



National
Coaching
Certification
Program



Waking Up Champions through Coaching

Operations Manual

**Coach Development, Training and Evaluation
Program Standards and Planning**

Approved - May 2009



Program NCCP Coach Development, Training and Evaluation		
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1 NCCP Coach Training and Evaluation - Program Overview

- 1.1 Water Ski and Wakeboard Canada is developing new coach training programs under the National Coach Certification Program (NCCP). Concurrently it has entered into an implementation stage for Long Term Athlete Development (LTAD) – Waking Up Champions. These two initiatives will be integrated to provide for a world-class program for developing both coaches and athletes to their maximum potential.
- 1.2 A key element in achieving a successful outcome of these processes will be the development of the tools and resources needed to deliver programs that meet the guidelines of the NCCP in the new format and to ensure that we develop competent coaches. This Operations Manual defines the standards and processes in delivering coach training and development programs for towed water sports in Canada. It will be a ‘living’ document, requiring continual updating, at least on an annual basis, as each new element of the coaching and athlete development programs and pathways are developed.
- 1.3 Currently Water Ski and Wakeboard Canada has finalized the process for the Community Coach – Initiation Stream with introduction of *Learn To Instructor*. The next stages of development are the *Competitive Introduction Coach* and the *Technical Instructor* programs which are occurring simultaneously. Both programs will have a common Foundations course. The remaining elements of the Coach Development Model – the programs of Competitive Coach – Developmental and High Performance together with other components of the Instructional stream have yet to be addressed.
- 1.4 Other resources and tools will be developed to effectively implement the coach and athlete development pathways, such as training module, workshops, workbooks and portfolios. This policy will govern the identification, training, retention and evaluation of the personnel required to carry out these programs.
- 1.5 Water Ski and Wakeboard Canada recognizes and adopts the policies, goals and objectives behind the changes in the NCCP to provide for more competent coaches by conducting training using modern adult education principles such as facilitated learning, self-directed modules and the evaluation of both coaches and facilitators.
- 1.6 In Workshops delivered in person, the overall teaching format will be based on mentorship and facilitation of learning by participants. Competency-

based education and training is founded on the concept of learning by doing. Coaches develop and refine their skills when they are given the opportunity to apply the concepts covered in the on-line module. The Workshops are designed to allow participants to practice the core skills required in each coaching program and to enable them to reflect on how they may apply what they have learned in their own programs. The Workshops will be based on developing the core competencies of valuing, interacting, leading, problem-solving and critical thinking.

- 1.7 There will be Facilitator Guides, tools and resources developed for each program, including the integration of Multi Sport theory components into the workshop modules, activities and reference materials appropriate for coaching program, developmental age and the characteristics of the coaches involved in each stream. Each module within the Workshops will describe expected 'learning outcomes' and the criteria and evidence on which coaches will be evaluated.
- 1.8 The responsibility for program design, definition and national standards will rest with Water Ski and Wakeboard Canada. Program delivery at the local and provincial level will be the responsibility of the provincial Water Ski and Wakeboard association (PSO) in each province according to these program standards.

2 Coaching Development Model

- 2.1 Water Ski and Wakeboard Canada has adopted as its Coaching Development Model the chart as shown in Appendix 1.

3 Program Descriptions

- 3.1 Community Sport – Initiation Stream is an entry level program where a coach’s primary role is to conduct programs for new participants in towed water sports and to introduce these athletes to basics in a fun, safe and self-esteem building environment regardless of their ability. Water Ski and Wakeboard Canada has completed the development of this coaching stream – it is designated *Learn To Instructor*.
- 3.2 The Instruction – Intermediate Stream will be designated the *Technical Instructor* program. This program is for coaches who work with participants who already have some proficiency in skill, are being taught to refine fundamental skills and are being introduced to more complex techniques. Coaches will be entered in the new program designated *Technical Instructor*. The primary focus of this coaching program will be instructing athletes in the FUNdations stage of development. The *Technical Instructor* program will also be the foundation course for the *Competition Introduction Coach* program.
- 3.2.1 Training in the *Technical Instructor* program will consist a series of 3 workshops entitled *WSWC Coaching Foundations*, “*Discipline*” *Building Skills*” and *Multi Sport Module A*, the last being delivered in a multi-sport environment. Upon completion of these modules a coach will be considered ‘Trained’ as a *Technical Instructor*. Certification in this program as “*Technical Instructor – Certified*” will be obtained by a coach completing on-line evaluation of a Making Ethical Decisions testing, a Coaching Workbook A & B review, and an on water evaluation by an accredited Evaluator.
- 3.3 The Competition – Introduction Stream will be designated the *Competition Introduction Coach* program. This program is for coaches preparing athletes for local and / or regional – provincial competitions. Coaches will be entered in the new program designated *Competition Introduction Coach*. The primary focus of this coaching program will be coaching athletes in the Build the Skills stage of development.

- 3.3.1 In this program, a coach who has been Certified or Trained as a *Technical Instructor* will receive additional training in a module covering *Designing a Sport Program, Mental Training Concepts* and *Competition Strategies*. Certification will be obtained by a coach completing the on-line evaluation of Making Ethical Decisions testing, Coaching Workbook A, B & C review, and an on water evaluation by an accredited Evaluator
- 3.4 The remaining coaching programs under the new NCCP have yet to be developed by Water Ski and Wakeboard Canada and will each be added to this Operations Manual as they are defined. Those programs are:
- 3.4.1 *Competition-Development* – developing athletes who are coached to refine basic sport skills, to develop more advanced skills and tactics. Covers preparation of athletes for provincial and national competitions.
- 3.4.2 *Competition-High Performance* – high performance athletes are coached to refine advanced skills and tactics and are typically prepared for performance at national and international competitions.
- 3.4.3 *Instruction – Advanced* – Athletes, who are experienced and already skilled in towed water sports, are taught to refine advanced skills and techniques.
- 3.5 The Learning Facilitator Guides for each program shall be set out in a separate Manual under this program.
- 3.6 The Learning Outcomes, Evaluation Criteria and Evidences sought shall be set out in a separate Manual under this program.

