Karate Canada Instruction-Beginner Portfolio







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.































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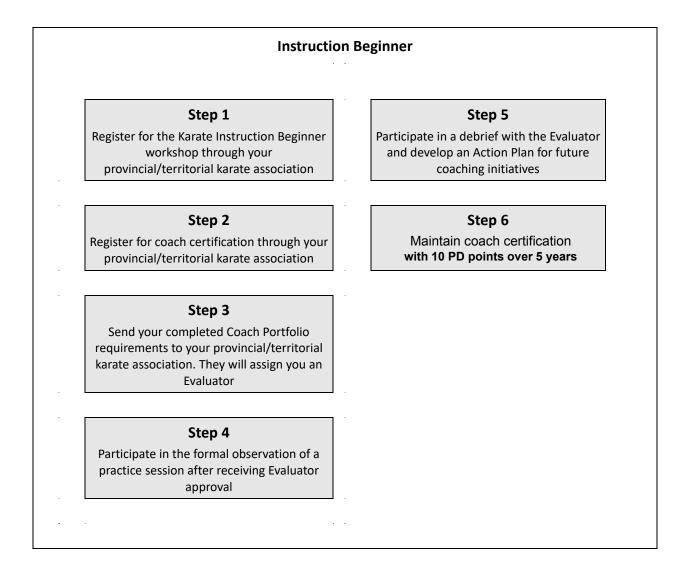
Instruction Beginner Coach Portfolio
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Introduction

Congratulations on embarking on the first steps to becoming a certified coach in the Karate Canada National Coaching Certification Program.

Instruction Beginner is the first workshop in this process. You must complete the Portfolio and submit it to an Evaluator before they can agree to formally evaluate your coaching.

The following diagram shows all the steps in the training and certification process.



The purpose of the Coach Portfolio is to provide coaches with an opportunity to demonstrate coaching competence and readiness for formal observation.

- Task 1 Complete a Coach Profile Form
- Task 2 Instructor/student 360 Assessment
- Task 3 Complete an Emergency Action Plan (EAP)
- Task 4 Complete a Karate Basic Skill Analysis Referent Model
- Task 5 Complete the Online Evaluation of Make Ethical Decisions

The forms for each task are included in the following sections. Where necessary, instructions for each task are included.

If you do not feel ready to complete a task, sign up for training workshops that will help you gain the required training and experience. Contact your provincial Karate organization or the Evaluator assigned to you to find out about workshops in your area.

Note: The standards for the evaluation of each coaching outcome are included in the Coach Evaluation Matrix in Appendix 1.

TASK 1 – COMPLETE A COACH PROFILE FORM

Coach Profile Form																	
Marra								NCCP Numb	ber								
Name	Family			First	Nam	ne										ı	
Address	Apt.	Street															
Address																	
	City			Pro	ovino	e			Ро	stal	Cod	e					
Phone	()	()				()									
Pilolie	Home	Business				Fax Mobile											
E-mail																	
Number of	years coac	hing															
Primary cor coached	ntext of ath	nlete															
Name of cl	ub																
Head coach	1																
Coaching C	ontext Des	cription															
Number of athletes						Average practice time											
Youngest athlete's age (y)							Number of practices/week										
Oldest athl					Number of weeks/year												

Task 2: Karate Instruction Beginner Instructor Assessment FORM

Performance Review - Stakeholder Assessment

This form should be used to provide feedback to the coach on their ability to manage a sport program. The form can be submitted as part of a portfolio and used by a trained and accredited evaluator to validate the achievement of the criteria from other sources.

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

Participant/student	MENTOR /Other Instructor

Rate the responses to the statement by circling the frequency that you perceive that the coach/instructor achieve each evidence (never, sometime, often, always, non applicable)

my instructor manages administration and logistics by	Never	sometimes	Orten	Always	IVA
Providing me with current information about the program in the form of					
newsletter, email, website or announcements.					
Identifying his or her philosophy of the program					
Identifying a clear indication of program costs					
Ensuring that participants understand rules and consequences for not					
following the rules					
Working with program volunteers to help run the program					
Making sure that there are no surprise costs that could have been avoided					
Providing me with progress reports on my Karate skills					
Making sound recommendations on the development of the program					
Supervising other coaches (assistants)					
My Instructor helps to resolve conflicts by	Never	Sometimes	Often	Always	
Clearly outlining expectations for behaviour and commitment to Karate					
Promoting and facilitating communication among stakeholders					
Clarifying communication to resolve perceptions of misinformation					
Promoting positive relationships among stakeholders					
Facilitating individuals to understand the causes of potential conflicts					

Applying consistent leadership and fairness when dealing with conflicts					
MyInstructor takes measures to promote drug free sport by	Never	Sometimes	Often	Always	
Helping me to recognize banned substances.					
Providing me appropriate education about drug testing protocols					
Reinforcing the consequences for the use of banned substances					
Helps me understand appropriate use of nutritional supplements					
Asking me to identify drugs or supplements that I am currently taking					
Promoting fair play and drug free sport					

Name of Instructor/Student:	DATE:
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TASK 3 – DESIGN AN EMERGENCY ACTION PLAN (EAP)

Preparing an Emergency Action Plan (EAP) in advance will help you respond responsibly and calmly in an emergency.

