coaching or a specific sport.

The number and duties of MCDs vary greatly from one governing body to the next. Again while specifics may vary, the duties of an MCD usually include:

- ☑ Helping with selection of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- ☑ Training of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- ☑ Evaluation of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- ☑ Mentoring of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

It is recommended that Master Coach Developers have the following sport-specific experience, background, and abilities:

- ☑ Canada Artistic Swimming member in good standing
- ☑ In compliance with the Canada Artistic Swimming Coach Registration and Certification Policy
- ☑ Represents the vision, mission and values of Canada Artistic Swimming, and conducts oneself according to ethical standards expected of a Coach Evaluator
- ☑ Observes and supports all policies and procedures as set by the Canada Artistic Swimming Board of Directors
- ☑ Desire and availability to be involved
- ☑ Must have time to devote to evaluation and required admin tasks
- ☑ MED training (workshop) and online evaluation completed
- ☑ Coach Initiation in Sport completed
- ☑ Sport for Life Intro to Physical Literacy course completed

4.4.3 Core Training

Core Training for Learning Facilitators, Core Training for Coach Evaluators, and Core Training for Master Coach Developers are mandatory components of training for Master Coach Developers.

It is recommended that all Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.4.4 Content-specific Training

Content-specific Training is a mandatory component of training for Master Coach Developers. Content-specific Training will include a micro-facilitation and/or a micro-evaluation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training. Coach Developers should also read and understand the

Canada Artistic Swimming Conduct Policy: <https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

The duration of Content-specific Training may vary pending the context in which the MCD is training; AquaGO!, Competition Introduction or Competition Development.

4.4.5 Co-delivery

All Master Coach Developers must co-facilitate Learning Facilitator training and/or Coach Evaluator training with an experienced Coach Developer prior to facilitating training on their own.

- ☐ Co-facilitation should occur within 3 months of Content-specific Training.
- ☐ Co-facilitation is part of training and therefore the person being trained will not be paid.
- ☐ A Master Coach Developer candidate may be required to co-facilitate training a number of times before facilitating training on their own.

4.4.6 Evaluation

All Master Coach Developers must be evaluated to become a certified Master Coach Developer.

- ☐ Master Coach Developers should be evaluated as soon as possible.
- ☐ Master Coach Developers will be evaluated by submitting a portfolio.
- ☐ All Master Coach Developers must complete the Make Ethical Decisions online evaluation.

4.4.7 Maintenance of Certification

All Master Coach Developers are required to attain 20 PD points over 5 years to maintain their certification.

4.4.8 Honorarium

\$500.00 per day (for an 8.5 hr day) or \$60/hour.

4.4.9 Appeals Process

Please refer to the Canada Artistic Swimming Appeal Policy:
<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

4.5 Master Coach Developer Support to Sports

The following strategies are subject to NSO approval.

4.5.1 Challenges with Coach Evaluation

- ☐ Sports are responsible for certifying coaches.
- ☐ Many sports have limited capacity to evaluate coaches, resulting in a significant bottleneck in the system.
- ☐ NSOs and P/TSOs need a simple solution that enhances capacity and ensures quality.
- ☐ There is a significantly low conversion rate of coaches (from trained to certified).
- ☐ There are limited qualified sport-specific Coach Evaluators.
- ☐ There is limited sport-specific Coach Evaluator capacity (geographical, financial & human resources).
- ☐ There is a need for consistency in identifying NCCP minimum standards.

4.5.2 Collaborative Partnership Solution

Coach evaluation capacity can be enhanced through a partnership with multi-sport Master Coach Developers. This enhancement can be accomplished by mentorship for sport-specific Coach Evaluators.

- ☐ Co-Evaluation solutions for sport-specific coach evaluators
 - Ranging from 10:90% or 90:10%, anywhere in between
 - There is no option for 100% evaluation through multi-sport
- ☐ Collaborative approach to Coach Evaluation is different in every P/T and sport depending on existing capacity and expertise.
- ☐ The NSO and P/TSO must have a plan in place to train and certify more sport-specific Coach Evaluators (enhance their own capacity).
- ☐ The P/TCR role is to add value to sport-specific Coach Evaluation, not replace it.
- ☐ P/TCRs will identify and facilitate relationships with existing Master Coach Developers (multi-sport) to support the process, and enhance their training and skill-set.

