



Karate Canada

NCCP Operations Manual

July 2025





National
Coaching
Certification
Program

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.



Coaching Association of Canada
Association canadienne des entraîneurs



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The Collection, Use, and Disclosure of Personal Information

The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at www.coach.ca. By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact coach@coach.ca.

Introduction

Purpose of this Document

The National Coaching Certification Program (NCCP), launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

The CAC works with over 65 different National Sport Organizations, including Karate Canada, across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

This *Karate Canada NCCP Operations Manual* contains guidelines and procedures for successful implementation of the NCCP. It is not intended to replace the *NCCP Policies and Implementation Standards*, nor does it serve as development guidelines.

Version Control

The following outlines the version history of this document, and identifies any notable changes.

Revision Date	Revisions
2015/04/01	Original document publication.
2016/05/11	New multi-sport modules, 2016 version of Code of Ethics, and changes to Coach Developers section; Revision of KC NCCP Operations Manual
2020/04/21	New branding, 2020 version of Code of Ethics, changes to PTCR list, 2020 version of NCCP model, minimum age restriction, update MSM descriptions, addition of section 4.5
2024/02/01	Updating of the NCCP Operations Manual
2025/09/01	Updates to Business model, indication of changes to occur in as of April 1 st 2026.

1 KARATE CANADA AND NCCP

1.1 Mission, Vision, and Values

Karate Canada is a not-for-profit corporation constituted under Part II of the Canada Corporations Act, with the objective of describing and incorporating all activities related to the promotion, organization, regulation and popularization of the sport of karate all over Canada, of protecting the physical and emotional health of athletes, and of promoting the interests of karate throughout Canada. We are the only Heritage / Sport Canada-recognized National governing body for the sport of karate in Canada.

1.1.1 Our Vision

“Our goal is to become a world class and highly efficient nationwide system aimed at promoting the growth, development and excellence of karate in Canada. “

1.1.2 Our Mission/Purpose

“We lead and partner to create an environment and system conducive to success at all levels.”

1.1.3 Our Core Principles and Values

Our people and members always come first.

- We are driven by excellence in everything we do.
- We believe in the power of the Team.
- We are driven by high ethical standards.

1.2 Partners in Coach Education

The CAC, the provincial/territorial NCCP delivery agencies, the National Sport Organizations (NSOs), and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation;

- Ensure that the programs integrate into the Sport for Life's framework and follow the principles of Long-term Development (LTD);

- Ensure that coaching and sport leader development programs are available in both French and English;

- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action;

- Endorse the value of competent coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches;

- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

1.2.1 Coaching Association of Canada (CAC)

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

1.2.2 Provincial/Territorial Coaching Representatives (PTCRs)

The Provincial/Territorial Coaching Representatives provide leadership, development, and support in delivering the NCCP.

- Alberta: Alberta Sport, Physical Activity and Recreation

- British Columbia: viaSport BC

- Manitoba: Sport Manitoba Coaching

- New Brunswick: Coach NB

- Newfoundland and Labrador: Sport Newfoundland and Labrador

- Northwest Territories: Sport North Federation

- Nova Scotia: Communities, Culture and Heritage – Communities, Sport, and Recreation Division

- Nunavut: Sport and Recreation Division

Ontario: Coaches Association of Ontario

Prince Edward Island: Sport PEI

Quebec: SportsQuébec

Saskatchewan: Coaches Association of Saskatchewan

Yukon: Sport and Recreation, Department of Community Services, Government of Yukon