4 Pathways

- 4.1 The pathway as shown in Appendix 2 shall be the pathway for *Initiation Coach – Trained*.
- 4.2 The pathway as shown in Appendix 3 shall be the pathway for “*Discipline*” *Technical Instructor - Certified*.
- 4.3 The pathway as shown in Appendix 4 shall be the pathway for *Competition Introduction Coach – Certified*.

5 Personnel

- 5.1 Water Ski and Wakeboard Canada, in cooperation with the member provincial associations (PSOs), will identify and designate a roster of personnel to carry out the objectives of the new NCCP. These personnel include:
- 5.1.1 Water Ski and Wakeboard Canada staff liaison (Sport Development Manager)
 - 5.1.2 PSO liaison (appointed by each PSO)
 - 5.1.3 Water Ski and Wakeboard Canada Coaching Working Group
 - 5.1.4 Master Learning Facilitators (MLFs)
 - 5.1.5 Learning Facilitators (LFs)
 - 5.1.6 Evaluators
- 5.2 Water Ski and Wakeboard Canada will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of valuing, leading, interacting, problem-solving and critical thinking skills.
- 5.3 The Water Ski and Wakeboard Canada staff liaison will be responsible for coordinating the activities of the coach and athlete development frameworks and planning process and report to Water Ski and Wakeboard Canada Executive Board. This staff member will be responsible for managing the communication plan and reporting on the progress of development efforts to stakeholders within Water Ski and Wakeboard Canada.
- 5.4 The PSO liaison will be responsible for the same activities within the provincial associations. They will act in a leadership role within the province and will monitor the progress of coaching development programs, reporting to the Water Ski and Wakeboard Canada liaison any difficulties, recommendations for improvement or challenges related to implementing the new programs. They will manage and coordinate the activities of the human resources for this program within the PSO.
- 5.5 Water Ski and Wakeboard Canada may appoint a Coaching Working Group as a resource group to facilitate the program development, including development of tools and resources, program design requirements, integration of Coaching Development with LTAD and the training of *Master Learning Facilitators* and *Learning Facilitators* where required. Such other duties as required for a successful program implementation may be assigned to the Coaching Working Group.

- 5.6 All personnel tasked with carrying out the objectives and programs related to coach training and development will be required to sign a Learning Facilitator Contract and a Code of Conduct adopting the principles of the NCCP and respecting the objectives and mission of ‘Waking Up Champions’, a sample of such Code is attached as Appendix 5.
- 5.7 All personnel tasked with carrying out the objectives and programs related to coach training and development, including course definition, design and development will be required to enter into copyright assignment agreements with Water Ski and Wakeboard Canada and to respect the copyright terms of use related to Coaching Association of Canada and the National Coach Certification Program.

6 Master Learning Facilitators

- 6.1 Water Ski and Wakeboard Canada will develop a roster of *Master Learning Facilitators (MLFs)* to conduct training of *Learning Facilitators (LF)* identified by the Provincial Associations as suitable candidates to conduct coach training Workshops.
- 6.2 The *MLF* candidates will be recommended by PSOs. Water Ski and Wakeboard Canada will review the qualifications of the *MLF* candidates and approve their acceptance. *MLFs* must attend any required training sessions and successfully complete the *MLF* Training assignments. It will be the responsibility of Water Ski and Wakeboard Canada to conduct *MLF* training. The *MLFs* will then be authorized to conduct *Learning Facilitator (LF)* training on behalf of Water Ski and Wakeboard Canada in each program.
- 6.3 *MLF* candidates will be trained in a number of skill and learning outcomes. Upon completion and verification of the training and skill sets, *MLFs* will be assigned to conduct training in each coaching program as required and suitable. Such assignments and designations will be approved by Water Ski and Wakeboard Canada.
- 6.4 *MLFs* will be sought with the following skill sets:
 - 6.4.1 Experience in training or instructional methods, preferably in adult education setting;
 - 6.4.2 Experience in delivery of towed water sports technical training to adults;
 - 6.4.3 Knowledge of NCCP coach training paradigm.
- 6.5 Prerequisites for *MLFs* will be the following:
 - 6.5.1 Full Level 3 certification in a towed water sport or similar sport under existing NCCP system (preferable) – exceptions will be considered on an individual basis;
 - 6.5.2 Full certification in the program in which they would be facilitating;
 - 6.5.3 Minimum of 5 years coaching experience;
 - 6.5.4 Recommended by their provincial association and/or another *MLF*;
 - 6.5.5 Attendance at a *MLF* training session;
 - 6.5.6 Minimum age of 20 years old.

7 Learning Facilitators

- 7.1 In order to meet the objectives of the new NCCP for each program, PSOs will have to develop and maintain a roster of *Learning Facilitators (LFs)* to deliver coach training in each program utilizing the adult learning principles advocated in the new NCCP. PSOs will be responsible for recruiting *LFs*. It will be the responsibility of PSO to contact WSWC when additional LF training is required. WSWC, in accordance with the training process and using approved *MLFs*, to provide *LF* training in each program, at the cost of the PSO (See section 10 for more detail).
- 7.2 *LF* candidates will be trained in a number of skill and learning outcomes. Upon completion of the appropriate LF training, *LFs* will be assigned to conduct a minimum of one co-facilitated course. Upon completion of the course the supporting LF will evaluate the other LF and provide feedback to WSWC staff coordinator. If the evaluation is successful the LF will become "certified". Such assignments and designations will be approved by Water Ski and Wakeboard Canada.
- 7.3 Applications for *LF* training and designation shall be made to WSWC by the PSO. WSWC may provide additional training, mentoring or upgrading for candidate as required, at the cost of the PSO.
- 7.4 *LFs* will be sought with the following skill sets:
- 7.4.1 Good understanding and background in the full spectrum of towed water sport skill development, particularly at relevant stage of development;
 - 7.4.2 Good understanding of the growth and development principles related to the age groups and LTAD for each program;
 - 7.4.3 Good understanding of the appropriate skill training for any program in which they may be trained;
 - 7.4.4 Good understanding of the principles applied in Making Ethical Decision;
 - 7.4.5 Demonstrate a high participation level within towed water sports in Canada;
 - 7.4.6 Show commitment to the NCCP and its founding principles.
- 7.5 Prerequisites for *LFs* will be:
- 7.5.1 Attendance at *LF* training session as conducted by a *MLF*;