4.5.3 Collaborative Process

1. In collaboration, the NSO and/or P/TSO contacts P/TCR to request support.

2. P/TCR assigns a qualified multi-sport Master Coach Developer.
3. NSO and/or P/TSO appoints a Technical Contact to support the sport specific technical aspects.
4. Sport-specific Technical Contact and multi-sport Master Coach Developer take a collaborative approach to Coach Evaluation, following Coach evaluation pathway and using pre-existing, sport-specific evaluation tools.
 - Portfolio Review
 - Observation Pre-brief
 - Observation Evaluation
 - Debrief and Action Plan
5. NSO and/or P/TSO processes Coach Evaluation in the Locker.

4.5.4 Multi-Sport Master Coach Developer Requirements to support Coach Evaluations

☐ Requirements

Certified sport-specific Coach Evaluator

Trained Multi-Sport Master Coach Developer

☐ Recommended Further Training

NCCP Mentorship Training

On boarding through P/TCRs (includes an overview of coach evaluation supported by Multi-Sport Master Coach Developers & P/TCRs)

NCCP Instructional Design Module

NCCP Evaluation Toolkit

Real world scenarios (Video examples from 3-4 sports)

4.5.5 Funding Implications

NSOs and/or P/TSOs are responsible for funding and covering the fees of the P/TCR MCDs for the co-delivery or evaluation process (existing model for Coach evaluations).

- Costs already targeted for Coach evaluations (e.g. user fees) still apply.
 - E.g. Coach evaluation fees are directed to multi-sport Coach Evaluator in place of sport-specific Coach Evaluator.
 - E.g. Redirect P/T funding for Coach Developers if P/Ts have funding to Coach Evaluator development rather than Learning Facilitator development.
- In place of existing Coach Evaluator fees/honorariums, please consult with the P/TCR.

4.5.6 Other forms of Master Coach Developer Support to Sports

NCCP Master Coach Developers can also help enhance capacity within the system to support the following:

Coach Developer Evaluations:

- ☐ Evaluations of Learning Facilitators – Including a pre-brief, on site observation, debrief and action plan.
- ☐ Evaluations of Coach Evaluators – Including collecting, marking, debriefing the coach evaluator’s portfolio, and creating an action plan. On site observation is optional.
- ☐ Evaluations of Master Coach Developers – Including collecting, marking, debriefing the Master Coach Developer’s portfolio, and creating an action plan. On site observation is optional.

Coach Developer Mentorship:

General support and guidance from a Master Coach Developer to assist Coach Developers excel in their roles. This type of support can take many forms, including supporting sport specific content training delivery.

5 BUSINESS MODEL

5.1 Communication

5.1.1 Inclusivity, Accessibility, and Official Languages

All components of the NCCP should be accessible to and inclusive of: any gender, visible minorities, the aboriginal community, and of persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context must be launched simultaneously in both official languages, following final approval.

5.1.2 Copyright

The CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

- ☒ The NSO must ensure to provide all copyright warnings for the user;
- ☒ The NSO must include and use the approved NCCP recognition guidelines. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages, for incorporation into NSO final materials;
- ☒ World co-copyright is held jointly by the respective NSO and the CAC with a corresponding credit line to the NSO;
- ☒ The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO;
- ☒ The CAC may, at its discretion, use the materials in composite products related to coach education.

5.1.3 Identification and Credit

All NCCP materials produced require the following:

- ☒ Use of the coach.ca and NCCP logos on the title page or screen of all NCCP materials;
- ☒ Proper credit given to the Government of Canada;
- ☒ Clear acknowledgment of the NSO and CAC co-copyright for materials developed with CAC financial support, and sole NSO copyright for materials developed without CAC financial support;
- ☒ Use of the phrase "Printed in Canada" on all printed materials;

- ☑ Materials from other sources be properly credited;
- ☑ Version number and production date.

The following statement must appear in the credits:

"The National Coaching Certification Program is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sport organizations, and the Coaching Association of Canada."

Please contact your Coaching Consultant to access a template that includes these statements.

The following statement must appear in the Coach Resources (workbooks):

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."