Your EAP should be prepared for the facility or site where your practices normally take place or for any facility or site used for special training sessions. An EAP can be simple or elaborate. It should cover the following items:

u	coach).
	A fully charged cell phone. If this is not possible, specify the location of a pay phone and have spare change available.
	Emergency telephone numbers (facility manager, fire, police, ambulance), as well as contact numbers (parents/guardians, next of kin, family doctor) for athletes.
	A medical profile for each athlete that can be given to emergency medical personnel. Include a signed consent from the parent/guardian authorizing medical treatment in an emergency.
	Directions to the site for Emergency Medical Services (EMS) so they can reach the site as rapidly as possible. Include information such as the closest major intersection, one-way streets, and major landmarks.
	An accessible and properly stocked first aid kit (all coaches are strongly encouraged to pursue first aid training).
	Advance designation of a call person who contacts medical authorities and assists the person in charge. The call person should be able to provide precise instructions to drivers of emergency vehicles so that they can reach the facility as quickly as possible.

Go to you Locker profile and click on the eLearning module to complete the Emergency Action Plan eLearning module. Complete the free EAP module and print out your EAP to include to your portfolio.

TASK 4 – CREATE A SKILL ANALYSIS REFERENT MODEL

Creating a Skill Analysis Referent Model allows you to assess your ability to analyze karate performance.

Referent Models

The Referent Model shown on the next two pages describes a decision tree you can use to detect and correct errors in skills. This diagram provides the basis for creating a Referent Model. The amount of detail in your model will depend on the skill you select and context you are coaching. The steps in the model are as follows:

The Intention Phase

Think of a skill or tactic that is commonly used in your sport, and then think about how athletes should perform the key elements — the details of skills that affect final performance — of each movement phase This is the *intended performance*.

The Detection Phase

The detection phase involves:

	Observing performance. The observation will require you to choose several vantage points to best identify the outcome and key elements. Different vantage points may reveal different key elements or other potential influences on performance. It is important that the observation strategy provide the best picture of the intended performance.
_	Ostastian and Assaula bear a parformance service labeling for some

- ☐ Detecting gaps. As you observe performance, you will begin looking for gaps between observed and intended performance.
- ☐ *Identifying reasons for the gaps*. Reasons for gaps include equipment, the environment, psychology, athletic abilities, tactics, technique, and biomechanics.

You may cycle through these steps several times before making a decision on what to correct. The key question is: When does the gap between observed and intended performance reach a point that makes a coaching intervention necessary?

The Correction Phase

The correction phase helps you close the gap between observed and intended performance. Corrective measures include teaching interventions, modifications of activities or drills, and competitive interventions. Applying the corrective measure requires that you consider how you will implement it in practice or competition.

Analyze Performance Referent Model





Intention

Intended Performance

Describes what and why

Key Elements

Describe how the intended performance is achieved

Correction

Apply Corrective Strategy

By supporting the athletes in training or competition

Select Corrective Strategy

- Teaching Interventions
- Activity Modifications
- Competitive Interventions

Detection

Observation

Where to look? What to look for?

Analyze Potential Influences

Prioritize the factors that have the greatest impact on performance Equipment
Environment
Psychology
Athletic Abilities
Technical
Tactical
Biomechanics

Detectable Signs (Indicators)

Compare the gap between what is observed and what is intended



Analysis of Factors												
Equipment		Environment		Psychology	At	hletic Abilitie	S	Technical		Tactical	Biomechanics	
Fit Tuning Type		Weather Surface Lighting Altitude Pollution		Fear Motivation Self-efficacy Belief Concentration Focus Arousal control Cue recognition Perception	0	Strength Stamina Speed Flexibility	0	Key elements Phases of movement		Decision-making Competition Implan Selection/Substitution	Planes of motion Biomechanical principles	
Detectable Signs or Indicators of Gaps												