- 7.5.2 LFs will be expected to be certified at the program stage in which they are being trained;
 - 7.5.3 Minimum of 2 years coaching experience;
 - 7.5.4 Be recommended by either their provincial association and/or another LF;
 - 7.5.5 Signing a *Learning Facilitator Contract* between Water Ski and Wakeboard Canada and the expected LF;
 - 7.5.6 Minimum age of 18 years old.
- 7.6 LFs will be reevaluated at their five year anniversary of becoming a certified LF either through formal evaluation or attending an additional training course.

8 Evaluators

- 8.1 In order to meet the objectives of the new NCCP for specific program, PSOs will have to develop and maintain a roster of *Evaluators* to conduct coach evaluation in certain programs according to established criteria and guidelines as defined by Water Ski and Wakeboard Canada. PSOs will be responsible for recruiting *Evaluators*. It will be the responsibility of the PSO to contact WSWC when additional *Evaluator* training is required. WSWC, in accordance with the training and using approved MEs, will provide *Evaluator* training in each program, at the cost of the PSO.
- 8.2 *Evaluator* candidates will be trained in a number of skill and learning outcomes. Upon completion and verification of the training and skill sets, *Evaluators* will be assigned to conduct training in each coaching program as required and suitable. Such assignments and designations will be approved by Water Ski and Wakeboard Canada.
- 8.3 *Evaluators* will be sought with the following skill sets:
- 8.3.1 Good understanding and background in the full spectrum of towed water sports skill development;
 - 8.6.2 Good understanding of the growth and development principles related to the age groups and LTAD for each program;
 - 8.6.3 Good understanding of the appropriate skill training for any program in which they may be trained;
 - 8.6.4 Demonstrable skills in the core competencies of valuing, leading, interacting, problem-solving and critical thinking.
 - 8.6.5 Demonstrate a high participation level within towed water sports in Canada;
 - 8.6.6 Show commitment to the NCCP and its founding principles.
- 8.4 Prerequisites for *Evaluators* will be:
- 8.4.1 Attendance at *Evaluator* training session as conducted by a *MLF*;
 - 8.4.2 *Evaluators* will be expected to be certified at the program stage in which they are being trained;
 - 8.4.3 Minimum of 5 years coaching experience;
 - 8.4.4 Be recommended by either their provincial association and/or another *Evaluator*;
 - 8.4.5 Minimum age of 18 years old.



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- 8.5 Applications for *Evaluator* training and designation shall be made to PSO. PSOs may provide additional training, mentoring or upgrading for candidate as required.

- 8.6 *Evaluators* will be reevaluated at their five year anniversary of becoming a certified *Evaluator* either through formal evaluation or attending an additional training course.

9 Fiscal Responsibilities

- 9.1 Water Ski and Wakeboard Canada shall establish fee guidelines and parameters for coach training workshop offered and developed under its authority. The principle to be followed is to provide training on a ‘cost recovery’ basis.
- 9.2 Water Ski and Wakeboard Canada will set fees to recover its cost related to program design, development, contracting responsibilities for tools and resources, administration at a National level and costs related to maintaining national databases.
- 9.3 The PSOs will be responsible for local and provincial administration of the coaching programs, delivery mechanisms, assigning and compensating LFs and Evaluators as well as filing course register forms electronically and sending to Water Ski and Wakeboard Canada.
- 9.4 The recommended fee structure for modules developed to date is outlined in Appendix 6.
- 9.5 The PSOs will be responsible for covering costs associated with *LF* and *Evaluator* training.

10 Recruitment, Retention, Education and Renewal

- 10.1 It is expected that PSOs will develop and maintain a suitable number of high quality LFs and Evaluators. Quality not quantity should be the focus and main concern. PSOs will be responsible to recruit and train a sufficient number of personnel to meet the needs of coaches. Water Ski and Wakeboard Canada will review the roster of active *LFs*, *MLFs* and *Evaluators* annually with the PSOs and monitor roster levels.
- 10.2 Potential participants may be identified from participation at coaching meetings, conferences; from active course conductors on other courses and successful coaches within recognized quality programs.
- 10.3 Once potential candidates have been identified the PSO must make an application to host *LF* and/or *Evaluator* training to Water Ski and Wakeboard Canada outlining the following:
- 10.3.1 List of potential candidates and their credentials;
 - 10.3.2 Details of the proposed training opportunity;
 - 10.3.3 Proof of agreement from the *MLF* that will be delivering the training;
 - 10.3.4 Proof that additional *LFs* and/or *Evaluator* are required in the province;
- 10.4 Application will then be reviewed by Water Ski and Wakeboard Canada to assure that quality of all programs delivered will remain high. After careful review and discussions with the PSO liaison, a decision will be made pertaining to the delivery of *LF* and/or *Evaluator* training.
- 10.5 *LF* status will be current for 2 years. Status will be renewed for 2 years after each successful Workshop the *LF* conducts, provided positive reviews are received in *LF* evaluations.
- 10.6 Steps will be taken to retain qualified *LFs* by providing them with opportunities to conduct clinics, educational upgrading opportunities, regular communication of updates and current information on both process and content. Both Water Ski and Wakeboard Canada and the PSO have a role to play in the retention of *LFs* by making these opportunities available to them.
- 10.7 Water Ski and Wakeboard Canada will monitor the opportunities for further training and education of *Evaluators*, *LFs* and *MLFs*. The rosters shall be

kept advised of updates and changes in content and methodology related to the program.

