



CANADIAN FENCING FEDERATION
TEAMWORK. PERFORM. INSPIRE

NCCP FENCING

OPERATIONS MANUAL



*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.



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

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1. Acknowledgements

The Canadian Fencing Federation would like to acknowledge the contributions of the following that helped in the creation of this context for fencing:

Principal Authors

Ildemaro Sanchez - Coach Developer Canadian Fencing Federation

Revision contributors

Alyssa Dow - graphic artist for coaching model & pathways

Barbara Daniel - review & editing

David Howes - review & editing

Special thanks to

Marie-Pier Charest - Coaching Consultant, Coaching Association of Canada

Caroline Sharp – Executive Director, Canadian Fencing Federation

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.

Version Control

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

Date	Information	Version
2015/04/01	Publication of original document.	.9
2016/01/10	Inclusion of Competition Introduction at Introduction – Development.	1
2016/03/21	Removed content from Advanced Coach Development Manager and updated entry age.	1.1
2016/07/29	Inclusion of advanced research persons and evaluator trainers in charge of coach development.	1.2
2019/01/20	Content update of the operative manual	1.3

2019/08/20	General revision	1.4
2022/01/31	Content, graphics and format updates	1.5
2023/01/20	Content revision – simplification and clarifications	1.6
2025/05/01	Pathway update for Competition-Development context	1.7
2026/01/01	Update on Pathways Following Changes to the NCCP Make Ethical Decisions	1.8

2. Introduction

2.1. 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 Canadian Fencing Federation, 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.

This *Canadian Fencing Federation 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 a development guideline.

3. Canadian Fencing Federation and NCCP

3.1. Vision, mission and Values

Vision

The CFF aims at maintaining a sustainable organization that will enable the sport of fencing in Canada.

Mission

We lead high performance in pursuit of international excellence.

We govern fencing operations in Canada.

We promote the achievement of excellence at all levels in Canada whilst encouraging the growth of the sport of fencing nationally and internationally.

We foster a climate of collaboration, performance and excellence in all we do.

Our core values

Athlete-focussed: We support our athletes in achieving their goals at every level. Excellence: We work to achieve excellence in performance and operations.

Respect: We support a culture of respect and we work together to achieve our objectives.

Professionalism: We conduct ourselves professionally in order to achieve our vision.

4. 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 Canadian Sport For Life framework and follow the principles of Long-Term Athlete Development (LTAD);
- 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

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.

Provincial/Territorial Coaching Representatives (PTCRs)

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

- Alberta: Alberta Sport Connection
- British Columbia: ViaSport BC
- Manitoba: Coaching Manitoba
- New Brunswick: Coach NB
- Newfoundland and Labrador: Sport Newfoundland and Labrador
- Northwest Territories: Sport North Federation
- Nova Scotia: Department of Health and Wellness, Active Living Branch • Nunavut: Sport and Recreation Division
- Ontario: Coaches Association of Ontario
- Prince Edward Island: Sport PEI
- Quebec: Sports Québec
- Saskatchewan: Coaches Association of Saskatchewan
- Yukon: Sport and Recreation, Department of Community Services, Government of Yukon

National Sport Organization (NSO)

- Canadian Fencing Federation

Provincial/Territorial Sport Organizations (P/TSOs)

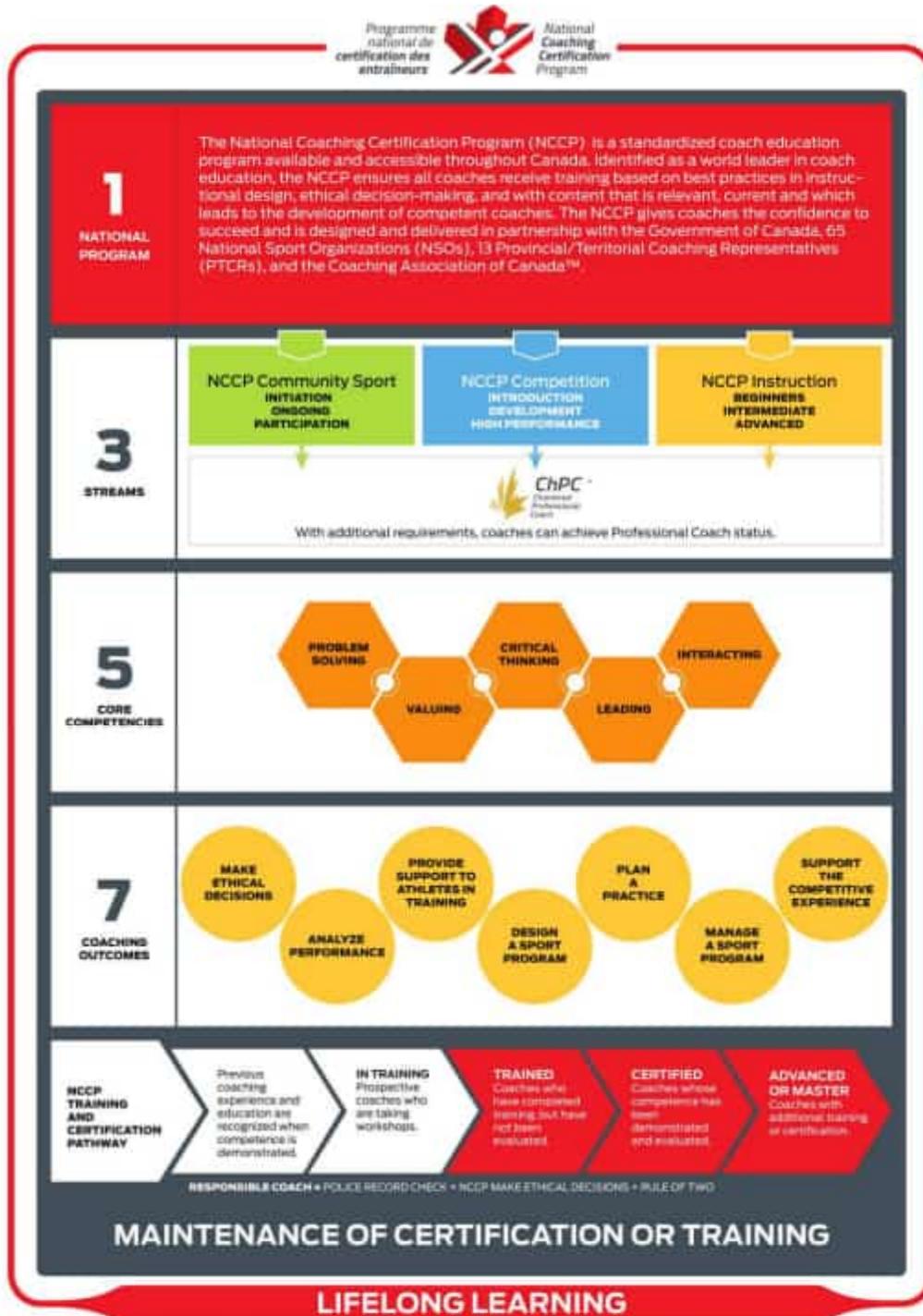
- Alberta Fencing Association (AFA)
- British Columbia Fencing Association (BCFA)
- Fencing New Brunswick (FENB)
- Fencing Association of Nova Scotia (FANS)
- Manitoba Fencing Association (MFA)
- Newfoundland & Labrador Fencing Association (NLFA)
- Ontario Fencing Association (OFA)
- Prince Edward Island Fencing
- Quebec Fencing Federation (FEQ)
- Saskatchewan Fencing Association (SFA)