Corrective Measures										
Teaching Interventions	ls Competitive Interventions									
Help or reassure		Adjust equipment		Adjust equipment						
Explain or ask questions		Adjust task demands or repeat		Changing tactics or game plan						
Simplify – Reduce number of variables to		Adjust progression		Making substitutions						
process, or use examples		Adjust speed or timing		Change selection						
Use mental skills strategy (e.g., re-focusing, visualization, or goal setting)		Adjust space or change environment Adjust work/rest ratios or intensity		Use mental skills strategy (e.g., re-focusing, visualization, or goal setting)						
Demonstrate or model correct performance				Provide feedback or results						
Provide feedback or results										
Adjust for athlete learning styles										

Skills for Your Referent Model

If you are coaching in the Instruction – Beginners context, use one of the following skills to construct your Referent Model:

□ Stances (*Tachi*)□ Blocks (*Uke*)□ Kicks (*Keri*)□ Punches (*Tsuki*)

☐ Strikes (*Uchi*)

Skill Analysis Referent Model Worksheet

Sport:	Karate		Context: Instruction – Beginners					
Skill	Intended	Performance		Key Elements				
Analysis of Factors	Priority H/M/L	Detectable Signs for Intervention		Corrective Measures				
Equipment								
Sport-specific equipment that could limit performance (poor footwear, poor fit, etc.)								
Environment								
Environmental factors that could lead to performance deficiencies (surface, weather, lighting etc.)								
Psychology								
Internal factors that could affect perception of task, performance, or activity (fear, confusion, concentration, motivation, interest, etc.)								
Athletic Abilities								
Physical abilities that could limit performance (strength, stamina, flexibility, etc.)								
Technical								
Aspects of skill execution that affect performance (key elements, phases of movement)								
Tactical								
Factors associated with a skill's intent that could affect performance (decision-making, for example)								
Biomechanics								
Aspects of biomechanics that could affect performance (planes of motion, biomechanical principles)								

An example of a completed Referent Model is provided on the following page.

Example of Karate Skill Analysis Referent Model

Sport	Karate	Context: Instruction – Beginners/			
			Competition – Introduction		
Skill	Intended Performance		Key Elements		
Basic timing and distanceObserved in all elements of practice	tance correct distance, with served in all elements proper timing		 Distance differs for hand and foot techniques. Hand techniques generally applied at close range. Kicks generally applied at greater range 		
			☐ Timing n	nust be adjusted to range and ent of opponent	
Analysis of Factors	Priority H/M/L	Detectable Signs for Interventi	•	Corrective Measures	
Equipment	L	☐ Trips on unifo pants ☐ Unable to see ☐ Pads fall off	, ,,	☐ Ensure proper fit	
Environment	L	☐ Steps out of b☐ Slips on mat	ounds	Training in boundary-specific situationsClean mat	
Psychology	М	Turns head away/closes eyes		Design drills to maintain eye contact with opponent/target	
Athletic Abilities	М	□ Slow or weak		☐ Train fast-twitch muscles☐ Resistance band training	
Technical	Н	☐ Uses wrong technique		Apply appropriate key performance factors	
Tactical	Н	☐ Too close/too far		☐ Deepen distance training	
Biomechanics	M	□ Poor balance		□ Drills for balance	

TASK 5 – COMPLETE THE ONLINE EVALUATION OF MAKE ETHICAL DECISIONS

Evaluating the Make Ethical Decisions (MED) module online at www.coach.ca will increase your familiarity with the NCCP ethical decision-making process.

Do the following in the order specified:

- 1. Participate in an appropriate MED training module. This module is available through provincial or territorial sport organizations or coordinators. Contact your Evaluator for further information about accessing this training.
- 2. Submit proof that you have completed an MED module. You may do this online or through your KC NCCP Committee member.
- 3. Complete the online evaluation of the MED module. To do this, go to www.coach.ca, select *Training and Certification*, click on *Index*, and click on the icon on the right-hand side of the page for the online evaluation of MED. This page gives you all the information you need to complete the evaluation.