1.2.3 National Sport Organization (NSO)

Karate Canada

1.2.4 Provincial/Territorial Sport Organizations (P/TSOs)

Alberta: Karate Alberta

British Columbia: Karate BC

Manitoba: Karate Manitoba

New Brunswick: Karate New Brunswick

Newfoundland and Labrador: Karate Newfoundland and Labrador

Northwest Territories Karate Association

Nova Scotia: Karate Nova Scotia

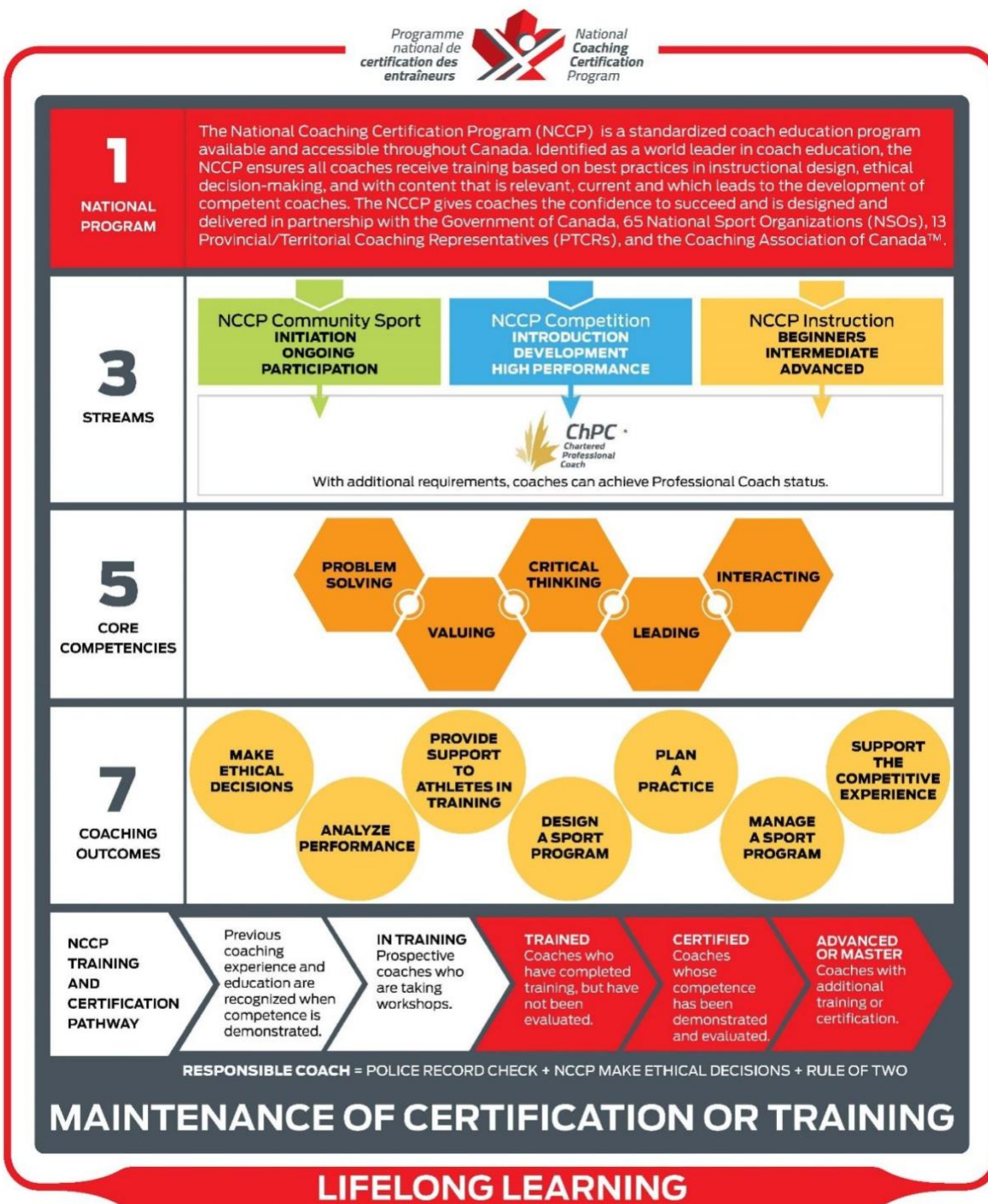
Ontario: Karate Ontario

Prince Edward Island: Karate PEI

Quebec: Karaté Québec

Saskatchewan: Sask High Performance Karate Association

1.3 The NCCP Model



* The Coaching Association of Canada grants the official designation of Chartered Professional Coach (ChPC) to those who have demonstrated their competence as NCCP certified coaches who value the technical and ethical standards of the profession.