Canadian Sport Centres

- Canadian Sport Centre- Atlantic
- Canadian Sport Centre- Pacific
- Canadian Sport Centre- Calgary
- Canadian Sport Centre- Manitoba
- National Institute of Sport of Quebec
- Canadian Sport Centre- Ontario
- Canadian Sport Center- Saskatchewan

5. The NCCP pathway Model

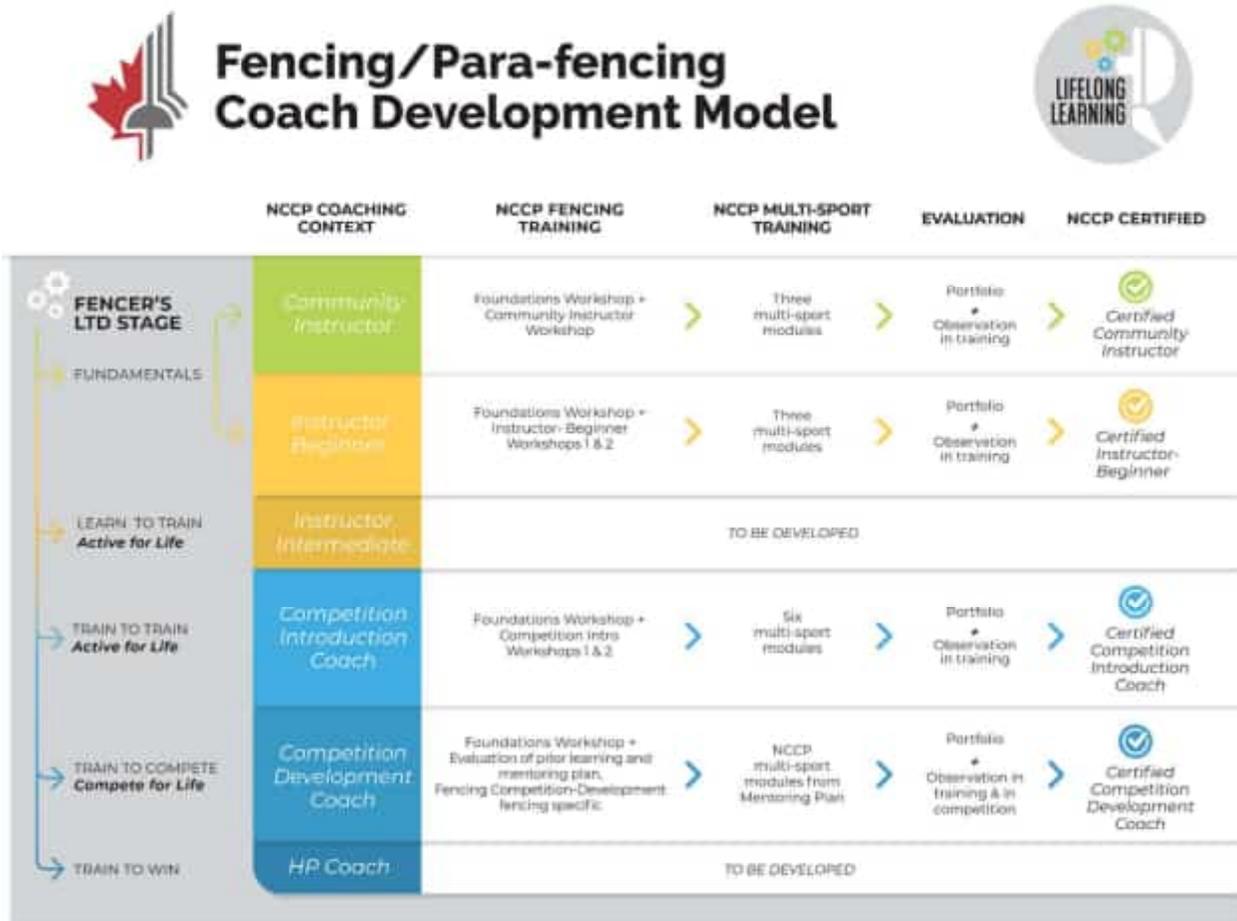
5.1. NCCP definition



* 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.



5.2. Fencing Canada Coach Development Model



High Performance Module (Program Currently in Development)

The High Performance module will not include any fencing-specific training. The Advanced Coaching Diploma will be mandatory for the multisport training. Evaluation criteria for the High Performance module is still being determined. The certification status will mostly be defined through mentorship.

For more information please visit: <https://coach.ca/nccp-streams-and-contexts>

Community Coach Pathway

You may already coach at the community level or you're thinking about coaching. Often, you're a parent whose child is involved in sport, or a volunteer who works with participants of all ages that are new to a sport.

Fencing has one level of workshop for community sport coaches: Initiation (or introduction). The **Community Sport – Initiation** context focuses on participants who are being introduced to a sport. In many sports this is very young children participating in the sport for the first time. In a few sports, initiation into the sport can occur with youth or adults. Participants get involved to meet new friends, have fun, and to learn a new activity. The role of the coach is to ensure a fun and safe environment and to teach the development of some of the “FUNdamentals” stage skills and abilities for participants.