CAC permissions must be obtained for re-printed materials including content, photos, and illustrations.

5.2 Responsibilities and Planning

5.2.1 National Sport Organization (NSO)

Canada Artistic Swimming (CAS) will:

- Develop and communicate standards of professionalism and certification, ensuring the sport is led by appropriately trained and certified coaches
- Design, develop, evaluate and revise as necessary the components of the National Coaching Certification Program as it relates to coaches in the sport of artistic swimming
- Manage the oversight of implementation of these programs to ensure quality control is maintained

Canada Artistic Swimming (CAS) meets with the PTSOs one time per year to discuss responsibilities and planning.

5.2.2 Provincial/Territorial Sport Organizations (P/TSOs)

Artistic Swimming P/TSO's will:

- Deliver and administer standards of professionalism and certification
- Deliver and administer the components of the National Coaching Certification Program as it relates to coaches in the sport of artistic swimming
- Define criteria for talent identification of coaches and build succession planning for provincial programs
- Develop recruitment tools to attract new coaches

5.2.3 The Locker (the NCCP Database)

Provincial/Territorial Artistic Swimming Associations enter Events into the Locker to be approved by Canada Artistic Swimming (CAS). Upon approval by CAS, CAC will approve the Events.

P/TSO can determine which staff members they would like CAS to assign the Locker access to. Those individuals must complete CAC's training for "the Locker" in order to have access to the Locker. Email CAS (coaching@artisticswimming.ca) for Locker training information.

Inform CAS by email (coaching@artisticswimming.ca) when the Locker training is complete and CAS will grant access to the Locker.

5.2.4 Succession Planning

Each P/TSO will ensure there are enough Learning Facilitators, Coach Evaluators and Master Coach Developers for their province.

Each P/TSO will work with the NSO to ensure additional training takes place as required. An annual needs assessment will be conducted each summer.

5.2.5 Recruitment, Retention, and Recognition

Each P/TSO will work in partnership with the NSO to recruit Learning Facilitators, Coach Evaluators and Master Coach Developers for their province as required.

Retention and recognition plans vary by P/TSO.

5.3 Fee Structure, Payment, and Honorarium

5.3.1 Workshop Registration Fees

Based on P/T averages, Canada Artistic Swimming recommends the following:

Course:	Registration Fee	CAS fee*	Total
AquaGO!	\$150-\$250	\$50.00	\$200-\$300
Competition Introduction	\$300-\$400	\$80.00	\$380-\$480
Competition Development	\$750	\$25.00	\$775.00

*Course Materials & Administration + 1-year membership to CAS online coaching platform - artisticswimmingcoach.ca

5.3.2 Coach Developer Honorarium

Suggested hourly wage or daily rate:

Context	LF	Evaluator	MCD
AquaGO!	\$30-\$50/hr \$50/hr for Online LF	\$40	\$500/day (8.5 hrs) or \$60/hr
Competition Introduction	\$30-\$50/hr \$50/hr for Online LF	\$50 (portfolio) \$50 (training) <u>\$50 (competition)</u> \$150 total* <i>*Cost may differ slightly from province to province.</i>	\$500/day (8.5 hrs) or \$60/hr
Competition Development	\$500/day (8.5 hrs) or \$60/hr (in-person or online delivery)	\$100 (portfolio) \$150 (practice) <u>\$150 (competition)</u> \$400 total	\$500/day (8.5 hrs) or \$60/hr

5.4 Maintenance of Certification and Professional Development

The Coaching Association of Canada and its partners recognize the value of having certified NCCP coaches that are engaged in Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

In order for NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. In most cases coaches are already earning their required PD points – Maintenance of Certification Status is simply the introduction of tracking these points and recognizing coaches for their efforts.

Maintenance of certification is essential to:

- ☑ Ensuring coaches stay current with new coaching practices and knowledge;
- ☑ Maintaining the integrity of the NCCP;
- ☑ Maintaining consistency with the standards of other professions;
- ☑ Reinforcing the values of lifelong learning and continuous improvement.

Certification within the NCCP shall be valid for a maximum period. The concept of “life-span of NCCP certification” shall apply to coaches who:

- ☑ Are already certified according to the standards of the Levels-NCCP.
- ☑ Are certified according to the standards of the Levels-NCCP while it is still in effect.
- ☑ Are certified according to the standards of an NCCP context’s core certification and gradations.