APPENDIX 1 – COACH EVALUATION MATRIX

Outcome Evaluation Criteria: Support Athletes in Training				
#1	Ensure Safe Practice Environment			
Achievement	Evidence	Sport-specific Examples		
5 (Highly Effective)	As in #4 and: Coach can critically reflect on safety concerns before practice. Coach predicts dangerous situations and makes immediate adjustments to reduce risk during any activities.	 Coach identifies safety concerns and conducts a walk-around of the training facility to minimize safety risks on floor, walls & equipment before practice. Coach ensures space is adequate for kumite drills, or kihon training. 		
	As in #3 and:	(Post-assessment review of 3 scenarios)		
4 (Advanced)	 Coach can identify potentially dangerous situations and makes adjustments prior to engaging participants in most activities. Coach can correct dangerous situations. 	 Coach can identify adjustments to practice after assessing space, facilities and room required. Coach portfolio submission (EAP) with 6 critical elements. 		
	 Coach surveys practice environment and ensures minimal safety risks. Coach can identify adjustments to practice when dangerous situation arises. Coach reinforces and teaches correct application of competitive rules to enable safe practice. 	Coach conducts a walk-around of training facility before practice to minimize safety risks paying particular attention to the following areas: floor, strike pads, athletes' attire, jewellery, mats, pillars.		
	Coach presents an Emergency Action Plan with most (5) of	(Post-assessment review of 2 scenarios)		
(NCCP Standard)	the following critical elements in the submitted form from Coach Portfolio. Locations of telephones are identified (cell or land lines).	Coach can identify adjustments to practice when a dangerous situation has arisen.		
Cauching Cartification Program	 Emergency telephone numbers are listed. Location of medical profile for each athlete is identified. 	Coach posts competitive rules, codes of conduct or <i>dojo</i> rules (that reminds athletes and of requirements for safe practice).		
	 Location of fully-stocked first aid kit. Advance 'call person' and 'control person' are designated. 	Coach ensures acceptable contact with participant form (Centre for Sport and Law).		
	 Directions to activity site are provided. Coach has Inherent-danger participant form signed. 			
2 (Foundation)	 Coach recognizes potential risks but does not alter practice to enable safety. Coach can present Emergency Action Plan from Coach Portfolio with some (3-4) of the 6 elements mentioned above. 	 Coach identifies possible safety concerns before practice (conducted during evaluation/debriefing). Coach portfolio submission (EAP) from Inst. Beg Coach Portfolio. 		
1 (Insufficient)	 Coach does not survey practice environment before practice. Dangerous factors in training environment not addressed. 	□ Coach does not walk about training facility before practice. □ Written EAP not readily available. □ No waiver, release or medical forms.		
	 Coach cannot present Emergency Action Plan (Inst. Beg Coach Portfolio). 	☐ No waiver, release or medical forms.		

C	Outcome Evaluation Criteria: Support Athlet	es in	Training		
#2	Implements Appropriate Structured and Organized Practice				
Achievement	Evidence	9	Sport-specific Examples		
5 (Highly Effective)	As in #4 and: Coach adapts practice activity to increase challenge or to ensure optimal learning opportunities. Activity identifies performance factors and learning objectives outlined at start of practice. Activity creates specific coaching moments (cognitive triggers) to enhance learning.	p th o p • K	Coach adjusts practice so complexity principles can enhance the challenge of the activity. Coach demonstrates final putcomes to practice, and re-iterates key points to achievement. Summite training and kihon drills are well upervised.		
4 (Advanced)	As in #3 and: □ Coach modifies practice activities to address context-specific circumstances or logistics, and to create specific training effect (physical or motor). □ Adjustments implemented depending on athlete reaction and performance during the activity. □ Implemented adjustments enable achievement of practice objectives. □ Coach adequately progresses activities to enhance learning or specific training effects.	a D Id tu a a p p so b	coach can use basic plyometrics and veight/resistance band training to chieve goal. Drills, exercises, methods, and training coad are in accordance with pursued raining objective(s), and are ige/gender/physical ability structured. Adequate sequencing refers to timing of coractice activities. For example, activity equence provides progression that builds towards execution under ealistic/competitive situations.		
3 (NCCP Standard) National Caching Carlification Program	As in #2 and: Delivery of practice matches practice plan goal(s). Breaks provided for recovery and hydration. Practice demonstrates clear timeline for activities and drills and activity time is maximized. Coach demonstrates adequate use of space and equipment. Coach implements activities that contribute to development of skills, tactics and or athletic abilities.	On n A e e d d o si ja	Appropriate recovery and hydration. Coach recognizes energy systems deeded for Comp Intro. All approved activities (5 practice elements: intro, warm-up, main, cool- down, and conclusion). Alain teaches at least three karate Comp kills (for example, timing/distance, dabbing). Adequate use of space. Alakes training enjoyable.		
2 (Foundation)	Practice has some structure as identified by all of the following elements: Coach provides evidence of planning. Clear segments comprising appropriate warm-up, main segments, and cool-down. Equipment available and ready to use. Coach is appropriately dressed.	ir tv e so Obser • E	Coach implements practice elements of intro, warm-up, cool-down. Minimum of wo main practice elements (for example, coach does not teach sparring ession) rved coach competence: quipment pads readily available for use. coach is appropriately dressed.		
1 (Insufficient)	No clear structure to practice as demonstrated by the following elements: Coach does not use appropriate warm-up activities. Coach cannot provide evidence of planning (Practice Plan).	b p Obser	Coach implements practice plan not passed on submitted practice for portfolio. Fred coach competence: Fractice elements performed (warming, main, cool-down).		

