

EVALUATION PROCESS - Procedures for Coach Certification

1. Attend Sport Coach Workshop OR Coach gains experience/education in this context as an athlete, coach or student
2. When coach feels they are ready and they feel they can meet the evaluation criteria, they contact a designated staff person at AC and are assigned an evaluator. Evaluators within 100km will be contacted first, followed by evaluators in the province. Once linked with an evaluator, the coach will submit their portfolio and a description of their athletes and training environment to the evaluator.

The coach portfolio must contain the following items (see Part 3 for the forms):

- Athlete description (Form A)
 - Stakeholder feedback form (Form B)
 - Athlete feedback form (Form C)
 - Three practice plans (one run, one jump, one throw) (Form D) – You can use your own, this is just an example if needed
 - Emergency Action Plan (Form E)
3. Evaluator reviews the portfolio submission.
 4. Evaluator decides, based on the work reviewed in the portfolio, if the coach is ready to be evaluated or if they need more time to develop their portfolio first.
 5. If the coach is ready for the evaluation a date and time is selected for the evaluation to take place if the evaluation is to occur in a face-to-face environment. If the evaluation will occur on-line, the coach is provided with the information regarding how to film their practice and upload their information. When the filming has been completed, the coach and evaluator set up a meeting time online. The online meeting set up is coordinated by Athletics Canada.
 6. The formal observation of the practice must include the following procedures:
 - Coach must submit the practice plan that they will be implementing to the evaluator 2 days prior to the formal observation/online meeting

- Practice must include an Introduction, warm-up, main-part, cool-down and conclusion
- Coach must demonstrate the ability to teach skills outlined in the practice plan. The coach should be able to detect and correct basic errors as outlined in the Athletics Canada Introduction to Competition Technical Manual.

7. Following the formal observation the evaluator must debrief the coach. The purpose of the debrief is two-fold; (1) to gather additional evidence or to clarify events that occurred during the practice, and (2) to provide feedback to the candidate about what went well and what areas need improvement. Evaluators will be provided with a guide for leading the debrief process.
8. Following the successful completion of the evaluation, a CRF is submitted to the CAC, copied to the branch and the coach's coaching certification file is updated.

Video Instructions

1. Video tape your entire practice, do not edit your tape.
2. Please use a tripod so the resulting picture is stable and have someone operate the video camera for you while you coach your practice.
3. Insure that the person doing the taping for you follows you as you move (i.e. you, as the coach, stay in the picture most of the time), the camera shot should not be stationary (unless you are not moving)
4. When you are giving instructions/providing feedback to your athletes, the camera should be placed close enough to you and your athletes so that the camera microphone can pick up your voices.
5. Use appropriate zoom so that the evaluator will be able to get a feel for what you are doing and how you are interacting with your athletes. It may be important to zoom in when you are working one-on-one with an athlete to discuss how to do something or correct an error and zoom out when the athletes are being active and a macro view of the practice is required.
6. Taping should be done on a digital video camera using mini DV tapes.
7. When you are finished filming, contact Alanna Boudreau (aboudreau@athletics.ca) and she will provide you with instructions regarding how to transfer the video to your computer and share it with your evaluator.

Proposed Cost/Evaluator Training

The proposed fee is \$100/coach per evaluation. This is based on the expectation that the evaluation will take about 4 hours of the evaluator's time at a rate of \$25 an hour. We estimate the evaluator will need 1 hour to review the material and about 2 hours and 45 minutes online with the coach and then 15 minutes to submit the paperwork.

Payments will be processed by AC. Through the pilot process we will determine when payment will be taken – likely this will be upon application for evaluation.

Because evaluations will be done online, we won't need as many evaluators. The need for evaluators will be determined in consultation with the branches based on the demand for certification nationwide.