1.4 Participant Development Model (PDM)

1.4.1 The Participant Development Model (PDM)

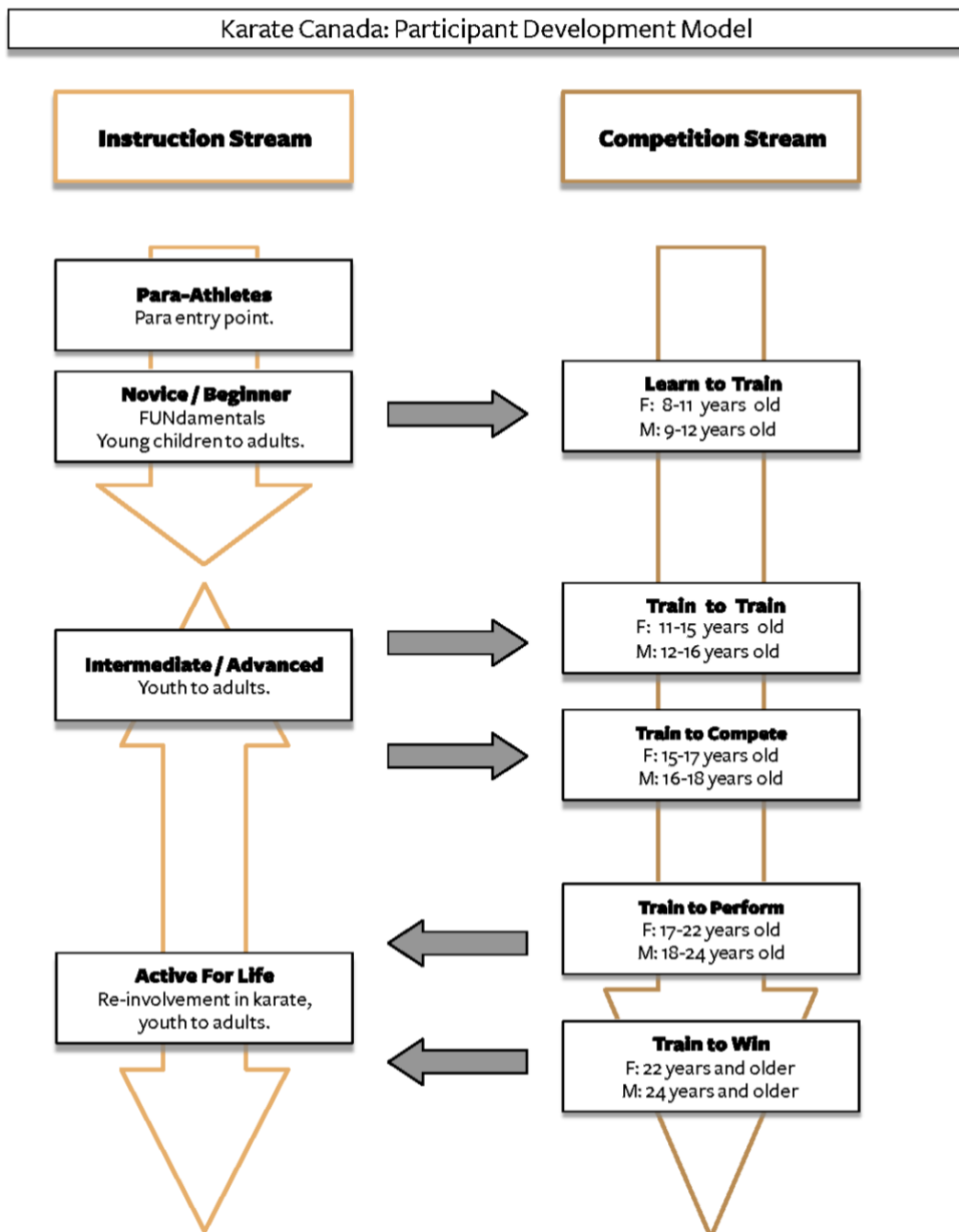
There are two streams in which participants engage in karate; the Instruction stream and the Competition stream.