Outcome Evaluation Criteria: Support Athletes in Training				
#3	Interventions that Prom	ote Learning		
Achievement	Evidence	Sport-specific Examples		
5 (Highly Effective)	As in #4 and: ☐ Coach uses various intervention strategies to achieve learning objectives. ☐ Intervention is specific and enables athlete to take greater ownership over performance factors and learning objectives. ☐ Coach emphasizes independent thinking and problem solving.	Observed coach competence ☐ Implements various karate teaching methods. ☐ Introduces various scenarios in practice activities (Complexity principles). ☐ Recognizes athlete uniqueness (some are. defensive, others are offensive fighters)		
4 (Advanced)	As in #3 and: Coach uses questions for athletes to reflect on their performance. Coach can identify individual learning styles and provide appropriate interventions to optimize learning. Coach reinforces correct performance using appropriate interventions (for example, feedback, questions, or a demonstration) and identifies key factors that were properly executed. Coaches encourage calculated risks to enhance performance in accordance with NCCP Code of Ethics.	Observed coach competence Interventions used by coach. Provides feedback to athlete. Asks reflective questions after performance of a skill/activity. Explains/demonstrates proper skill and its effect on overall performance. Coach uses a variety of teaching and training methods to ensure understanding.		
(NCCP Standard) National Couching Couching Program	As in #2 and: Coach provides feedback and instruction that identifies WHAT and HOW to improve. Coach uses feedback during the drill to reinforce athletes' effort and performance. Coach clarifies key learning objectives and/or performance factors (feedback / instruction) with athletes before starting the activity. Coach promotes positive image of karate and models the image to athletes and others. Coach identifies expectations for athlete's behaviour and reinforces these expectations.	 □ During practice, coach communicates 2-3 key learning points for context-appropriate skills (pros and cons of various hand or foot techniques). Observed coach competence □ Constructive reinforcement using key points identified for each skill. □ Key learning objectives and performance identified. □ Expected behaviours and philosophies concerning competition or in the <i>dojo</i> identified. 		
2 (Foundation)	 Coach uses explanation and identifies 1-3 key learning points (Referent Model). Coach uses demonstrations, ensures participants are in an optimal position to learn. Feedback is positive, specific, and communicated to individuals and group. Coach interventions ensure that participants have adequate time to practice skill or tactic. Feedback and/or instruction only identify what to improve, and not how to improve. Coach maintains a positive outlook and acknowledges athletes' needs and thoughts. Coach uses respectful language when providing verbal interventions. 	Observed Promotes positive image of karate. Submits Coach Portfolio. Presents a coaching and Martial Arts philosophy. Gives positive and effective feedback. Uses interventions effectively (refer to analyze performance referent model) Positive outlook and acknowledgment of athletes' needs and thoughts. Respectful when intervening with an athlete.		
1 (Insufficient)	 Coach explains but does not identify key learning points. Coach demonstrates but participants are not in optimal position to see/hear. Limited intervention to clarify key learning objectives. 	Observed ☐ Interventions do not identify key learning points. ☐ Unclear explanations and demonstration of skills (positioning relative to athlete).		

Outcome Evaluation Criteria: Analyzing Performance				
#1	Assesses Performance			
Achievement	Evidence	Sport-specific Examples		
5 (Highly Effective)	 □ As in #4 PLUS: □ Coach provides specific evidence (i.e. notational analysis, biomechanical analysis, etc.) to reinforce analysis of performance. □ Coach teaches key performance factors and explains how and why these errors affect overall performance. □ Coach analyzes various factors that could contribute to improved performance. 	 Coach uses video and analysis checklist to document performance errors. Coach uses video to provide instant feedback to athlete after <i>kata</i> performance. Submits Coach Portfolio. 		
4 (Advanced)	 Coach uses various strategies (i.e. positioning, video, other coaches, etc.) to identify critical factors of performance. Coach consistently communicates how and why critical error contributes to performance. Coach asks questions to supports athletes' understanding of how errors affect overall performance. Coach reinforces application of competitive rules relating to skill execution. Coach identifies individual/team skills and/or tactics that need improvement. 	 □ Coach uses assistants to detect errors in performance during sparring or <i>kata</i>. (i.e., using officials to critique <i>kata</i> performance.) Observed □ Supports athlete's comprehension (see interventions that promote learning). □ Coach explains skills and strategy of defensive and offensive fighters, and when to use appropriate techniques. □ Coach can identify weak areas in athletes i.e., guard is down in <i>kumite</i>, head bobbing in <i>kata</i> causing imbalance. 		
(NCCP Standard) National Caching Carliflation Program	 □ Coach moves around practice environment to observe skills and athletes during sparring sessions. □ Coach selects key factor impacting performance. □ Coach explains how the error relates to overall performance but does not indicate why it is important. □ Coach reflects on potential causes of skill error □ Identified errors consistent with guidelines for appropriate stage of athlete development. 	Skill error detection Potential cause(s) of skill errors in performance are classified as follows: Equipment Environment Psychology Athletic Abilities Technical Tactical Biomechanics Skills must relate to age/gender/ability.		
2 (Foundation)	 Coach observes skill from single vantage point. Coach identifies key factors contributing to performance errors but cannot select most critical factor impacting performance. 	Observed □ Coach uses only one vantage point to detect errors. □ Analysis does not identify key performance factor. □ Coach only assesses kata from one perspective.		
1 (Insufficient)	 Coach scans practice environment infrequently and pays little attention to skill execution. Coach identifies effort and motivational factors that contribute to lack of performance rather than key technical or tactical factors. 	Coach cannot detect performance errors.		