- 10.8 *Evaluators, MLFs and LFs* who have been inactive for longer than 2 years may have their status renewed upon the recommendation from the PSO to Water Ski and Wakeboard Canada, provided they have received favorable prior reviews on their evaluations and complete an additional LF training.
- 10.9 Water Ski and Wakeboard Canada will, in conjunction with the PSOs, identify potential resource personnel from the following additional sources:
 - 10.9.1 Coaches completing training in the new Programs as developed;
 - 10.9.2 Course Conductors under the old NCCP paradigm;
 - 10.9.3 Athletes encouraged to enter the coaching streams upon completion of their competitive careers with high performance teams sponsored by Water Ski and Wakeboard Canada and the PSOs;
 - 10.9.4 Identification of potential *LFs* by the PSOs from the roster of active coaches who may participate as *LFs* in the Multi Sport or other sports.
 - 10.9.5 Identification of potential *Evaluators* by PSOs from the roster of active *LFs* and *MLFs* and from former course conductors and retired coaches who may wish to remain active.

11 Evaluation of *LFs*, *MLFs* and *Evaluators*

- 11.1 Coaches, upon completion of training modules, are provided an opportunity to evaluate the Workshop modules and the *LF*. These evaluations are to be forwarded to Water Ski and Wakeboard Canada for review.
- 11.2 Workshop evaluations will be designed for each specific workshop. The evaluation criteria will be based on the learning outcomes sought for that learning experience and the *LF* or *MLF* will be evaluated on the skills sets sought for each program and their ability to deliver the workshop to program standards. Such evaluations will be part of the programs materials for each program.
- 11.3 *LFs* who consistently are rated highly on their Workshop evaluations will be considered for mentorship roles with other *LFs*. They may also be considered for training as a *LF* in additional Programs or as a *Master Learning Facilitator*.
- 11.4 If the provincial association and/or the National office staff coordinator find consistently poor reviews of the *LFs* performance then the *LF* will be afforded an opportunity to improve their performance at a subsequent Workshop. This workshop will be monitored by a *MLF*. If no or minimal performance improvement is assessed, the *LF* will removed from active status until they undergo further training and receive positive reviews.
- 11.5 A provincial association, in conjunction with Water Ski and Wakeboard Canada, may revoke *LF* status based on poor *LF* evaluations.
- 11.6 The provincial association and the National official staff coordinator shall monitor and review the evaluation reports submitted by *Evaluators* on assignments for certifying coaches in the various programs. In the event that there are inconsistencies or obvious patterns where the *Evaluator* is not properly applying the evaluation criteria, the provincial association will investigate and make recommendations regarding the status of the *Evaluator* as may be appropriate.

12 Maintaining and Renewing Certification

- 12.1 The Initiation Coach program does not provide for certification and is not subject to maintenance or renewal requirements.
- 12.2 Certification as “*Discipline*” *Technical Instructor* will be for a three year period after registration as ‘Technical Instructor - Certified’. This status will be automatically renewed in the database provided the coach has been active for one year of the three year period and has obtained five professional development credits during the certification period. Professional development credits are defined and outlined in Appendix 7.
- 12.3 Certification as *Competition Introduction Coach* will be for a three year period after registration as ‘Competition Introduction Coach - Certified’. This status will be automatically renewed in the database provided the coach has been active for one year of the three year period and has obtained five professional development credits during the certification period. Professional development credits are defined and outlined in Appendix 7.
- 12.4 Coaches who have lost their certification because of these conditions will still considered to be ‘Trained’ in the programs for which they have been previously certified; however, will only be eligible for re-certification upon application to the WSWC Staff Coaching Liaison for renewal. Such application should include information on coaching experience, previous certifications and training and current status within their local association and PSO (e.g., confirmation that a member in good standing with former registering bodies). The WSWC Staff Coaching Liaison shall review the application and determine whether the coach should be subject to additional training and evaluation. If the coach has been inactive for 3 or more years, they will only be recertified upon meeting the evaluation criteria set out in the pathways.

13 Program Monitoring, Evaluation and Quality Control

13.1 Water Ski and Wakeboard Canada will conduct a quality planning review of this program and its resource requirements on an annual basis when it completes its annual budget submission. At that time, the quality review will consider the following items:

- 13.1.1 Results of any program review conducted by the Coaching Association of Canada and / or funding agencies such as Sport Canada;
- 13.1.2 Any recommendations for improvements by stakeholders involved in delivery of programs or affected by the training programs;
- 13.1.3 A review of the Communication Plan, its resources and tools;
- 13.1.4 A review of the program as suggested by Evaluation Forms submitted by Coaches and Facilitators at the end of Workshops;
- 13.1.5 Suggestions as to Facilitator training improvements as suggested by Workshop evaluation sheets;
- 13.1.6 Funding requirements for additional training for personnel, including the recruitment and training of additional personnel;
- 13.1.7 Requirements for the training and development of personnel to meet the linguistic and geographic profiles of PSOs.
- 13.1.8 Reports from the PSOs as to the number of workshops conducted, number of coaches participating, roster of active *LFs* and *MLFs*, number of evaluations completed together with recommendations and suggestions arising from completed evaluation forms during the past year.

13.2 Water Ski and Wakeboard Canada will review and adopt improvements as developed by the National Coaching Certification Program on a continuous basis. The principles of continuous improvement & professional development for coaches shall be applied.