Maintenance of certification must be based on active coaching and professional development.

Context	Period for renewal	PD points required
AquaGO! Instructor	5 years	10
Competition Introduction	5 years	20
Competition Development	5 years	30

Professional development opportunities and points allocated are as follows:

	Active Category	Points	Limitations
Sport Specific	Active Coaching	1 point/year for every season coached OR 1 point/year for learning Facilitator or Evaluator activity	To a maximum number of points equal to the number of years of the certification renewal period, e.g. 3 points, if certification period is 3 years
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	To a maximum of 50% of the required PD credit for the context in a certification renewal period

For more information please visit:

<http://www.coach.ca/maintenance-of-certification-s16745>.

For more information from Canada Artistic Swimming regarding Professional Development & Maintenance please visit:

<https://artisticswimmingcoach.ca/index.php?page=232>

5.5 Quality Control

5.5.1 Course Evaluation

For each course given, instructors/coaches will be asked to complete an evaluation/feedback form sent and collected via CAS's online coaching platform www.artisticswimmingcoach.ca. Instructors/Coaches may also be asked to do a survey by their LF.

Canada Artistic Swimming will communicate regularly with the P/TSOs/MCDs/LFs/Evaluators to circulate the course feedback for AquaGO!, Competition Introduction and Competition Development.

5.5.2 Program Monitoring and Evaluation

Canada Artistic Swimming will use www.artisticswimmingcoach.ca and/or CAC's VIP reports to determine how often the program is being delivered.

Canada Artistic Swimming will meet with Master Coach Developers annually to receive feedback.

5.5.3 Revision and Update Cycle

Based on all feedback received, Canada Artistic Swimming will conduct an annual review (in the summer) on all contexts (AquaGO!, Competition Introduction and Competition Development) to make minor revisions to course materials as needed.

The following years have been targeted for more comprehensive updates:

AquaGO! Instructor	<ul style="list-style-type: none"> • Program launched September 2018 (replacing Synchro Instructor) • Update 2022
Competition Introduction	<ul style="list-style-type: none"> • Context Revised 2020 • Update technical modules 2022 with expected new FINA rule changes
Competition Development	<ul style="list-style-type: none"> • Last revised 2016 • Context revision planned for 2022-23

5.6 Minimum Age Restrictions

5.6.1 Canada Artistic Swimming Minimum Age Restrictions:

- ☒ Instructors must be 15 years of age to register for the AquaGO! Instructor Workshop.
- ☒ Instructors must be 16 years of age to register for the AquaGO! Evaluation.
- ☒ Coaches must be 16 years of age to register for the Competition Introduction Course.
- ☒ Coaches must be 18 years of age to register for the Competition Development Course.

5.6.2 NCCP Policy:

The NCCP Policy & Implementation Standards document indicates that the Policy on Minimum Age is as follows:

10.2. Policy Statement

10.2.1. The minimum age for the designation for a coach as NCCP “Certified” is 16 years of age.

10.2.2. Persons younger than 16 and older than 14 may enrol in and complete NCCP or NCCP qualifying education opportunities; where an NSO:

- a) Plans to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age;
- b) Agrees to provide these opportunities within the framework of the NCCP;
- c) Agrees to maintain the records on the NCCP Database.

10.2.3. The Provincial/Territorial government or designated delivery agency may authorize enrolment in multi-sport modules.

10.2.4. Any person younger than 16 and older than 14 will be designated on the CAC Database with an underage status indicator.

10.3. Implementation Standards

10.3.1. AUTHORITY

The CAC is responsible for:

- Maintaining the records of persons younger than 16 and ensuring the roll-over to the appropriate status indicator upon their 16th birthday.
- Informing and educating all partners on the possible use and application of the underage status indicator.

NSOs are responsible for:

- Determining whether or not to allow 14- and 15-year-olds to access sport-specific NCCP events.
- Publicly communicating their position on the participation of 14- and 15-year-olds in sport-specific NCCP events on their websites.