Note: Evidence for this outcome should be gathered during direct observation of the coach in the practice environment and combined with other methods for evidence building (during learning experiences, online applications, portfolio submissions).

Outcome Evaluation Criteria: Analyzing Performance					
#2	Corrects Perform	Corrects Performance			
Achievement	Evidence	Sport-specific Examples			
5 (Highly Effective)	As in #4 PLUS: ☐ Coach asks open-ended questions to assist athlete to identify individual corrections. ☐ Coach involves athlete in critical thinking process: What did you do? What should you do? How can you net better results?	Observed coach competence ☐ Coach uses reflective questioning. Why did the applied skill not work? Why did he/she use a particular kata a certain time?			
4 (Advanced)	As in #3 PLUS: Coach identifies why the correction will benefit performance and consistently identifies how to improve performance. Coaching corrections focus athlete attention towards external cues, or on anticipated effects of movement rather than the way the movement is performed (internal focus).	Observed coach competence Coach identifies why correction will benefit overall performance and corrects performance using 2-3 key points. Observed Encourages use of external cues. Allows the athlete to feel the effect of the correction.			
(NCCP Standard) National Couching of Program	 Coach makes specific corrections that identify how to improve performance by prescribing key performance factors. Coach uses adequate demonstrations to model correct performance. Skill/performance corrections are prescriptive (emphasize how to improve, not just what to improve). 	Observed coach competence Coach can identify effects of error on performance and communicate the importance skill has on overall performance. Coach facilitates athlete learning during training by providing a biomechanical explanation or demonstration of proper execution. Coach adequately demonstrates cause and effect of skill performance.			
2 (Foundation) 1	□ Coach corrects the athlete(s) by indicating what they did rather than identifying specific strategies for how to improve performance. □ Coach provides corrections that identify vague external	Observed coach competence Coach identifies error and offers a biomechanical explanation without ensuring that the athlete understands how to correct the error. Performance correction not based on			
(Insufficient)	factors rather than specific factors that contribute to improved performance.	biomechanical principles.			

Note: Evidence for this outcome should be gathered during direct observation of the coach in the practice environment and combined with other methods for evidence building (during learning experiences, online applications, portfolio submissions).

	Outcome Evaluation Criteria: Ethical Decision	ion-Making		
#1	Apply Ethical Decision-making Process			
Achievement	Evidence	Sport-specific Examples		
5 (Highly Effective)	As in #4 PLUS: Coach correctly assigns all potential arguments (1-2) to two conflicting decisions for all three legal and ethical scenarios. Coach correctly selects all of the most effective actions (10) in implementing the chosen decision while avoiding all actions (5) that are not effective in all three legal and ethical scenarios.			
4 (Advanced)	As in #3 and: □ Coach correctly assigns most potential arguments (> 8/12) to two conflicting decisions for all three legal and ethical scenarios. □ Coach correctly selects majority of most effective actions (> 8/10) in implementing chosen decision while avoiding most actions (> 4) that are not effective in one intermediate and one complex legal or ethical scenario.			
3 (NCCP Standard) National Coaching Certification Program	As in #2 PLUS: □ Coach correctly identifies most, including all critical facts (15) in all three legal and ethical scenarios. □ Coach correctly identifies what is at stake (legal vs. ethical and potential reasons for ethical issues) for three ethical or legal scenarios. □ Coach correctly assigns some potential arguments (> 6/12) to two conflicting decisions for one intermediate and one complex legal or ethical scenario. □ Coach correctly selects > 5/10 of the most effective actions in implementing chosen decision while avoiding < 5 actions that are not effective in one intermediate and one complex legal or ethical scenario.	 □ Complex scenario: Interpretation of a legal and ethical issue with > 3 decisions and includes > 6) consequences and (> 3 stakeholders. □ Intermediate scenario: Interpretation of an ethical issue with > 3 decisions, and includes > 6 consequences and >3 stakeholders. As presented in Karate Technical 1 reference materials. 		
2 (Foundation)				
1 (Insufficient)				

APPENDIX 2 – NCCP CODE OF ETHICS



Valoral of Ethics of Ethics



Leadership and professionalism

I nis principie considers the innerent power and authority that a coach noids.