14 Responsibilities and Planning Requirements

- 14.1 Each PSO shall have the following responsibilities for training in order to maintain a suitable number of quality LFs and Evaluators:
- 14.1.1 In consultation with WSWC determine number needed, taking into account regional and language balances;
 - 14.1.2 Submit an application to WSWC for addition LF training;
 - 14.1.2 Engage the services of a MLF to conduct LF and Evaluator training;
 - 14.1.3 Make arrangements for LF and Evaluator training sessions;
 - 14.1.4 Identify and recruit a sufficient number of LF and Evaluator candidates;
 - 14.1.5 Before conducting training, submit the names of candidates to Water Ski and Wakeboard Canada for approval;
 - 14.1.6 Assist the participants in training and costs of materials.
- 14.2 Each PSO shall have the following non-training related responsibilities in order to maintain a suitable number of quality LFs and Evaluators:
- 14.2.1 Provide an appropriate number of opportunities for LFs to conduct their Workshops. An appropriate number will depend on the LF and the time they have available;
 - 14.2.2 Review the LF and Workshop evaluation forms that are completed by the coaches after the workshops;
 - 14.2.3 Provide an appropriate sharing of assignments for *Evaluators*;
 - 14.2.4 Monitor the activities, performance and training of *LFs*, in conjunction with *MLFs*, to ensure that *LFs* meet the standards expected and maintain the most current training.
 - 14.2.5 Monitor the activities, performance and training of *Evaluators*, in conjunction with *Water Ski and Wakeboard Canada*, to ensure that *Evaluators* meet the standards expected and maintain the most current training.
 - 14.2.6 If the *LF* is receiving consistently unfavorable reviews, discuss with the *LF*. Assure that an *MLF* attends the next workshop, observe the workshop and take appropriate action during and after the workshop as required. This action can range from providing tips on how to improve, to removing their LF status either permanently or until they undergo further training.
 - 14.2.7 Monitoring and assessing the performance of the *Evaluators* in conducting their duties.

14.3 The responsibilities of Water Ski and Wakeboard Canada for the training of MLFs, LFs and Evaluators shall be:

- 14.3.1 To develop and train a roster of *MLFs* to conduct *LF* training throughout the regions;
- 14.3.2 To deliver the first *LF* training opportunity for each new program developed;
- 14.3.3 Review and approve, if acceptable, the candidates proposed for *LF* by the PSOs;
- 14.3.4 Review and approve, if acceptable, the proposed *LF* training opportunity by the PSOs;
- 14.3.5 Develop *LF*, *MLF* and *Evaluator* training guidelines and approve the training program as submitted by the PSOs to conduct training.

14.4 The responsibilities of Water Ski and Wakeboard Canada in order to maintain a suitable number of *Evaluators*, *MLFs* and *LFs* to meet the needs of the various programs shall be:

- 14.4.1 Monitor the number of *MLFs* active and ensure there are adequate numbers to meet the needs of the PSOs, including linguistic and geographic requirements;
- 14.4.2 Review the roster of active *Evaluators* and *LFs* annually with the PSOs and determine training requirements;
- 14.4.3 Monitor the opportunities for further education and training of resource personnel and to make these opportunities known to them.

15 Communications

15.1 Water Ski and Wakeboard Canada recognizes the importance of a consistent and well developed communications strategy to keep all stakeholders fully informed of program developments and benefits. It shall establish a distribution network to communicate changes, updates and developments, such network to include PSOs, their coaching coordinators, *MLFs*, *Evaluators* and *LFs*.

15.2 Water Ski and Wakeboard Canada shall have the responsibility of maintaining up to date information within the Coaching section of their official webpage.

16 Challenges, Equivalencies and Transition

- 16.1 Legacy coaches (coaches with previous training under the old NCCP), coaches returning from competing or coaching internationally or professionally and members of Water Ski and Wakeboard Canada's high performance programs may be entitled to challenge for evaluation of their competencies by use of the program evaluation outcomes and criteria at any stage. Approval for such evaluations will be made by Water Ski and Wakeboard Canada upon application to the Staff Coaching Liaison responsible for coaching development.
- 16.2 In consideration of the transition from the old NCCP to the new NCCP, some equivalencies will be granted to legacy coaches. At this time, equivalencies are pending CAC policy implementation.

17 Coaching Minimum Recommendations

- 17.1 The recommended minimum standards for coaches to participate in recognized events as governed by Water Ski and Wakeboard Canada are set out in Appendix 8.
- 17.2 The recommended minimum standards for coach training at the various levels are outlined in Appendix 8.
- 17.3 For the transition period, exemptions will be made based on the ability to prove that the certification process has been initiated by the coach.

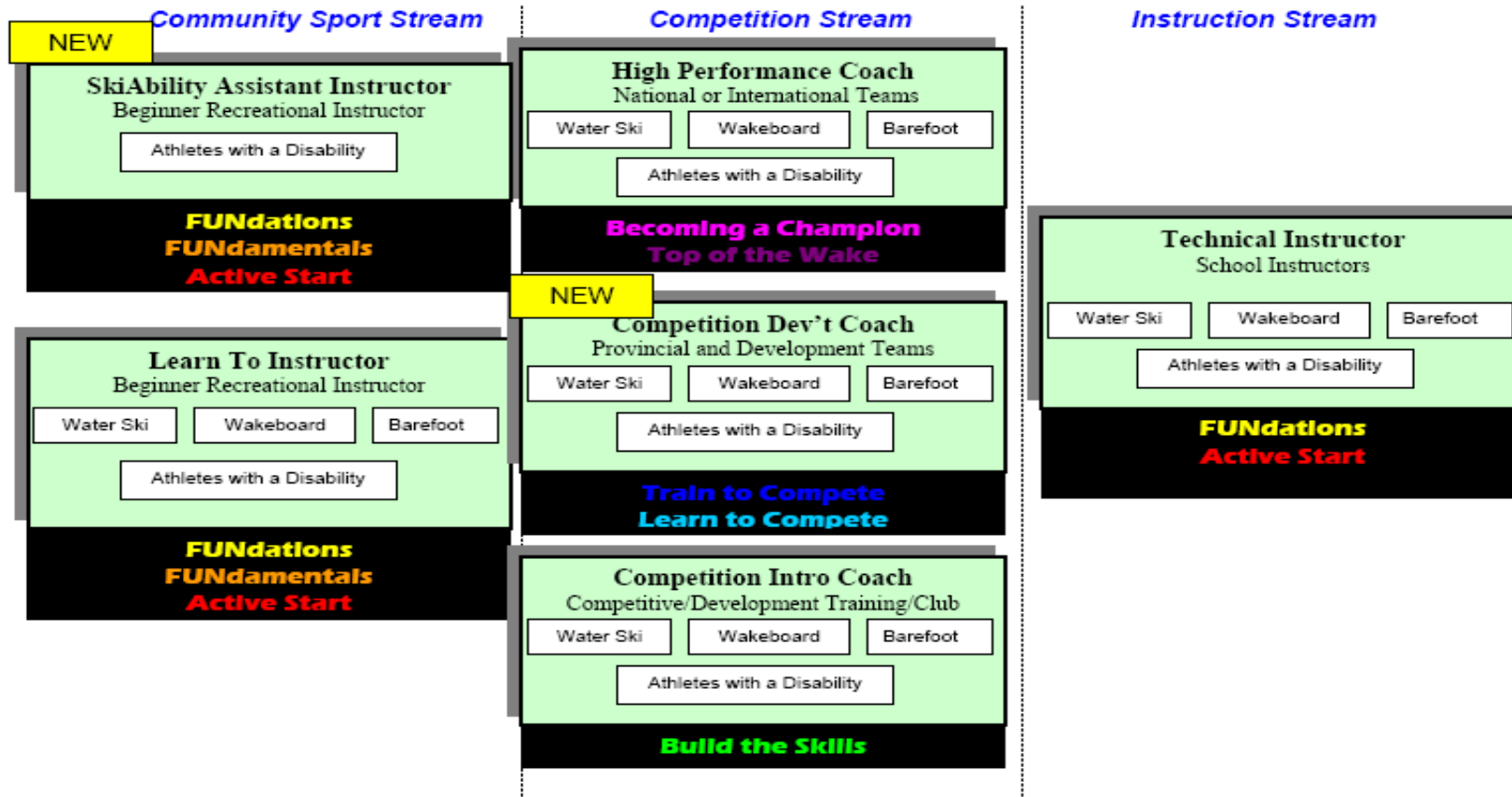


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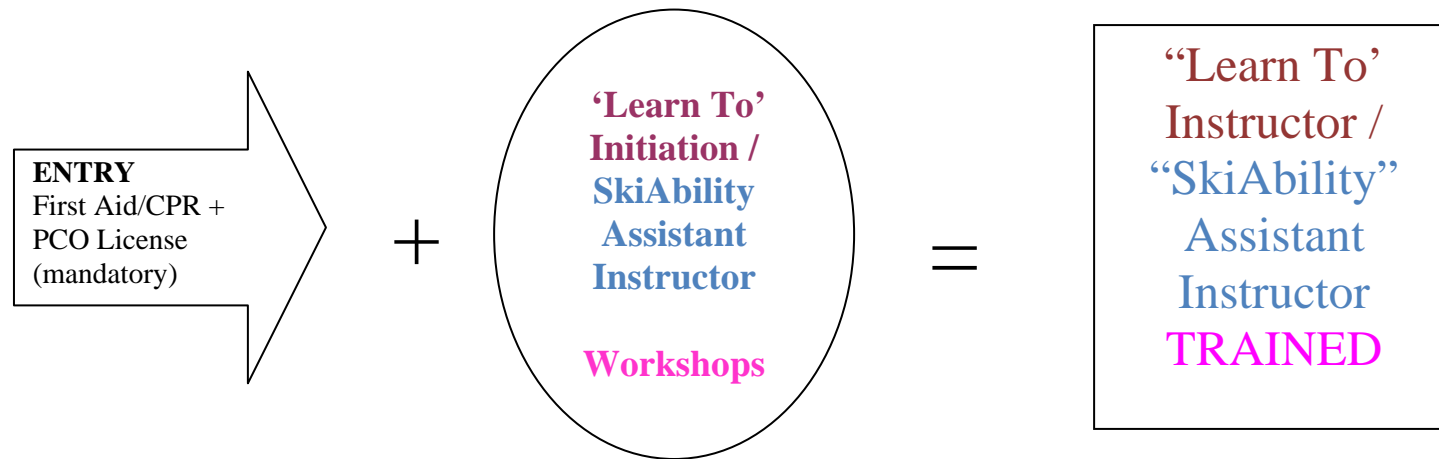


Appendices

Appendix 1 – Coach Development Model



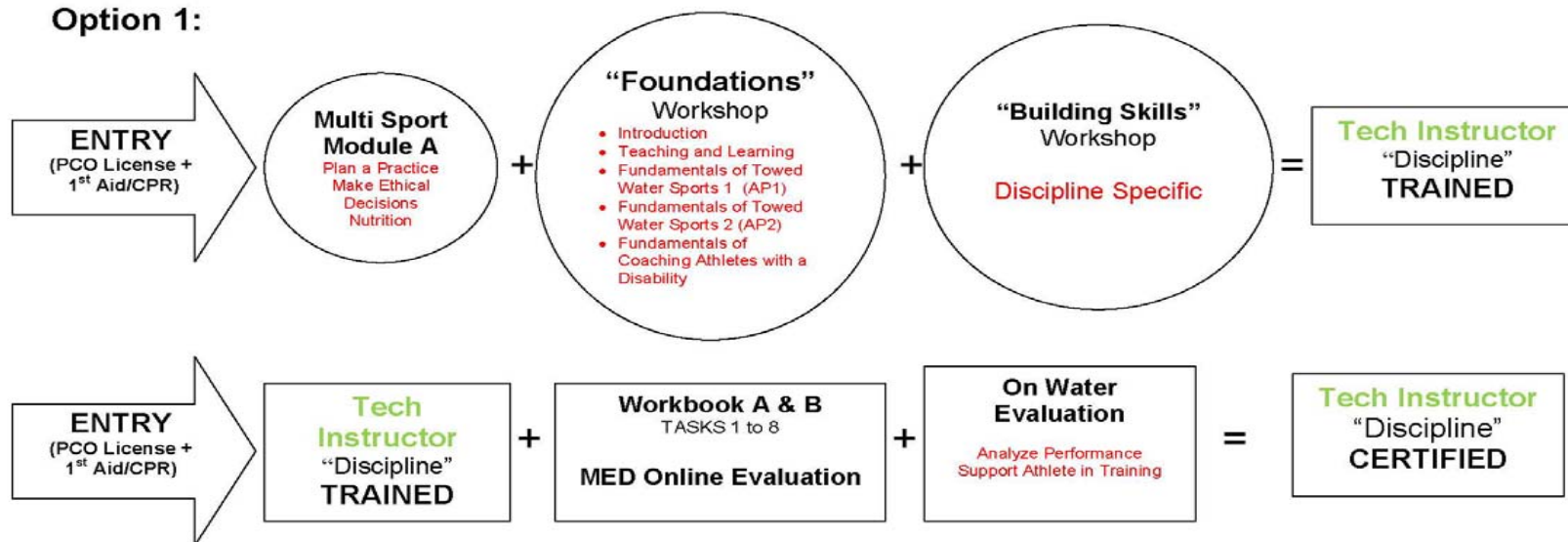
Appendix 2 – Initiation Coach Pathway



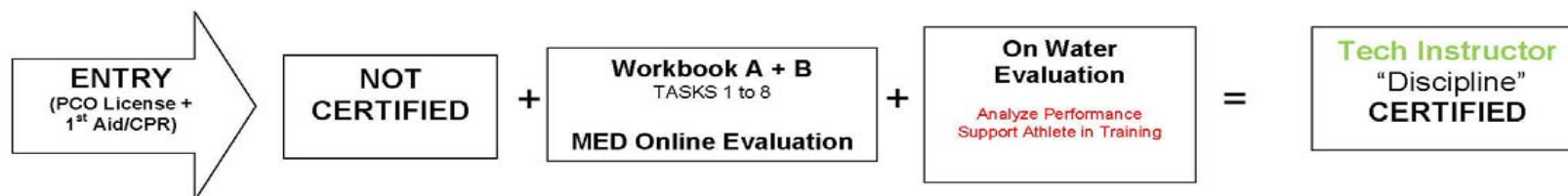
These programs are for Community Coaches
They do not require Evaluation or Certification

Appendix 3 - TECHNICAL INSTRUCTOR PATHWAY

Option 1:



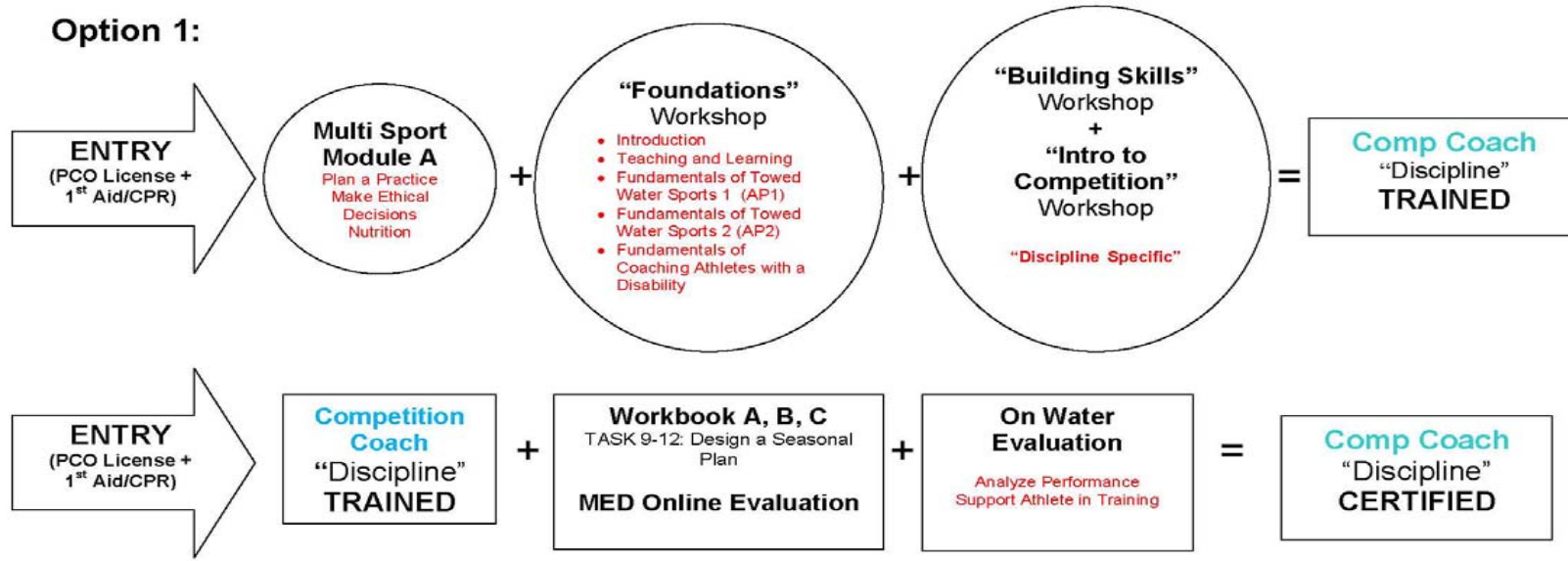
Option 2:



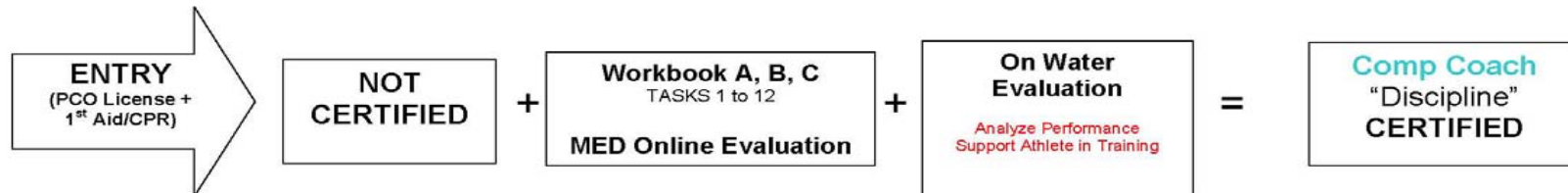
DRAFT – May 19, 2009

Appendix 4 - COMPETITION INTRODUCTION COACH PATHWAY

Option 1:



Option 2:



Appendix 5

Learning Facilitator Contract

Water Ski & Wakeboard Canada

and

_____ **(Learning Facilitator)**

WHEREAS the Learning Facilitator has agreed to provide such services to **WSWC**.

Water Ski and Wakeboard Canada and the LF (Learning Facilitator) agree as follows:

1. The LF agrees to behave themselves according to the CAC Learning Facilitator Code of Conduct and to sign the Learning Facilitator Code of Conduct (attached to this agreement).
2. This agreement shall be interpreted in accordance with the laws of the Province or Territory in which the Workshop is located.
3. The LF acknowledges receipt of a copy of this agreement.

Dated the _____ day of _____, 200_____.

Per: _____
National Sport Organisation

Per: _____
Learning Facilitator



NCCP Learning Facilitator Code of Conduct

As Learning Facilitator of the workshops of the National Coaching Certification Program (NCCP) for **Water Ski and Wakeboard Canada**, the following LF Code of Conduct shall apply:

Code

The individual shall:

1. Successfully participate in all LF training and evaluation components and be granted a LF certification. (i.e. LF Pathway)
2. Support key personnel and systems of the NCCP and partner organizations. (CAC, Sport Canada, PTCC)
3. Demonstrate ethical behaviour at all time and commits to the CAC Code of Ethics.
4. Attends all required professional development and continuously seek to improve personal abilities and performance on regular basis.
5. Align with the common goals and objectives of the National and Provincial associations as they service the membership at large.
6. Avoid discrediting specific sponsors, suppliers, employer and/or other partners.
7. Exhibit exemplary professional behaviour at workshop and/or evaluation sites.
8. Approach problems and issues (technical and non technical) in a professional and respectful manner seeking solutions that support due process.

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the Learning Facilitator to seek alignment with the objectives, goals and directives of the National and Provincial associations.

Please be advised that **Water Ski & Wakeboard Canada** and its partners will take necessary disciplinary action should any material breach of the Code of Conduct occur.

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

Name (Print please)

Signature

Date



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Appendix 6– Fiscal Responsibilities and Recommended Fees

Administration

1. Module course fees shall be collected with either pre-registration or on site by the host organization according to PSO policy.
2. The maximum number of participants at any workshop shall be twenty persons per Learning Facilitator. In the event of extra registrants the host PSO must provide additional LFs to assist in conducting the workshops.

Fees

1. Paid to Water Ski and Wakeboard Canada by the PSO:
 - *Learn To Instructor* Manual - \$50 each

Recommended Fees

Initiation Coach “*Learn To Instructor*” Workshops - \$250 per coach to cover program delivery, manual costs and PSO administration of program.

Recommended Honoraria

Each Provincial Sport Organization will set Learning Facilitators and Evaluator honoraria; following are the recommended levels as established by Water Ski and Wakeboard Canada:

- \$200 /workshop day as a honoraria to the LF

Appendix 7 – Professional Development Credits

The following professional development credit values will be assigned to training events and courses:

Three (3) points:

- Training as a MLF, LF or Evaluator by Water Ski and Wakeboard Canada;
- CAC Leadership Conference;
- Coaches of Canada Coaches Conference;
- Such other events as accredited and approved by Water Ski and Wakeboard Canada.

Two (2) points:

- Each NCCP Multisport Module;
- Each WSWC module in all programs;
- Each NCCP Sport-specific module in another sport;
- Each year enrolling your school / club in the WSWC Insurance program;
- Each year coaching at a school / club that is insured in the WSWC Insurance program.

One (1) point:

- Such unrelated professional development sessions as approved by Water Ski and Wakeboard Canada, ie WSWC Safety Course



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Appendix 8 – Requirements and Recommended Coaching Minimums for Events

<i>Level/Event</i>	<i>Required</i>	<i>Recommended</i>
Schools	Learn To Instructor or Technical Instructor Trained	Technical Instructor Certified
Clubs	Learn To Instructor or Technical Instructor Trained	Technical Instructor Certified
Local Events		Technical Instructor Certified or Competition Introduction Coach Certified
Provincials		Competition Introduction Coach Certified
Regionals		Competition Introduction Coach Certified
Nationals	Competition Introduction Coach Certified	Competition Dev't Coach Certified
International	Competition Introduction Coach Certified	Competition HP Coach Certified



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Appendix 8 – Required Coach Training Minimums for Teams

<i>Team</i>	<i>Required</i>
Provincial	Competition Introduction Coach Certified
National Development	Competition Development Coach Certified
National	Competition High Performance

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