Provincial/Territorial Delivery Agencies are responsible for:

- Determining whether or not to allow 14 and 15 year olds to access multi-sport NCCP events.
- Publicly displaying their position on the participation of individuals under the age of 16 in the multi-sport modules on their websites.
- Notifying the CAC of their position.

6 TOOLS

6.1 NCCP Code of Ethics



NCCP Code of Ethics

Purpose of the NCCP Code of Ethics

The National Coaching Certification Program™ (NCCP) Code of Ethics provides ethical standards that reflect the core values of the coaching profession in Canada, and guides sport coaches to make balanced decisions to achieve personal, participant and team goals. The NCCP Code of Ethics applies to every coach in Canada—from the first-time coach to the head coach of a national team. The NCCP Code of Ethics is used to guide the conduct in sport that stipulate acceptable and non-acceptable behaviours and associated repercussions.

Core principles and ethical standards of behaviour

Coaches value Leadership and Professionalism, Health and Safety, and Respect and Integrity. For each of these core principles, there are associated ethical standards of in-person and on-line behaviour expected of every NCCP coach and NCCP Coach Developer in Canada, whether on or off the field.



¹ "Participants" include but are not limited to athletes, opponents, parents, other coaches, volunteers, administrators, officials and medical/IST irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental ability (Source of inclusivity statement: Canadian Centre for Ethics in Sport (CCES)).



NCCP Code of Ethics



Leadership and professionalism

This principle considers the inherent power and authority that a coach holds.

Ethical standards of behaviour

- ▶ Understand the authority that comes with your position and make decisions that are in the best interest of all participants
- ▶ Share your knowledge and experience openly
- ▶ Maintain the athlete-centered approach to coaching so that every participant's well being is a priority
- ▶ Be a positive role model
- ▶ Maintain confidentiality and privacy of participants' personal information



Health and safety

This principle considers the mental, emotional, physical health and safety of all participants.

Ethical standards of behaviour

- ▶ Recognize and minimize vulnerable situations to ensure the safety of participants
- ▶ Prioritize a holistic approach when planning and delivering training and competition
- ▶ Advocate for, and ensure appropriate supervision of participants, including the Rule of Two
- ▶ Participate in education and training to stay current on practices to ensure the continued safety of your participants
- ▶ Understand the scope of your role and skills and call upon others with specialized skills when needed to support your participants



Respect and integrity

This principle considers respect and integrity, which are the rights of all participants.

Ethical standards of behaviour

- ▶ Provide equitable opportunity and access for all
- ▶ Establish a respectful and inclusive sport environment where all participants can raise questions or concerns
- ▶ Obey the rules and participate honestly and respectfully
- ▶ Be open, transparent and accountable for your actions
- ▶ Maintain objectivity when interacting with all participants



Rule of two

The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. The purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



Contact

Questions related to the NCCP Code of Ethics design may be directed to the Chief Operating Officer at the Coaching Association of Canada. Send an email to coach@coach.ca or call 613-235-5000 ext. 1.

For complaints related to Registered Coaches or Chartered Professional Coaches, refer to the Coaching Association of Canada's Code of Conduct.

6.2 NCCP Coach Developer Code of Conduct

It is expected that every Coach Developer will read, understand, and sign this Code of Conduct.

It is also expected that Coach Developers read and understand the Canada Artistic Swimming Conduct Policy:
<https://artisticswimming.ca/about-canada-artistic-swimming/board-governance/bylaws-and-policies/>

Preamble

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for Canada Artistic Swimming, I, _____ (Name and NCCP#), expressly agree to conduct myself in a manner consistent with this Code of Conduct.

I understand that my failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my Coach Developer certification status.

Code of Conduct

I shall:

- ☐ Participate in all required training and evaluation components of the Coach Developer pathway.
- ☐ Support the common goals and objectives of Canada Artistic Swimming as it services the membership at large.
- ☐ Avoid discrediting specific sponsors, suppliers, employers, or other partners.
- ☐ Support key personnel and systems of the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Delivery Agencies, National Sport Organizations).
- ☐ Demonstrate ethical behaviour at all times and commit to the *NCCP Code of Ethics*.
- ☐ Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.
- ☐ Exhibit exemplary professional behaviour at workshops or evaluation sites.
- ☐ Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.
- ☐ Place the best interest of those taking part in the workshops/evaluation events ahead of my personal interests.
- ☐ Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes any of the following:

Using power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance. Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching that are offensive and unwelcome or create an offensive, hostile, or intimidating environment and can reasonably be expected to be harmful to the recipient or teammates.