Ethical standards of behavior

- 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 wellbeing is a priority
- Be a positive role model
- Maintain confidentiality and privacy of participants' personal information



Health and safety

I his principle considers the mental, emotional, physical health and safety of all participants.

Ethical standards of behavior

- 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 behavior

- 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 goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. The purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



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.

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APPENDIX 3 – OVERVIEW OF EVALUATION OUTCOMES

Coaches must be evaluated with context-specific athletes. This usually means athletes who train in the karate *dojo* setting and are learning basic karate skills and concepts for competition. Novice adults could also be used in the evaluation.

The following chart outlines karate priorities in the Instruction – Beginners and Competition – Introduction contexts.

Instruction – Beginners Priorities			
Enjoyment	Increased self-esteem	Proper attitude development	
Increase physical fitness	Basic skill development	Basic waza	
Learn motor skills	Basic kumite/kata	Basic timing and distance	
Develop learning skills	Promote good health	Respect and courtesy	
Basic power sources	Basic kihon	Learn to set goals	

Overview of Evaluation Outcomes

Outcome	Criteria	Method
Ethical Decision-making Instruction – Beginners and Competition – Introduction	 Applies ethical decision-making process 	□ MED online evaluation
Support Athletes In Training Instruction – Beginners and Competition – Introduction	 Ensures safe practice environment Implements structured and organized practice Develops interventions to promote learning 	 □ Formal observation at practice (Preferred) □ Portfolio submission and evaluation □ Video submission analysis (Logistics optional)
Analyzing Performance Instruction – Beginners and Competition – Introduction	 Detects and corrects performance for beginner athletes 	 □ Formal observation at practice (preferred) □ Formal observation of video (logistic optional) □ Pre-observation portfolio submission

NCCP Minimum Requirements for Certification

The competency-based NCCP evaluates important knowledge, skills, and attitudes in a variety of coaching settings. The evaluation must reflect the framework of ethical coaching practice promoted by Sport Canada. NCCP certification is outcomes-based and requires evidence-based evaluation. Certification supposes (1) the coach can demonstrate certain criteria and (2) sufficient evidence has been gathered to assess whether a specific goal has been achieved.

The certification process also requires the following:

The evaluation process must help coaches achieve certification by identifying the evidence and descriptors used to assess any given criterion.
Only NCCP-trained and NCCP-accredited Evaluators can determine whether a coach has achieved any given criterion.
Evidence of achievement may be obtained from several sources and must adhere to the minimum recommendations for gathering evidence based on the specific outcomes that are being evaluated.
Coaches seeking certification must be formally observed by an external Evaluator as they coach athletes or participants in a specific coaching context.

Certification is valid for three years. Coaches must provide proof of activity during this period to maintain certification. A coach is deemed active if he or she meets the following requirements:

- ☐ Actively teaches in the *dojo*
- Attends or participates in one of the following activities (additional activities may be recognized if preapproved by a provincial NCCP representative):
 - Professional development training
 - NCCP training modules (Multi-Sport Modules or karate-specific modules)
 - First aid training
 - Training sessions by Master Evaluators, Learning Facilitators, or Master Learning Facilitators
 - Workshops provided by multi-sport provincial sport organizations
 - Competition coach seminars/symposiums or training camps offered by provincial or national sport organization coaching committees
 - Mentorship by a certified Competition Introduction coach

APPENDIX 4 – KC OVERVIEW OF COACHING CONTEXT

	Instruction Stream					
NCCP Context	Coach Levels	Priorities	Concepts	NCCP Outcomes	Criteria	Training/ Evaluation
Inst-Beg	Junior <i>Dojo</i> Coach	□ Enjoyment □ Promote good health □ Promote Self-Esteem □ Promote good ethics □ Basic skill development □ Basic Motor skills □ Basic flexibility □ Build physical fitness □ Learn to set goals □ Strengthen muscles □ Develop learning skills □ Intro to a new culture □ Respect and courtesy □ Dojo rules □ Martial Art □ Education □ Basic power sources □ Fundamental kihon □ Fundamental waza □ Fundamental kata □ Fundamental kumite	 □ Make learning fun □ Learn proper dojo hygiene □ Learn the respect for dojo and participants within it □ Learn all basics, stances, punches, kicks, blocks, and strikes □ Make goals reasonable and attainable □ Learn basic distance and timing □ Learn basic kumite methods — gohon and sanbon kumite □ Training specific to age/belt □ Keep training exercises simple and age/belt specific □ Promote understanding about use and dangers of self-defence □ Exercises and techniques appropriate for age/belt □ Learn basic sources of power applied to karate technique □ Understand basic nutritional needs 	□ Ethical decision-making □ Analyzing performance □ Support athletes in training	See Appendix 3	Karate-specific training: Instruction – Beginners Karate Learning Experience In-Dojo evaluation includes: Building a portfolio Possible video submission Formal observation

APPENDIX 5 — EVALUATION CRITERIA AND FORMS

(Achievement of outcomes will be determined using these tools)

Instruction – Beginners Factors for Evaluation

Comments

Outcome	Criteria	Evidence of Achievement	Yes	No
e ctice		Did the EAP identify the location of telephones and emergency telephone numbers?		
actic		Did the EAP provide directions for how to reach the facility?		
a Pra ior to	EAP	Did the EAP identify a 'charge person' and 'control person.'		
Planning a Practice luated Prior to Pract		Were the roles and responsibilities of the 'charge person' and 'control person' identified?		
Planning a Practice (Evaluated Prior to Practice)		Did the EAP describe how to respond to an injury that needed medical attention?		
(Eva				

Outcome	Criteria	Evidence of Achievement	Yes	No
Supporting Athletes in Training (Evaluated during the practice)	Safety	Was sport-specific equipment checked before practice?		
		Before staring individual training session, did coach inspect training area for safety risks?		
		Are coach and staff trained in first aid? Is staff qualified to treat sparring-related injuries?		
		Were emergency phone numbers located near emergency phones?		
		Does the coach have basic medical profiles of athletes? (Allergies, medications, etc.)		
		Is an appropriately stocked first aid kit available?		
		Were instructions to direct EMS to training site near phone and emergency numbers?		
		Were locations of emergency exits clearly marked?		
		Are emergency phone numbers located near emergency phones?		
	Structure and Organization	Was the coach appropriately dressed?		
		Was the equipment available and ready for use?		
		Did the practice have clear practice segments, including appropriate warm-up, main segments, and cool-down?		
		Did the coach have a practice plan readily available?		
	uctur ganiz	Were goals outlined in the practice plan achieved?		
	y Str	Were breaks provided for recovery and hydration?		
		Did the practice have a clear timeline for activities and drills, and was activity time maximized?		
		Did the coach optimize use of space and equipment?		
		Did the practice activities contribute to development of skills or tactics?		
	Coach	Did explanations identify 1-3 key learning points?		
		Were demonstrations used, and were athletes in optimal position to see and hear?		
		Was feedback positive, specific, and communicated to both individuals and the group?		
		Did the coach maintain a positive outlook and acknowledge the athletes' needs and thoughts?		
	Coach	Did the coach use respectful language when providing verbal interventions?		
	重	Did feedback and instruction clearly identify what and how to improve?		
		Did the coach constructively reinforce athletes' effort and performance?		
		Were athletes made aware of behaviour expectations and were these appropriately reinforced during the practice?		
	Detect	Did the coach move around practice environment to observe skills from optimal vantage points		
Analyzing Performance		Could the coach identify the key factor that directly impacted performance?		
		Could the coach identify all potential causes of skill error as outlined in reference model?		
		Did the coach detect discrepancies between observed performance and reference model?		
	Correct	Did the coach use adequate demonstrations to model correct performance?		
		Were skill/performance corrections prescriptive (emphasize how to improve, not just what to improve)?		
		Did the coach make specific corrections that identified <i>how</i> to improve performance?		
		Were identified corrections consistent with the referent model?		
		Were appropriate drills and or activities prescribed that helped the athlete to correct performance?		

$NCCP\ Competition-Introduction:\ Competition\ Intervention\ Strategies$

Coach					CC Number	С	С							
Coacii	Surname	First	Name	Name							I	L		
Supporting the Competitive Experience														
Timeline of Competition/Training Events and Coaching Actions														
Indicate time of major events (Scoring/Substitution/Major stoppages/Injuries) in matches and identify coaching actions using the following codes:														
М	Motivation -positive				Communicates with spares									
SP	Scold or punish			CM	Communicates	Communicates with coaches/ managers								
TT	Technical/tactical feedback			CR	Communicates	Communicates with referee								
NI	No intervention			MP	Manages player	s (subs	titutio	ns)						
Time	Event Coach A			Time	Event					Coach Action				
									4					
									4					
									4					
									\perp					
Evaluator														
Signed				Date										

