



SECTION A: Coach Information (This section must be completed by the coach)

Name												
	Last Name		First Name		NCCP #							
Address	Street Address										Apartment #	
	City				Province		Postal Code					
Phone	()		()		()							
	Cell		Home		Business							
Email												

Age category of athletes for which this practice is planned:		Classification of athletes for which this practice is planned:	
Time of the season for which this practice is planned:			

OBJECTIVES	RATIONALE
Indicate the three main objectives of the practice:	Indicate the rationale for choosing these objectives:
1.	1.
2.	2.
3.	3.

PRACTICE EXPECTATIONS										
Indicate practice expectation by placing an (X) in the appropriate box:										
Technical Expectations					Physical Expectations					
Low		Med.		High	Low		Med.		High	
Explain:					Explain:					
Tactical Expectations					Mental Expectations					
Low		Med.		High	Low		Med.		High	
Explain:					Explain:					

NOTE: Attach a copy of your practice plan to this form.



SECTION B: Data Collection

Name												
	Last Name			First Name			NCCP #					
Date				Location								

PRACTICE TIME ANALYSIS (each box represents one minute or practice time)															
O = organization/set-up				E = explanation/instruction				P = practice time				B = break time			
O = min, % (target <10%)				E = min, % (target 15-30%)				P = min, % (target 60% or more)							

PROVIDE SUPPORT TO ATHLETES IN TRAINING						
	Mark	Evidence of Achievement	Comments	Scoring		
				0	1	2
Safety		<ul style="list-style-type: none"> Surveys the practice environment / ensures that there are minimal safety risks. 		Not There - No evidence is observed.		Evidence is observed consistently throughout the practice. Exceptional quality and attention to detail throughout the whole practice.
		<ul style="list-style-type: none"> Able to make adjustments to practice/drills if there are safety issues. 				
		<ul style="list-style-type: none"> Has an applicable emergency action plan (EAP) with all of the critical elements. 				
		<ul style="list-style-type: none"> Reinforces and teaches competitive rules that enable a safe practice where appropriate. 				
	TOTAL POINTS					
Structure & Organization		<ul style="list-style-type: none"> Coach is appropriately dressed. 				
		<ul style="list-style-type: none"> Equipment is available and ready to use. 				
		<ul style="list-style-type: none"> Clear practice segments (appropriate warm-up, main segments and cool down). 				
		<ul style="list-style-type: none"> Has a practice plan. 				
		<ul style="list-style-type: none"> Delivery of practice matches practice plan's goal(s). 				
		<ul style="list-style-type: none"> Specific objectives identified for each practice activity 				
		<ul style="list-style-type: none"> Breaks are provided for appropriate recovery and hydration. 				
		<ul style="list-style-type: none"> Clear timeline for activities and drills / activity time is maximized. 				
		<ul style="list-style-type: none"> Optimal use of space and equipment. 				
		<ul style="list-style-type: none"> Activities contribute to the development of skills and / or tactics. 				
		<ul style="list-style-type: none"> Modifies practice activities to address context specific circumstances or logistics, and to create a specific training effect (physical or motor) 				
		<ul style="list-style-type: none"> Adjustments are made depending on the reaction and performance of the athlete in the activity 				
	<ul style="list-style-type: none"> The adjustments that are made enable the objectives of the practice to be achieved. 					
	<ul style="list-style-type: none"> Activities are adequately sequenced to enhance learning or specific training effects. 					
	<ul style="list-style-type: none"> Practice activities adapted to increase challenge or to ensure optimal learning opportunities. 					
	TOTAL POINTS					
Coach Intervention		<ul style="list-style-type: none"> Coach uses explanation and identifies 1-3 key learning points. 				
		<ul style="list-style-type: none"> Coach uses demonstrations, and participants are in an optimal position to see and hear. 				
		<ul style="list-style-type: none"> Feedback is positive, specific and is communicated to both individuals and the group. 				
		<ul style="list-style-type: none"> Coach makes interventions so that participants have adequate time to practice skill or tactic. 				
		<ul style="list-style-type: none"> Coach maintains a positive outlook and acknowledges athletes' needs and thoughts. 				
		<ul style="list-style-type: none"> Coach uses respectful language when providing verbal interventions 				
		<ul style="list-style-type: none"> Coach provides feedback and instruction that clearly identifies what to improve and how to improve. 				
		<ul style="list-style-type: none"> Coach selectively uses feedback during the drill to constructively reinforce athletes' effort and performance. 				
		<ul style="list-style-type: none"> Coach clarifies key learning objectives and / or performance factors (feedback / instruction) with athletes prior to engaging in the activity. 				
		<ul style="list-style-type: none"> Coach promotes a positive image of the SPORT and models the image to athletes and other stakeholders. 				
		<ul style="list-style-type: none"> Coach identifies appropriate expectations for athlete behavior and reinforces these expectations when appropriate 				
		<ul style="list-style-type: none"> Coach identifies why the correction will have a beneficial effect on the performance consistently identifies how to improve performance. 				
	<ul style="list-style-type: none"> Coach facilitates athlete to increase awareness of basic corrections by asking closed questions. 					
	TOTAL POINTS					
Rank <i>NI, ME, EE</i>	Standard		NI = Needs Improvement	ME = Meets Expectations	EE = Exceeds Expectations	
	<i>Ensures that the practice environment is safe</i>		< 3	4	> 5	
	<i>Implements an appropriately structured and organized practice</i>		< 8	9 – 15	> 16	
	<i>Makes interventions that promote learning</i>		< 8	9 – 15	> 16	
Evaluator						
Signed			Date			
Print – Last Name			Print – First Name		NCCP #	

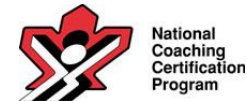


National Coaching Certification Program

SECTION B: Data Collection Continued

Name									
	Last Name	First Name		NCCP #					
Date	Location								

PLAN A PRACTICE												
	Mark	Evidence of Achievement	Comments		Scoring							
Logistics & Structure		<ul style="list-style-type: none"> Practice plan identifies a goal or a series of key elements that will be addressed in the practice 			0	Not There. No evidence appears on plan	1	All There. Sufficient detail of evidence				
		<ul style="list-style-type: none"> Practice plan identifies basic information include, date, time, location, number of athletes, level of athletes. 										
		<ul style="list-style-type: none"> Practice plan indicates basic logistical needs (i.e. facilities and equipment) to match the overall goal. 										
		<ul style="list-style-type: none"> Practice plan has a clearly identified goal that is consistent with NCCP growth and development principles 										
		<ul style="list-style-type: none"> Practice plan is organized into main segments that include an introduction, warm-up, main part, cool-down and a conclusion. 										
		<ul style="list-style-type: none"> Duration of the practice and each practice segment are identified on a timeline. 										
		<ul style="list-style-type: none"> Plan includes a list of key factors or teaching points that relate to the overall goal. 										
		TOTAL POINTS										
Emergency Action Plan		<ul style="list-style-type: none"> The location of telephones (or possession of mobile phone) and emergency telephone numbers 			0	Not There. No evidence appears on plan	1	All There. Sufficient detail of evidence				
		<ul style="list-style-type: none"> Specific directions to reach the activity site, which may include a map or a list of key instructions 										
		<ul style="list-style-type: none"> Location of medical profiles for each athlete under the coach's care 										
		<ul style="list-style-type: none"> Location and checklist for a fully stocked first aid kit 										
		<ul style="list-style-type: none"> Designated charge person and call person with roles and responsibilities. 										
		TOTAL POINTS										
	Mark	Evidence of Achievement	Comments		Scoring							
Appropriate Activities		<ul style="list-style-type: none"> Practice activities are effectively described (i.e. diagrams, explanations, key points) 			0	No evidence present	1	Some evidence, limited detail and accuracy to meet overall criteria. A different coach would have difficulty implementing the practice	2	Good evidence, sufficient detail and accuracy to meet overall criteria. A different coach could implement the practice	3	Exceptional evidence with excellent detail and accuracy to meet overall criteria. Plan would assist a different coach in enhancing the practice.
		<ul style="list-style-type: none"> Planned activities are allotted enough time to develop the skills and or tactics identified by the goal. 										
		<ul style="list-style-type: none"> Planned activities contribute to the development of skill (s) and are appropriate to the stage of skill development (Acquisition, Consolidation, Refinement) 										
		<ul style="list-style-type: none"> The practice plan indicates key factors (coaching points) that will be identified in the practice activity. 										
		<ul style="list-style-type: none"> Planned activities contribute to the development of athletic abilities, are appropriate for the sport, and are consistent with NCCP growth and development principles. 										
		<ul style="list-style-type: none"> The duration of the practice and each practice segment are consistent with NCCP growth and development principles. 										
		<ul style="list-style-type: none"> Planned activities reflect awareness of, and control for potential risk factors 										
		<ul style="list-style-type: none"> Activities are purposeful and link to overall practice goal. 										
		TOTAL POINTS										
Rank <i>NI, ME, Ee</i>	Planning Element		NI = Needs Improvement	ME = Meets Expectations	EE = Exceeds Expectations							
	<i>Identifies appropriate logistics for practice</i>		< 6	7								
	<i>Design an Emergency Action Plan</i>		< 3	5								
	<i>Identifies appropriate activities in each part of the practice</i>		< 8	9-14 (No 0s)	> 15							
Evaluator												
Signed					Date							
Print – Last Name			Print – First Name		NCCP #							



SECTION C: Coach Debrief

Name									
	Last Name	First Name	NCCP #						
Date		Location							

Preparation Checklist		Meeting
Pre- Observation	<ul style="list-style-type: none"> Necessary practice parameters are identified to the coach. Practice Plan is made available and evaluated prior to practice. EAP made available and evaluated prior to practice. Evidence required in the practice (evaluation tools) made available to the coach. Pre-observation feedback given to coach to identify possible issues and/or concerns. Date and observation confirmed ahead of time. 	<ul style="list-style-type: none"> Discuss process for observation including evidence sought. Clarify any questions and/or concerns. Goals and objectives are identified and discussed with the coach. Identify the context and logistics – time/type of season, athlete development stage, etc.
	Steps in the Process	
Debrief – Reflections and Comments	1. Opening – Asking key questions Examples: What do you think went well and why? What might have you done better and how would you change it? Did you consider other ways to do that?	
	2. Facilitation – Leading the coach in guided discovery to probe areas for further evidence Examples: If <<safety situation>> occurred, explain what you could have done. I noticed that you did , why did you do that, or , what might you have done differently?	
	3. Closing – Summarizing key points and providing feedback Examples: Overall, I thought you did _____ well. You may want to consider trying _____ in the future. I observed that <<specific scenario>> occurred and thought you should be aware of its impact during the practice.	

Criteria Evaluated	Rank <i>NI, ME, EE</i>	Outcomes Evaluated
Ensures that the practice environment is safe		○ Provides support to Athletes in Training
Implements an appropriately structured and organized practice		
Makes interventions that promote learning		○ Plan a Practice
Identifies appropriate logistics for practice		
Design an Emergency Action Plan		
Identifies appropriate activities in each part of the practice		○ Analyze Performance
Coaches detects performances		
Coaches corrects performance		
Action Planning – Next Steps	NEEDS IMPROVEMENT Identify what the coach needs to do in order to complete the successful evaluation in a particular outcome. This may involve a re-submit, or re-observation.	
	MEETS EXPECTATION Identify to the coach what needs to happen in order to maintain certification. This may include identifying appropriate professional development opportunities, mentorships, etc.	
	EXCEEDS EXPECTATIONS In outcomes where the coach has performed exceptionally well, identify opportunities to graduate to a more expert level. This may involve further evaluation and/or training. Further identify opportunities to continue to excel in coaching.	
Evaluator		
Signed		Date
Print – Last Name	Print – First Name	NCCP #
Coach		
Signed		Date
Print – Last Name	Print – First Name	NCCP #