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the Coach Developer to seek alignment with the objectives, goals, and directives of Canada Artistic Swimming.

Please be advised that the Board of Directors of Canada Artistic Swimming will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

I hereby declare that I have read the above and understand and accept the terms and conditions outlined.

Name (please print)

Signature

Date

6.3 Template for Coach Developer Self-Nomination Letter

Date: _____

Location: _____

Name: _____

NCCP#: _____

Dear _____, (P/TSO, NSO)

Please be advised of my interest in becoming a Coach Developer, in the following role:

- ☐ Learning Facilitator
- ☐ Coach Evaluator
- ☐ Master Coach Developer

for the following contexts and/or workshops:

- ☐ AquaGO!
- ☐ Competition Introduction
- ☐ Competition Development

With this letter, I have enclosed an application form that demonstrates my experience in and commitments to sport and particularly to artistic swimming.

I am ready to begin the Coach Developer training and evaluation process in the hope of receiving my Coach Developer certification.

I would be pleased if you would forward my name as a Coach Developer candidate. Please contact me if you require further information or have any questions about my application.

Signed

Dated

Email address

Primary phone number

Encl.: *Résumé*
Letter(s) of Support

6.4 Template for Coach Developer Application Form

Date: _____

Location: _____

Name: _____

NCCP#: _____

Sport: _____

Languages: _____

Application Checklist:

- ☐ Cover letter
- ☐ Completed Coach Developer Application Form
- ☐ Completed Letter/Preliminary Coach Developer Worksheet
- ☐ Copy of NCCP Locker Transcript
- ☐ Canada Artistic Swimming member in good standing
- ☐ In compliance with Canada Artistic Swimming Coach Registration and Certification Policy
- ☐ MED training (workshop) and online evaluation completed
- ☐ Coach Initiation in Sport completed
- ☐ Sport for Life Intro to Physical Literacy course completed
- ☐ Résumé of your coaching experience, education and achievements
- ☐ Names and phone numbers for 2 references

Declaration

I hereby certify that the information I have provided with this application is true and complete.

Signed

Dated

Email address

Primary phone number

6.5 Template for Coach Developer Letter/Preliminary Worksheet

Date: _____

Name: _____

NCCP#: _____

Dear Coach Developer Candidate,

We are delighted that you expressed an interest in becoming a Coach Developer. The purpose of the Coach Developer Preliminary Worksheet included in this letter is twofold:

1. To learn more about you
2. To give you an opportunity to learn more about the NCCP

Please submit the answers to the questions below with the rest of the documents when you submit your application package.

1. Describe what you perceive to be the role of a Coach Developer.
2. Describe the skills, abilities, and characteristics of an effective Coach Developer.
3. What experience do you have working in adult education?
4. What strengths do you bring to the position of Coach Developer?
5. What skills and abilities do you think you need to develop to become an effective Coach Developer?
6. In your own words, describe the structure of the NCCP.
7. What are the five core competencies outlined in the NCCP?
8. In your own words, what is the role of the Coach Developer in developing these competencies?
9. Define:
Outcome:
Criteria:
Evidence:
10. In your own words, outline the purpose of Coach Developer training.

Course Content and Materials

- _____ The course materials were easy to follow
- _____ The course content reflected the course description and goals
- _____ The course content provided the information necessary to be a better coach

Additional Comments

Coach Developer

- _____ The facilitator was available for questions
- _____ My workbook was marked in a timely manner
- _____ The facilitator was knowledgeable on the course material
- _____ The facilitator enabled me to reflect on ways that I might improve as a coach

Additional Comments

Overall Impression

- _____ I enjoyed taking the course
- _____ This course provided me with valuable tools and resources that I can use in my coaching endeavours
- _____ I would recommend this course to other coaches

Please list 3 positive aspects related to any area of the course

--

Is there anything you would recommend changing, adding or omitting from this course?

--

Additional Comments

--



 National
Coaching
Certification
Program

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.


coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs