

Competition Development Coach Portfolio:

Introduction

Congratulations for embarking on the first steps to becoming a certified Comp. Dev. Coach in Karate Canada's National Coaching Certification Program (NCCP). As a first step in the certification process you will be required to complete the Karate Comp. Dev. Coach evaluation PORTFOLIO. The completed portfolio should be submitted to your evaluator 3 weeks prior to engaging in formal observations of your coaching. The following document illustrates the steps you must take.

The purpose of this portfolio is to:

1. Provide you with an opportunity to demonstrate certain coaching competencies.

And

2. Allow you to demonstrate your readiness for a formal observation.

The portfolio will require you to complete the following tasks:

1. Have the Coach Assessment forms completed by a mentor coach (head coach) and one athlete.
2. Complete an Emergency Action Plan
3. Submit 3 Practice Plans; one for each phase of the yearly training plan (General Preparation Phase, Specific Preparation Phase and Competition Phase)
4. Submit a Yearly Training Plan
5. Submit a Competition Report.
6. Submit an Athlete/Team Progress Report
7. Complete Make Ethical Decisions online evaluation
8. Complete Managing Conflict online evaluation
9. Complete Leading Drug-free Sport online evaluation
10. Complete Making Head Way in Sport online module

Instructions for each task are included below. If you do not feel that you are ready to complete your portfolio, task specific training workshops can be made available to assist you in gaining this training and experience. Contact Karate Canada or your assigned evaluator about workshops in your area.

Competition Development Coach Profile

Name			CC number:											
	Surname		First Name											
Address														
	Apt.	Street												
	City			Province				Postal Code						
Phone	()		()		()									
	Home		Business				Fax							
Email														
Number of years coaching														
Primary context of athlete coached														
Name of Club														
Head Coach/Instructor														

Coaching Context Description

Number of Athletes		Average practice time	
Youngest Athlete Age		Number of practices per week	
Oldest Athlete Age		Number of weeks per year	

Completed checklist:

Item	Yes	Date(mm/dd/yyyy)
Task 1: Have Coach Assessment forms completed by a mentor coach (Head Coach) and one athlete		
Task 2: Complete an Emergency Action Plan		
Task 3: Complete 3 Practice Plans for an athlete or team		
Task 4: Submit a Yearly Training Plan		
Task 5: Submit a Competition Report		
Task 6: Submit an Athlete/Team Progress Report		
Task 7: Complete MED online evaluation		
Task 8: Complete Managing Conflict online evaluation		
Task 9: Complete Leading Drug-free Sport online evaluation		
Task 10: Completed Making Head Way in Sport online module		

TASK 1: KARATE COMP DEV COACH ASSESSMENT FORM

Please check the appropriate box for the person submitting this assessment.

	ATHLETE		MENTOR COACH
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Rate the responses to the statement by circling the frequency that you perceive that the coach/instructor achieves each evidence (never, sometimes, often, or always)

My coach manages administration and logistics by...	Never	Sometimes	Often	Always
Providing me with current information about the program in the form of newsletter email website or announcements.	1	2	3	4
Identifying his or her philosophy of the program	1	2	3	4
Identifying a clear indication of program costs	1	2	3	4
Ensuring that participants understand sport-specific rules and consequences for not following the rules	1	2	3	4
Working with program volunteers to help run the program	1	2	3	4
Making sure that there are no surprise costs that could have been avoided	1	2	3	4
Providing me with progress reports on my sport-specific ability	1	2	3	4
Making sound recommendations on the development of the program	1	2	3	4
Supervising other coaches (assistants)	1	2	3	4
My coach helps to resolve conflicts in my sport by...	Never	Sometimes	Often	Always
Clearly outlining expectations for behaviour and commitment to sport	1	2	3	4
Promoting and facilitating communication among stakeholders	1	2	3	4
Clarifying communication to resolve perceptions of misinformation	1	2	3	4
Promoting positive relationships among stakeholders	1	2	3	4
Facilitating individuals to understand the causes of potential conflicts	1	2	3	4
Applying consistent leadership and fairness when dealing with conflicts	1	2	3	4
My coach takes measures to promote drug free sport by...	Never	Sometimes	Often	Always
Helping me to recognize banned substances.	1	2	3	4
Providing me appropriate education about drug testing protocols	1	2	3	4
Reinforcing the consequences for the use of banned substances	1	2	3	4
Helps me understand appropriate use of nutritional supplements	1	2	3	4
Asking me to identify drugs or supplements that I am currently taking	1	2	3	4

Promoting fair play and drug free sport	1	2	3	4
Knowing the testing protocols and procedures used by drug testing officials	1	2	3	4
Providing me with necessary support during drug testing at competitions	1	2	3	4

DATE:

TASK 2: DESIGN AN EMERGENCY ACTION PLAN (EAP)

THIS TASK REQUIRES YOU TO DESIGN OR PRODUCE AN EMERGENCY ACTION PLAN FOR THE TRAINING AREA IN WHICH YOU COACH. AN EMERGENCY ACTION PLAN (EAP) IS A PLAN DESIGNED BY COACHES TO ASSIST THEM IN RESPONDING TO EMERGENCY SITUATIONS. THE IDEA BEHIND HAVING SUCH A PLAN PREPARED IN ADVANCE IS THAT IT WILL HELP YOU RESPOND IN A RESPONSIBLE AND CLEAR-HEADED WAY IF AN EMERGENCY OCCURS.

An **EAP** should be prepared for the facility or site where you normally hold practices and for any facility or site where you may go to attend special training sessions.

An EAP can be simple or elaborate and should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a cell---phone with you and make sure the battery is fully charged. If this is not possible find out exactly where a telephone that you can use is located.
3. Have emergency telephone numbers with you (facility manager fire police ambulance) as well as contact numbers (parents/guardians next of kin family doctor) for the participants.
4. Have on hand a medical profile for each participant so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authori-e medical treatment in an emergency.
5. Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection one-way streets or major landmarks.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).
7. Designate in advance a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge). Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

You can use these templates to assist you in completing this task

EMERGENCY ACTION PLAN	
<p>EMERGENCY PHONE #'S</p> <p>911</p> <p>Coach: PH: ()</p> <p>Coordinator: PH: ()</p>	<p>Checklist:</p> <ul style="list-style-type: none">Location of telephones are identified.Emergency telephone numbers are listed.Cell--phone battery well chargedChange available to make phone calls from a pay phone
<p>FACILITY ADDRESS</p> <p>Address of Dojo/training area:</p> <p>Address of Nearest Hospital:</p>	<p>DIRECTIONS: Accurate directions to the site:</p>

CHARGE PERSON

NAME:
PH: ()

ALTERNATE 1:

PH: ()

ALTERNATE 2:

PH: ()

Roles and responsibilities:

CALL PERSON

NAME:
PH: ()

ALTERNATE 1:

PH: ()

ALTERNATE 2:

PH: ()

Roles and responsibilities:

PARTICIPANT INFORMATION
FIRST AID KIT

MEDICAL INFORMATION

PLEASE PRINT CLEARLY

Athlete Name:					
BIRTH DATE	(Dd/mm/yy)	Age		Male	Female
Address					
	Street				
	City	Province	Postal		
Medicare Number					

PARENTS NAME					
ADDRESS					
	Street				
	City	Province	Postal		
Phone #'s					
	Home	Work	Cell		

Family Doctor		
	Name	Phone

Health History

Details:

Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Asthma (Respiratory)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Blackouts/Fainting	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Chest pain	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Hearing Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Heart Condition	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Recurring Headaches	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Seizures	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Glasses	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Contact Lenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Injuries (specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Medications (specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Concussions	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Other (including recent surgery)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

Other : _____

TASK 3: COMPLETE 3 LESSON PLANS

The purpose of this task is to demonstrate your ability to plan a karate practice in each of the following yearly training plan phase (general preparation specific preparation and competition). You will be required to submit all 3 plans for the portfolio. Your Evaluator will assess the plans and you will be given feedback on areas for improvement. These plans will also help the Evaluator determine your readiness for a formal observation in practice.

In order to provide objectivity in the evaluation for certification the coach candidate will be required to plan and implement a skill from the Skill referent model. The table below outlines the specific elements that should be in the practice. This table can be used as a guide in planning your karate practice.

Practice Segment	Elements to be included in the plan
Introduction	Purpose is to greet athletes and let them know what will be taking place. It should also identify key safety considerations that could be factored into the practice
Warm-up / Flexibility	Purpose is to prepare the body for the efforts that will be produced during the main part. This segment of the practice should progress from a general to a specific warm-up and should include specific exercises for karate.
Main Part	Purpose is to engage Athletes in activities that will help them to improve karate-specific abilities and fitness.
Basic Techniques	This section should identify appropriate technical elements key performance factors and athletic abilities that will be addressed for specific karate skills
Combative Drills/ Kata Drills	This section should outline appropriate technical elements key performance factors and athletic abilities that will be addressed during combative activities or games
Cool Down	Purpose is to begin recovery and should include appropriate activities like light cardio and stretching which allows athlete to progressively transition into a normal activity level after practice
Conclusion	Purpose is to debrief and inform about next practice competition and should include wrap-up of key training principals from the day.

The following templates can be used to assist you in creating a lesson plan.

If you do not feel that you are ready to complete this task you may want to take a specific training workshop to assist you in gaining the necessary experience. Please contact your assigned evaluator or Karate Canada for appropriate workshops and clinics in your area.

THE STRUCTURE OF A PRACTICE PLAN SHOWING THE KEY ELEMENTS

<i>Practice Part</i>	<i>Time</i>	<i>Key Elements</i>
<p>Introduction</p> <p>Purpose is to greet athletes and let them know what will be taking place</p>	<p><i>variable</i></p> <p><i>2-3 min</i></p>	<p>Before practice begins: Inspect facilities Organize equipment Greet each athlete Assess the energy level of each athlete</p> <p>At the beginning of practice: Review the goals of the practice and the activities planned Give safety instructions specific to the activities planned</p>
<p>Warm-up</p> <p>Purpose is to prepare the body for the efforts that will be produced during the main part</p>	<p><i>3-7 min</i></p> <p><i>5-10 min</i></p>	<p>General warm-up: General exercises or games to loosen muscles and raise body temperature Progressive stretching dynamic stretching</p> <p>Specific warm-up: Brief activities that athletes already know that mimic the movements of the main part (may even be the same activity but at lower intensity) A gradual increase in intensity that will not tire the athlete A quick transition between the end of the warm-up the explanations/instructions given for the first activities of the main part and the activities themselves</p>

Practice Part	Time	Key Elements
<p>Main part</p> <p>Purpose is to engage athletes in activities that will help them to improve sport-specific abilities and fitness</p>	<p><i>Variable; usually 20-30min depending on age of student</i></p>	<p>3 OR MORE ACTIVITIES LINKED IN THE PROPER ORDER</p> <p>Activities that challenge the athletes so that they can learn and improve while enjoying themselves</p> <p>Athletes engaged most of the time in an activity (i.e. not standing around or waiting in line)</p> <p>Athletes allowed enough practice for each activity</p> <p>Activities that are adapted to the age fitness and ability levels of the athletes and are relevant to the karate</p>
<p>Cool-down</p> <p>Purpose is to begin recovery</p>	<p><i>2-3 min</i></p>	<p>A gradual decrease in intensity</p> <p>Stretching especially of those muscles most used</p>
<p>Conclusion</p> <p>Purpose is to debrief and inform about next practice or competition</p>	<p><i>2-3 min</i></p>	<p>Provide and ask for feedback on what went well and suggest how improvement can be made</p> <p>Inform about the next practice or competition (e.g. logistics goals and emphasis)</p> <p>Lead team cheer</p> <p>Speak with each athlete before he/she leaves</p>

Observation in Practice & Evaluation Overview

Coach Profile

Name			CC number:		C	C							
	Surname		First Name										
Address													
	Apt.	Street											
	City			Province			Postal Code						
Phone	()			()			()						
	Home			Business			Fax						
Email													

Number of years coaching		Primary athlete context		Name of Club / Facility	
				Head coach / Sensei	

Athlete Information			
Number of Athletes		Average duration of practice	
Youngest Athlete Age		Number of practices / week	
Oldest Athlete Age		Number of weeks per year	
Average number of competitions per year		Average number of events or length event per competition	
Phase in yearly training plan		Next competition (days or weeks)	

Main emphasis of practice			
Identify potential areas of emphasis by prioritizing each potential cause of athlete performance. Circle the priority: H=High; M=Medium; L=Low			
Equipment	H	M	L
Environment	H	M	L
Affective	H	M	L
Cognitive	H	M	L
Physical	H	M	L
Tactical	H	M	L
Technical	H	M	L

Practice Goals

Indicate the 3 main objectives of the practice

1.

2.

3.

PRACTICE PLANNING WORKSHEET

Note: This worksheet is a sample. The plan that you submit as part of your portfolio may require more detail to meet the evaluation standard.

CLUB **DATE** **TIME**
LOCATION **GOALS**
EQUIPMENT

Introduction	Time	
Warm-up	Time	
Main Part	Time	
Cool down	Time	
Conclusion	Time	

TASK 4: SUBMIT A YEARLY TRAINING PLAN (SEE PERFORMANCE PLANNING MODULE)

This task requires you to prepare a one page Yearly training plan outlining:

- Competitions training camps and testing sessions dates.
- Training phases
- Training priorities for each training phase
- Link to Karate Canada's LTAD

TASK 5: SUBMIT A COMPETITION REPORT

The purpose of this task is to assess your ability to manage a provincial team (or equivalent) program. It consists of providing a post competition report including

- Goals
- Scheduling (training team meals curfew travel etc)
- Results (team and individual)
- Issues solutions
- Recommendations for the future
- Etc

TASK 6: SUBMIT AN ATHLETE/TEAM PROGRESS REPORT

The purpose of this task is to assess your ability to manage a provincial team (or equivalent). It consists of comparing Team/individuals against previously set goals/benchmarks.

TASK 7: COMPLETE MAKE ETHICAL DECISIONS (MED) ON-LINE EVALUATION AND APPLY MED PROCESS FOR KARATE SPECIFIC SCENARIO - Proof of successful completion

The purpose of this task verifies your familiarity with the NCCP Ethical Decision Making process. You will be required to:

Submit verification of successfully completing the MED online evaluation. This evaluation is available on the Coaching Association of Canada website at: www.coach.ca. Upon completion of this online module you can obtain a copy your "Coach Transcript" from the Coaching Association of Canada website verifying the successful completion of this task. You can obtain your transcript on-line by entering your NCCP Coaching Certification Number or contact the Karate Canada to obtain a copy.

It is strongly recommended that you take the appropriate training in the Outcome: Make Ethical Decisions prior to engaging in the online evaluation. This module is available through your provincial / territorial coaching association or coordinator. Please contact your evaluator for further information on accessing this training.

TASK 8: COMPLETE DRUG FREE SPORT ON-LINE EVALUATION (COACH.CA)

Proof of successful completion

TASK 9: COMPLETE MANAGING CONFLICT ON-LINE EVALUATION (COACH.CA)

Proof of successful completion

TASK 10: COMPLETE MAKING HEAD WAY ON-LINE MODULE (COACH.CA)

Proof of successful completion