Community Instructor

Who is this pathway for? This pathway is for instructors who want to introduce fencing to new participants and spark their interest in fencing. The workshop content focuses on teaching in a group setting and providing a cooperative and fun learning environment for beginners to learn basic fencing skills and improve physical literacy. People who are new to coaching often start here.



Instructor Beginner – Coach Pathway



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

The Instruction stream currently has one levels of workshops: Instructor Beginners. While many sports also include Intermediate and Advanced Performers, it has been decided to focus these coaches towards the Competitive stream. 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.



Instructor - Beginner



Who is this pathway for? This pathway is for instructors who have good personal control of basic fencing skills (yellow & orange armband). They will learn how to guide fencers through the stages of skill development from introducing basic skills (initiation) towards acquisition and consolidation of the basic technical-tactical repertoire of fencing in ways that are engaging and maintain the interest of participants of all ages.

Instructor - Beginner Pathway	IN TRAINING STATUS <ul style="list-style-type: none"> Fencing Coaching Foundations Workshop Fencing Instructor-Beginner Workshops 1 & 2 <p>Age requirement Be 14 years or older</p>	TRAINED STATUS <p>NCCP multi-sport modules</p> <ol style="list-style-type: none"> NCCP Make Ethical Decisions NCCP Teaching and Learning NCCP Planning a Practice 	EVALUATION <ul style="list-style-type: none"> Submit Evaluation Request Review Evaluation Requirements Submit Portfolio <ul style="list-style-type: none"> NCCP Make Ethical Decisions Emergency action plan Group lesson plan Individual lesson plan Pre-brief with Evaluator Formal observation by Evaluator Debrief & action plan with Evaluator 	CERTIFICATION <ul style="list-style-type: none"> Be 16 years or older <p><i>Certified Instructor - Beginner</i></p>
	Prerequisites for NCCP evaluation <ul style="list-style-type: none"> Be 16 years or older Possess a valid CFF/FFSO coach membership license Have completed <i>Safe Sport Training</i> 	Lifelong learning and maintenance of certification <p>https://coachs.ca/lifelong-learning</p> <p>Certified coaches are encouraged to regularly upgrade their knowledge and skills. To maintain certification, Instructor Beginner coaches must earn 30 professional development (PD) points within 5 years of certification.</p>		
Access to multi-sport modules <p>Modules and workshops</p>				

Competition – Coach Pathway

Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions. 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 athlete 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 athlete development.
- The **Competition – High performance** context is typically reserved coaches of athletes in the Train to Win stage of long-term athlete 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 athlete development. Coaches in this stream require specific skills and abilities in order to meet the needs of their athletes.

Introduction to Competition – Coach Pathway



Competition Introduction Coach

Who is this pathway for? This pathway is for coaches who want to focus on introducing and developing fencers for competitions, while respecting LTD. Key learning outcomes include: building your competitive coaching profile, planning practices for and supporting competitive fencers in training, designing and managing a competitive fencing program, providing support to fencers in competition (provincial and national), and analyzing fencing performance. Much of the practical portion of the workshop develops individual lesson skills, performance analysis and ways to provide effective feedback in competitions.



Competition
Introduction
Coach
Pathway

IN TRAINING STATUS

- Fencing Coaching Foundations Workshop
- Fencing Competition Introduction Workshops 1 & 2

Age requirement
Be 16 years or older

TRAINED STATUS

NCCP multi-sport modules

1. NCCP Make Ethical Decisions
2. NCCP Teaching & Learning
3. NCCP Planning a Practice
4. NCCP Basic Mental Skills
5. NCCP Design a Basic Sport Program
6. NCCP Making Headway in Sport

EVALUATION

- Submit Evaluation Request
- Review Evaluation Requirements
- Portfolio
 - NCCP Make Ethical Decisions
 - Emergency action plan
 - Group lesson plan
 - Individual lesson plan
 - Annual plan
- Pre-brief with Evaluator
- Formal observation by Evaluator
- Debrief & action plan with Evaluator

CERTIFICATION

- Be 18 years or older



Certified
Competition
Introduction
Coach

Prerequisites for NCCP evaluation

- Be 18 years or older
- Possess a valid CFF/PFSD coach membership license
- Have completed [Safe Sport Training](#)

Lifelong learning and maintenance of certification

[https://coach.ca/lifelong-learning](#)

Certified coaches are encouraged to regularly upgrade their knowledge and skills. To maintain certification, Competition Introduction coaches must earn 20 professional development (PD) points within 5 years of certification.

Access to multi-sport modules

[Modules and workshops](#)

Competition Development - Coach Pathway



Competition Development Coach



Who is this pathway for? This pathway is for coaches who work with competitive fencers in the Train To Compete LTD stage and want to provide them with meaningful feedback to address performance gaps that limit competitive success. This context focuses on the multiple sources that lead to performance, such as psychological or socio-emotional factors in addition to technical-tactical skills and physical capacities. Beyond club training, development coaches often work at provincial or national training camps in addition to provincial, national and international competitions. Certification in this pathway is required to coach at Canada Games.

Competition Development Coach Pathway

IN TRAINING STATUS

- Fencing Coaching Foundations
- Evaluation of prior learning:
 - Group session plan
 - Individual session plan
 - Annual training plan
 - Observation of an individual session
 - Observation of a group lesson
 - Coaching philosophy
 - Emergency action plan

TRAINED STATUS

- Mentoring Plan
- Competition-Development in Fencing
- Mentoring Meeting Summary
- NCCP Making Head Way in Sport
- NCCP Managing Conflict
- NCCP Leading Drug-Free Sport
- NCCP Make Ethical Decisions

EVALUATION

- Submit Evaluation Request
- Review Evaluation Requirements
- Submit Portfolio
 - Coaching Philosophy
 - Emergency Action Plan
 - NCCP Leading Drug-Free Sport
 - NCCP Managing Conflict Online evaluation
 - NCCP Make Ethical Decisions
 - Three Groups and three individual lessons Plans
 - Annual plan with microcycles
- Pre-brief with Evaluator
- Formal observation by Evaluator (in practice & in competition)
- Debrief & action plan with Evaluator

CERTIFICATION

- Be 18 years or older



Certified Competition Development Coach

Prerequisites for NCCP evaluation

- Be 18 years or older
- Possess a valid CFF/FTSO coach membership license
- Have completed Safe Sport Training

Lifelong learning and maintenance of certification

<https://coach.ca/lifelong-learning>

Certified coaches are encouraged to regularly upgrade their knowledge and skills. To maintain certification, Competition Development coaches must earn 30 professional development (PD) points within 5 years of certification.

Access to multi-sport modules

Modules and workshops

5.3. Training and 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.

5.4. Multi-sport training modules

CFF recommend its coaches to take multi-sport modules separately through the network of Provincial and Territorial Coaching Representatives. All multi-sport modules provide coaches with opportunities to build their knowledge and skills, and they can also be counted towards Maintenance of Certification.

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 visit multi-sport training module page <https://coach.ca/nccp-and-cac-multi-sport-training-modules>

NCCP Multi-sport Modules are delivered in classroom settings or through scheduled online sessions by Provincial/Territorial Coaching Representatives within their respective jurisdictions. You can download an overview of all the modules: https://coach.ca/sites/default/files/2022-04/NCCP%20MULTISPORT_ENGLISH-MARCH2022-FINAL.pdf

Overview of recommended modules

SAFE SPORT TRAINING



Safe, inclusive sport environments help make sport rewarding and enriching for all. By completing Safe Sport Training you will gain the knowledge and skills to create healthy and safe environments by recognizing, addressing and preventing maltreatment in sport. After completing Safe Sport Training you will be able to:

- understand that everyone has a role to play in keeping sport safe, how the misuse of power leads to maltreatment, and the principles of the Universal Code of Conduct;
- understand the various types of maltreatment, the conditions that enable them, and how to recognize signs that they may be happening; and
- know what to do if you suspect maltreatment, and how you can create a culture that protects all participants.

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.

NCCP MAKE ETHICAL DECISIONS



By successfully completing the NCCP Make Ethical Decisions you will be fully equipped to handle virtually any ethical situation with confidence and surety. MED is one of the NCCP's cornerstone activity, and leaves coaches with no doubt as to what to do when the going gets tough.

Upon completing the MED module you'll be able to:

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

NCCP TEACHING AND LEARNING

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

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive, and motor dimensions of learning;
 - the use of words and methods that relate to an athlete's preferred learning style;
 - a sound organization.
 - active supervision; and
 - the use of well-formulated feedback offered at the right time, and with the right frequency.
- use teaching assessment grids to gather objective information on teaching effectiveness and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

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.

NCCP BASIC MENTAL SKILLS

After completing the NCCP Basic Mental Skills module, you will be able to:

- recognize signs that an athlete may need to improve his or her goal setting, focus, and anxiety control skills; and develop tools to help the athlete to make improvements in these areas; and
- run simple guided activities that help athletes improve basic mental skills.

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.

NCCP COACHING AND LEADING EFFECTIVELY

After finishing the NCCP Coaching and Leading Effectively module, you will have drafted a personalized coaching philosophy. In particular, you will be able to:

- develop a coaching philosophy based on the reflections of values and how and why one coaches;
- demonstrate behaviours to create an inclusive, safe, positive sport environment;
- demonstrate an understanding of the leadership role in the broader sport community; and
- develop opportunities to foster a culture based on excellence, positive performance, and growth in sport.

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.

NCCP PSYCHOLOGY OF PERFORMANCE

The goal of the NCCP Psychology of Performance module is to support coaches in developing mental skills in their day-to-day practice as a coach. By the end of NCCP Psychology of Performance you will be able 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.

NCCP PERFORMANCE PLANNING

INCLUDES: 2-hour pre-workshop session

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.

NCCP MANAGE A SPORT PROGRAM

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.

NCCP MAKING HEAD WAY 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.

NCCP PREVENTION AND RECOVERY

After finishing the NCCP Prevention and Recovery module, you will be able to design a personalized Prevention Action Plan (PAP), which will enhance their athletes' performance and assist in preventing injuries. In particular, you will be able to:

- identify common injuries in sport;
- identify prevention and recovery strategies for common injuries in sport;
- design and implement appropriate warm-ups and cool-downs;
- choose skills and drills that help athletes perform skills correctly;
- support athletes' return to sport through awareness and proactive leadership;
- implement recovery and regeneration techniques to maintain or return to optimal performance in training and competition; and
- provide appropriate information and guidance on hydration, nutrition and sleep that will each contribute to optimal performance in training and competition.

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.

NCCP MANAGING CONFLICT

After completing the NCCP Managing Conflict training module, you will be able to:

- identify common sources of conflict in sport;
- take steps to prevent and resolve conflict resulting from misinformation, miscommunication or misunderstanding; and
- listen and speak for themselves in conflict situations to maintain positive and healthy relationships with athletes, parents, guardians, officials, other coaches and administrators

NCCP LEADING DRUG-FREE SPORT

By the end of the NCCP Leading Drug-free Sport module, you will be able to: • understand and demonstrate the coach's role in leading drug free and clean sport;

- assist athletes to recognize banned substances as identified by the Canadian Centre for Ethics in Sport by providing access to appropriate reference material, or use sport expert;
- educate and provide support to athletes in drug testing protocols at major competitions;
- promote and model the philosophy of fair play, the NCCP Code of Ethics and promote clean and drug-free sport as identified by the Canadian Centre for Ethics in Sport;
- use educational strategies to reinforce the importance of drug-free and clean sport;
- provide educational opportunities to athletes on the use of nutritional supplements and energy drinks; and
- identify and reinforce the consequences of using banned substances.

UNDERSTANDING THE RULE OF TWO



After completing the Understanding the Rule of Two eLearning module, you will:

- increase your understanding of the Rule of Two;
- increase your confidence and practices when faced with situations in which the Rule of Two may apply;
- improve your judgment to assess and implement preventive measures; and
- ask the right questions to understand your sport organization's policies.

Long Term Athlete Development (LTAD)

Long Term Athlete Development Progress Grid and CFF Education and Development Program

Athlete LTAD Stage	CFF Development Program Content	Coach Development Module.
FUNdamentals Ages: 6 to 9	Yellow Armband	Community Module
Learn to Train Ages: 8 to 12	Yellow and Orange Armbands	Instructor Beginner Module
Train to Train Ages: 11 to 16	Green and Blue Armbands	Introduction to Competition Module
Train to Compete Ages: 15 to 23	Red and Black Armbands	Competition Development Module
Train to Win Ages: 18 +	Black Armband	High Performance Module
Active for Life: Active for life in fencing Ages : All ages	All levels	

6. Evaluation and Certification

6.1. 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.

The general evaluation guide contains the standards, tools, and models, on which CFF will rely to evaluate coaches. You can download this documentation on this page: <https://fencing.ca/coach/>

6.2. 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 is preceded by NCCP training or relevant experience.
- NCCP training activities prepare coaches to meet certification standards.

6.3. 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,
- NCCP 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. General evaluation guide provide information about which outcomes a coach will be able to do.

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

- Intended outcome: Support Athletes in Training
- Criteria: Run a well-organized and well-structured practice
- Evidence: Execute a practice corresponding to the goals established in the practice plan; activities contribute to skill, tactical, or athletic ability development; equipment is available and ready for use.

6.4. Evaluating Coaches in the NCCP

Within the context of the National Coach Certification Program (NCCP), the evaluation represents the process used to determine if coaches meet NCCP standards to receive certification. Evaluating coaches in the NCCP evaluation process involves:

1. Portfolio Evaluation
2. Prebrief for formal observation
3. Formal Observation
4. Debrief
5. Action Planning
6. Reporting/Administration

The portfolio evaluation enables the Coach Evaluator to determine the readiness of the coach candidate for the formal observation. The coach must register with their provincial fencing association or CFF 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 will notify the candidate to schedule the formal observation.

When the formal observation is scheduled, the Coach Evaluator begins the pre-brief process.

6.5. Certification Standard

Certification standard is 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.

A three level achievement scale is used:

- Exceeds Standards
- NCCP Certification Standard
- Below Standards

Coaches who wish to obtain certification in a given context must be evaluated, and during this evaluation must meet the minimum NCCP standards for all pertinent Criteria required in this context

NCCP Database (the Locker)

The NCCP Database 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.

Administration and Logistics of Evaluation

Payment and Honoraria of Evaluations

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

- Upon registering for the evaluation process the coach pays the fee to their provincial fencing association or CFF
- The Evaluator receives two (2) payments from the appropriate the provincial fencing association or CFF: one upon completing the marking of the portfolio evaluation; and the second upon submission of the evaluation documentation, action plan copy, for event entry in the NCCP Database (the Locker). The locker entry is typically done by the CFF.
- If more than one Evaluator is involved in the evaluation process, then the provincial fencing association or CFF will identify the appropriate payment schedules for specific contributions towards a coach candidate's evaluation. This may involve specific requirements for the evaluation of certain NCCP outcomes

Appeals and Audits of Evaluations

CFF coaches may appeal an unsuccessful evaluation. The appeal panel (consisting of a single adjudicator or a panel as determined by the CFF) will be appointed for their independence and expertise. There is a payment of a fee required to initiate the appeal process. This fee is returned to the appellant in the event the appeal is upheld.

Documentation for an audit and appeal might include the following.

- The coach candidate portfolio with the Evaluator's marking template.
- A video of the coach candidate's practice session, or all templates used during the observation by the Evaluator.
- All documentation related to the formal evaluation(s), debriefing procedure and action plan.

Upon completing the review, a report will be provided outlining the critical factors in the evaluation process that can be improved or required by the coach candidate or Evaluator.

If an appeal is unsuccessful, the coach may need to re-engage in the evaluation process or complete specific areas for improvement. If another formal observation is warranted then it must be completed with a different Evaluator and include the payment of designated fees. The CFF will provide the coach with an alternative Evaluator.

It is recommended that Master Evaluators complete an audit of coach evaluations on a regular schedule (e.g., every two years).

The Canadian Fencing Federation will audit coach evaluations being performed by evaluators on a random basis. Evaluators will be informed prior to the evaluation event. These audits are obligatory and come at no cost to the evaluator or coach.

Recognition of Coaching Competence

The NCCP is a competency-based program based on coaching abilities, meaning the NCCP is a program that certifies coaches based on proven abilities to "DO" certain things deemed important to meet the needs of the participants they coach. The NCCP is competency based, and as a result certification is based upon what a coach is able to demonstrate, not the training they may or may not have undergone.

Coaches must go through the evaluation process for the context in which they are coaching. Evaluation must include the entire evaluation process for the context in which the coach is being certified (including online multi-sport evaluations). This ensures the coach is able to demonstrate the required competencies for the context and removes the need for the CFF or other partners to "judge" the relevance or rigor of the many different international programs that exist.

Coaches do not receive credit for "training" modules that they do not complete but will be able to achieve "certified" status upon a successful evaluation. This only applies in contexts where certified status is available to coaches. **There is no such thing as "equivalency"**.

This respect and recognizes current coaching competence, which includes Canadian coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.

7. 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, Master coach developer and Coach Evaluators.

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



1. **Training:** 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 which gives Coach Developers an opportunity to practise delivery with their peers.
2. **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”.
3. **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 successfully evaluated, they are considered: “CERTIFIED”. For more information please visit: <https://coach.ca/become-nccp-coach-developer>

7.1. Identification and Selection of Coach Developers

There are two ways to become a Coach Developer candidate:

1. Master Learning Facilitators (MLFs) or Master Evaluators (MEs), Provincial/Territorial Sport Organizations (PSOs), and Canadian Fencing Federation can identify Coach Developer candidates.

2. Individuals can nominate themselves.

When establishing a pool of candidates, partners should 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 the Canadian Fencing Federation Technical Director, along with their resume and NCCP Certification Transcript, if applicable.

7.2. 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.

Selecting Learning Facilitators

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

Learning Facilitators must be:

- 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.
- CFF Learning Facilitators must have the following:
 - Recognized technical and coaching experience / expertise (minimum 3 years);
 - Maintain a current CFF License in good standing;
 - Submit to Criminal/VSS/Background check (every 2 yrs) – Sterling Backcheck;
 - Completion of NCCP Make Ethical Decisions;
 - Credibility with peers in sport community. References may be required;

- A demonstrated willingness to mentor and develop coaches;
- High ethical standards and demonstrated leadership skills;
- A commitment to the CFF's NCCP Program;
- The ability to assess large amounts of information and generate meaningful insights;
- A positive attitude and supportive communication style;
- Strong use of questioning techniques;
- Demonstrated active listening skills;
- Demonstrated ability and understanding to avoid conflicts of interest;
- Strong attention to detail;
- Strong work ethic.

How to Become a Learning Facilitator

All Learning Facilitators must complete the following steps:

Core Training	Content-specific Training	Co-delivery	Evaluation
Modules:	Guidelines/Modules:	Process:	Process:
<ul style="list-style-type: none"> ● Overview of the workshop and the NCCP ● Functions of a Learning Facilitator ● Elements of an effective learning activity ● Stages of group development ● Nature of the group 	<ul style="list-style-type: none"> ● Micro-facilitation of module content ● Administration of the module ● Locker training ● Review and sign NCCP Coach Developer Code of Conduct ● Review LF evaluation standards and the evaluation process 	<ul style="list-style-type: none"> ● Prebrief ● <u>Co-facilitation</u> ● Debrief 	<ol style="list-style-type: none"> 1 Prebrief 2 <u>Formal observation</u> 3 Debrief 4 Action plan 5 Final recommendation

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.

Content-Specific Training

The multi-day 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 *CFF-NCCP Coach Developer Code of Conduct Agreement* prior Content-specific Training.

- Content-specific Training is a training to prepare Learning Facilitators for the content they will deliver.

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 must occur after having participated in the content-specific workshop
- 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.

Evaluation

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

- Learning Facilitators should be evaluated after having achieved Trained status
- Learning Facilitators will be evaluated either in person (ideal) or by video submission, or a combination of the two.
- Learning Facilitators will be evaluated against the CAC Learning Facilitator Outcomes, Criteria, and Evidence.
- All Learning Facilitators must complete the NCCP Make Ethical Decisions.

Maintenance of Certification

All Coach Evaluators are required to:

- Attain 20 PD points over 5 years to maintain their certification.
- Co-Facilitate every 4 years with a Master-Learning Facilitator;
- Maintain a CFF License in good standing;
- Take part in CFF Coach Developer Workshops;
- Facilitate a minimum of 1 workshop every 18 months.

Honorarium

All honorarium are defined within the CFF Coach Developers Honorarium table page 39 in this document.

7.3. Master Coach Developer

Master coach developer (ALFs) are a relatively new and valuable role within the NCCP. They are part of a team that provides leadership for the NCCP in their province/territory or sport, with a key function being to mentor and evaluate LFs within their province/territory or sport.

Selecting Master Coach Developer

The success of NCCP training rests to a large degree on the quality of the individuals selected as Master coach developer.

It is recommended that Master coach developer 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;
- A certified Learning Facilitator in the context they are an Advanced Learning Facilitator;
- A leader within fencing and/or their provincial association.
- Master coach developers must:
 - Have recognised technical expertise (minimum five years experience);
 - Be certified as a Competition Development Certified Coach or higher.
 - Be committed to the development of fencing coaches nationally;
 - Be able to sit on the Canadian Fencing Federation's Coach Development Committee;
 - Be willing to advocate within their province and territory on behalf of the Canadian Fencing Federation;
 - Attend annual coach developer workshops;
 - Be able to coordinate regional/provincial coach developer workshops.

Master coach should have appropriate facilitation knowledge and expertise to assist in the training of LF and to lead workshops and professional development activities for LF

The Master coach are expected to take more responsibility in supporting the LF during the workshops and their journey. Master coach must be willing and able to provide support to LF program administrators and host delivery organizations.

How to Become a Master coach

All Master coach developer complete the following steps:

Core Training	Content-specific Training	Co-delivery	Evaluation
Modules: <ul style="list-style-type: none"> • Core Training for Learning Facilitators • Core Training for Coach Evaluators • Core Training for Master Coach Developers 	Guidelines/Modules: <ul style="list-style-type: none"> • Administration of NCCP programs • Leadership within the NCCP • Micro-facilitation of Coach Developer training • Review MCD evaluation standards • Review and sign the NCCP Coach Developer Code of Conduct 	Process: <ul style="list-style-type: none"> • Prebrief • <u>Co-facilitation</u> • Debrief 	Process: <ol style="list-style-type: none"> 1 <u>Formal Observation</u> 2 Portfolio <ul style="list-style-type: none"> • <u>Self-Assessment</u> • <u>Co-Delivery Assessment</u> • <u>Mentor Assessment</u> • <u>Evaluation Assessment</u> • <u>Organization Assessment</u> • <u>Summary of Assessment</u>

Core Training

Master coach developer are required to take Core Training for Learning Facilitators and Core 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.

Content-specific Training

Content-specific Training is a mandatory component of training for Master coach developer. 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.

Content-specific Training is a training to prepare Master coach developer for the content they will deliver.

Co-delivery

All Master coach developer must co-facilitate LF training with an experienced Coach Developer prior to facilitating training on their own.

It is strongly recommended that co-facilitation occur within 16 weeks of the completion of the content-specific workshop.

Co-facilitation is part of training and therefore the person being trained will not be paid.

An Advanced Learning Facilitator candidate may be required to co-facilitate training a number of times before facilitating training on their own.

Evaluation

All Master coach developer must be evaluated to become certified Master coach developer.

- It is strongly recommended that a coach's evaluation occur within 12 months.
- Master coach developer will be evaluated by submitting a portfolio.
- All Master coach developer must complete the NCCP Make Ethical Decisions.

Maintenance of Certification

All Master coach developer are required to :

- Attain 20 PD points over 5 years to maintain their certification.
- Co-Facilitate every 4 years with a Master-Learning Facilitator;
- Maintain a CFF license in good standing;
- Take part in CFF Coach Developer Workshops;
- Facilitate a minimum of 1 workshop every 18 months.

Honorarium

All honorarium are defined within the CFF Coach Developers Honorarium table page 39 in this document.

7.4. 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.

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 5 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.

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

- Recognized technical and coaching experience / expertise (minimum 5 years)
- Coach certified in the development module directly above the context in which he or she will be evaluating.
 - Maintain a current CFF License in good standing;
 - Submit to Criminal/VSS/Background check (every 2 yrs) – Sterling Backcheck;
 - Completion of NCCP Making Ethical Decisions ,
 - Credibility with peers in sport community; References may be required;
 - A demonstrated willingness to mentor and develop coaches;
 - High ethical standards and demonstrated leadership skills;
 - A commitment to the CFF's NCCP Program;
 - The ability to assess large amounts of information and generate meaningful insights;
 - A positive attitude and supportive communication style;
 - Strong use of questioning techniques;
 - Demonstrated active listening skills;
 - Demonstrated ability and understanding to avoid conflicts of interest;
 - Strong attention to detail;
 - Strong work ethic.

How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:

Core Training	Content-specific Training	Co-delivery	Evaluation
Modules: <ul style="list-style-type: none"> • Overview of the workshop and the NCCP • The certification process • Learning to debrief • Action planning 	Guidelines/Modules: <ul style="list-style-type: none"> • Evaluation methodology and tools • Using evaluation tools for formal observation • Using evaluation tools for portfolio review • Administration and logistics • Review and sign the NCCP Coach Developer Code of Conduct 	Process: <ul style="list-style-type: none"> • Prebrief • <u>Co-evaluation</u> • Debrief 	Process: <ul style="list-style-type: none"> 1 Portfolio <ul style="list-style-type: none"> • <u>Coach Assessment</u> • <u>Self Assessment</u> • <u>Summary of Assessment</u> 2 <u>Debrief</u>

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.

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.

Content-specific Training will also include:

- Content-specific Training to prepare Coach Evaluators for the tools they will use in evaluation.
- This module includes the context in which the Learning Facilitator (evaluator) is In Training (Community, Instructor Beginner, Competition Introduction) and aims at familiarising Learning Facilitators (evaluators) with the content they will evaluate.

Co-delivery

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

- It is strongly recommended that the evaluation occur within 6 months of the completion of the content-specific workshop.
- 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.

Evaluation

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

- It is strongly recommended that coach evaluators be evaluated within six months of co facilitation completion.
- Coach Evaluators will be evaluated by submitting a portfolio.
- All Coach Evaluators must complete the NCCP Make Ethical Decisions.

Maintenance of Certification

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

- Co-evaluate every 4 years with a Master-Evaluator;
- Maintain a CFF license in good standing;
- Take part in CFF Coach Developer Workshops;
- Evaluate a coach a minimum of every 18 months.

Honorarium

All honorarium are defined within the CFF Coach Developers Honorarium table page 39 in this document.

8. Business Model

8.1. Communication

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. (See CFF policies: <http://fencing.ca/policies/>).

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.

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.”

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.

8.2. Responsibilities and Planning

National Sport Organization (NSO)

The Canadian Fencing Federation (CFF) provides the overall leadership, direction and policies related to CFF’s National Coaching Certification Program. The CFF-NCCP programs are delivered through our provincial program partners, our provincial sport organizations (PSO’s) or directly by the CFF. NCCP workshops are hosted based on need.

CFF is responsible for NCCP Program content and quality and also for ensuring the delivery of quality programs through the training and evaluation of CFF National Coach Developers (Master Learning Facilitators and Master Evaluators).

Provincial/Territorial Sport Organizations (P/TSOs)

CFF’s provincial branches (PSOs) as the primary delivery partners are responsible for the organization and delivery of NCCP Workshops (Community-Initiation, Instructor-Beginner) and meeting the needs of our member clubs within their province/regions. PSO’s are also responsible for ensuring, by working closely with the CFF that they have enough Coach Developers within their provinces to provide for sustainable NCCP course delivery within their respective jurisdictions.

Local Sport Organizations (LSOs)

CFF/PSO member clubs should strive to maintain a high standard of coaching by encouraging and supporting their staff and volunteers who are providing rowing instruction or coaching developing athletes to attain NCCP Coach training. Member clubs are responsible to be proactively communicating with their provincial fencing associations their coach training and development needs so the PSO’s can effectively plan and coordinate NCCP training and Coach development opportunities within their respective provinces/regions.

The Locker (the NCCP Database)

As per CAC guidelines, all course records are maintained electronically through the “Locker” which is a database established and maintained by the CAC. Each PSO and Coach Developer must complete the “Locker” training that is provided by CAC and are responsible for entering their own courses into the Locker within TWO WEEKS following the course.

The NCCP Locker protocols for RCA are as follows:

1. The Host Organization (CFF, PSO or Coach Developer) is responsible for Event Set-Up, Participant Registration and submissions for approval.
2. PSO approval
3. CFF approval
4. CAC final approval

To be respectful of our Coaches who are working to advance their training and certification, it is important to submit event information as quickly as possible after each course. This will ensure that Coaching Association of Canada receives the appropriate information in a timely manner and that coaches are credited appropriately.

To ensure that approvals can be provided in a timely manner at each level, it is incumbent of the Host organization to ensure that all events are fully completed with all of the relevant information included (i.e. Coach date of birth, email address, etc. CAC will not accept incomplete events in the “Locker”.)

Succession Planning

The CFF in conjunction with the PSO's and Coach Developer Committee shall on a regular basis ensure that the needs are being shared and planned for on a proactive and ongoing basis. The CFF will provide leadership in ensuring that each province always has the support they need to train and certify their coaches.

Registration and Attendance of Coaching Workshops

Applicable to all CFF workshop organize by provincial association and CFF

1. CFF Sanction 30 days prior to the workshop date
 - CFF approves coach developer selection and recommends an evaluator
 - Registration fees paid online
 - Advertised in The Locker and on the Web
 - Documentation provided to PSO
2. Workshop
3. LF submits candidate reports
4. LF or PSO enters data in The Locker
 - PSO is responsible for LF payment
5. CFF sends invoices if needed
6. Evaluator transmits reports to PSO and CFF.

8.3. Coach Developer Honorariums

Workshop Registration Fees

Information will be provided on the following items:

- Coach Developer honorariums
- Cost of evaluations for coaches for each context
- Cost of Materials

Coach Developer Honorariums for Fencing-Specific and Multi-Sport Sections

- Learning Facilitator \$50 / Hour (up to 6 hours per day)
- Evaluator \$50 / Hour (up to 6 hours per day)
 - Evaluator honorariums must also include travel, meal and accommodation expenses, as well as competition observation if necessary (for the Competition Development module).

Fee for coach evaluation

Evaluation fee are for the evaluation process.

- Community-Initiation Evaluation: \$50
- Instructor-Beginner Evaluation: \$100
- Competition-Introduction Evaluation: \$150
- Competition-Development Evaluation: \$300

Training documents fees

Workshop – LF guide, workbook, reference document: \$40 per context

8.4. 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 5-year 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.

Minimum Professional Development credits required for a 5 years period for renewal of certification is:	
Community Sport	10 points
Instruction – Beginners	10 points
Competition – Introduction	20 points
Competition – Development	30 points

Professional development opportunities and points allocated are as follows:

Activity Category	Points	Limit
NCCP Module	5 points per module	
Autonomous learning activity by the coach	1 point per hour of training	Limit of 3 points for 3 hours and more of training Maximum of 3 points for the renewal period
Active training	1 point per season as a coach OR 1 point per year for resource persons or coach developers	Maximum of 5 points for the renewal certification period.
Non-NCCP-related activity Example: INS Quebec sports workshop, Canadian	1 point per hour of activity	Up to a maximum of 3 points per activity

Fencing Federation or provincial federation professional development activity		
Participation at national competitions	1 point per national competition	1 point per year. Only for the comp-dev context

For more information please visit: <https://coach.ca/lifelong-learning>

8.5. Quality Control

Course Evaluation

The following quality control mechanisms will be in place to ensure the NCCP program remains current and of the highest standard possible:

- MLF's, LF's, E's and ME's are carefully screened and selected based on their capabilities and experience
- CFF maintains a communication network for Coach Developers to share learnings and update knowledge
- CFF will ensure mandatory training and mentorship guidelines are adhered to in the certification of Coach Developers and Evaluators
- Coaching education programs will at all times be PSO approved/NSO sanctioned to ensure quality control of information
- Maintenance of Certification/Professional Development for MLF's and LF's will be monitored and actively promoted
- Coach Developers receive regular training and updates and to remain current are encouraged to facilitate a minimum number of courses per year

Feedback from training courses will be shared with Coach Developers and PSOs.

Revision and Update Cycle

NCCP Course Materials/Guides/Program Content will be reviewed and updated a minimum of every 5 years from the time of final approval.

Hosting Guidelines and Workshop Procedures

Host Partner/PSO/CFF

The host partner is the delivery agent of one or more of the NCCP coaching modules (Multi Sport or Sport Specific) within a province. The host partner may be a provincial sport organization or local sport organization (club or special association). The host partner is responsible for the following:

- Scheduling a date and securing a facility for the course.
- Contacting and paying Coach Developers.
- Promoting the course to local coaches.

- Coordinating registration.
- Working with the Coach Developers to ensure the course participants have been entered into The Locker (the NCCP database).

Course Materials

Coach workbooks and reference materials are a mandatory component of NCCP workshops, and enough materials for each participant must be provided. All NCCP course materials are copyrighted and cannot be published, modified, or copied unless otherwise approved by the Canadian Fencing Federation.

Learning Facilitator Guides

Learning Facilitator Guides are designed to be followed. While LFs are able to take leisure and creativity in the way they facilitate, the content and the learning objectives are not negotiable. All of the NCCP modules are designed with specific teaching models in mind and need to be kept to this consistency. We need to ensure that regardless of which LF a coach takes their training from, they are receiving the same training and information under the same structure.

It is not to say that other programs and concepts are not valuable, but this specific program has intended outcomes based on the delivery method. This is not something that is to be adapted, and a reason why the NCCP is so strict on the delivery of their programs.

Ratio Recommendations

The optimal class size is between 8 – 20 participants. This encourages quality discussions and break out activities between coaches. If the class size exceeds 12 participants a second Coach Developer should be arranged.

Facility Guidelines

- Classroom space with good lighting.
- Tables and chairs for each participant.
- LCD projector and screen or television for display of PowerPoint.
- Flipchart or whiteboard.
- Additional space to move around for activities or practical application. • Appropriate equipment/fencing venue for stage of coach participants.

8.6. Minimum Age Restrictions

The CFF maintains a minimum age for each context based on the responsibilities established for each coach in that context:

- **Community Sport-Initiation:** 14 or older
- **Instructor-Beginner:** 14 or older

- **Comp-Intro:** 16 or older
- **Comp-Dev:** 18 or older

Coaches under the age of 18 cannot be responsible for a group of athletes, therefore they can only act as assistant coach. Coaches under the age of 18 acting as assistant coach must always be accompanied by a certified coach aged 18 or older.

9. Tools and annex

9.1. 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.

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/ST irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, mental status, family status, or physical or mental ability (Source of inclusivity statement: Canadian Centre for Ethics in Sport (CCES)).



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 Rule of Two is a leading practice to ensure a safe sport environment for all. 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 and coaches. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.



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.

9.2. NCCP Coach Developer Code of Conduct

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

Preamble

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for Fencing Canada, 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 fencing Canada 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 fencing Canada

Please be advised that the Board of Directors of Fencing Canada 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

9.3. Template for Coach Developer Self-Nomination Letter

Date: -----

Location: -----

Name : -----

NCCP#: -----



Dear , (P/TSO, P/TCR)

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

- Learning Facilitator
- Coach Evaluator
- Master coach

for the following contexts and/or workshops:

- Community
- Instructor
- 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 (sport name).

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



9.4. Template for CFF Coach Developer Application Form

Date:

Location:

Name:

NCCP#:

Languages:

Sport:

Language:



Application Checklist:

- ___ Cover letter
- ___ Completed Coach Developer Application Form
- ___ Completed Letter/Preliminary Coach Developer Worksheet
- ___ Completed NCCP Make Ethical Decisions
- ___ 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



9.5. Template for CFF Coach Developer Letter/Preliminary Worksheet

Date: -----

Location: -----

Name: -----



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.

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



9.6. Template for Feedback Form



It is important to get feedback from participants to help Canadian Fencing Federation to improve our NCCP programs and quality of our coaches. The course you have just completed has been designed to provide you with skills and knowledge to become a more effective coach. Your feedback on the content presented and the ability of the course host to deliver this course will assist us in ensuring that the level of coach education is maintained at the highest level. Please take a moment to complete this short evaluation. All commentary will be held confidential.

Date::

Workshop::

Location::

Coach Developer::

Overall appreciation

- Did not meet expectations
- Below expectations
- Responses to expectations
- Beyond expectations
- Exceeded expectations

Technical

- The registration process was simple and easy to complete
- The technology used was easy to follow and effective
- The price of the course was fair and reflected the quality of service provided

Additional Comments

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 e-learning coaching modules, and get practical coaching tips that you can use today from the Coaching Association of Canada.


Coaching Association of Canada
Association canadienne des entraîneurs