The Instruction stream is the entry point for all coach-participants. It comprises two training levels of athlete-participants:

- ☐ Beginners/novice: approximately white to orange belts (FUNdamentals, learn to train)
- ☐ Intermediate and Advanced: participants ranging from green to black belts (train to train, train to compete, active for life)

The Competition stream includes athletes participating in different levels of competition:

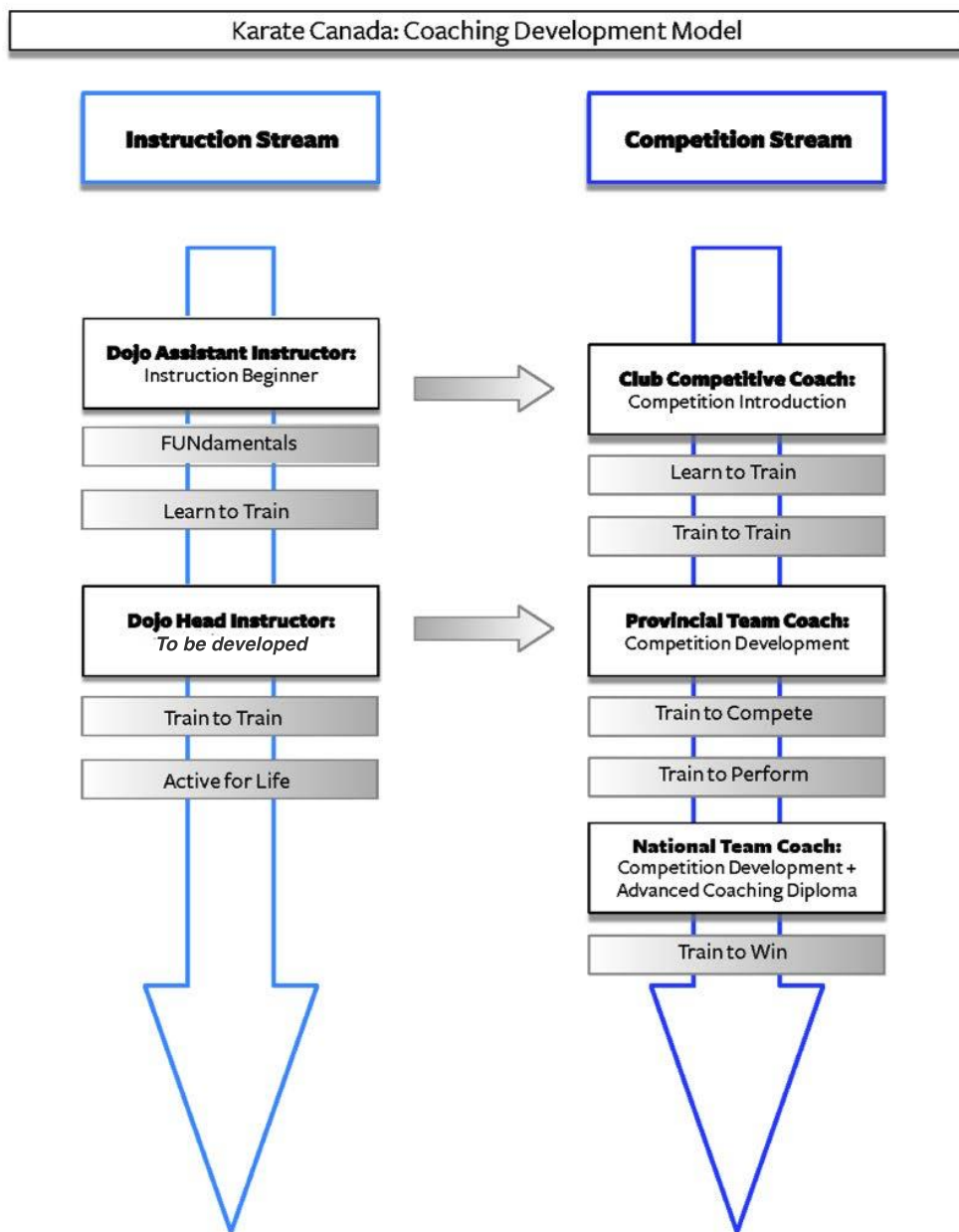
- ☐ Regional/provincial (learn to train, train to train)
- ☐ National (train to compete)
- ☐ International (train to perform, train to win)



1.5 Coach Development Model (CDM)

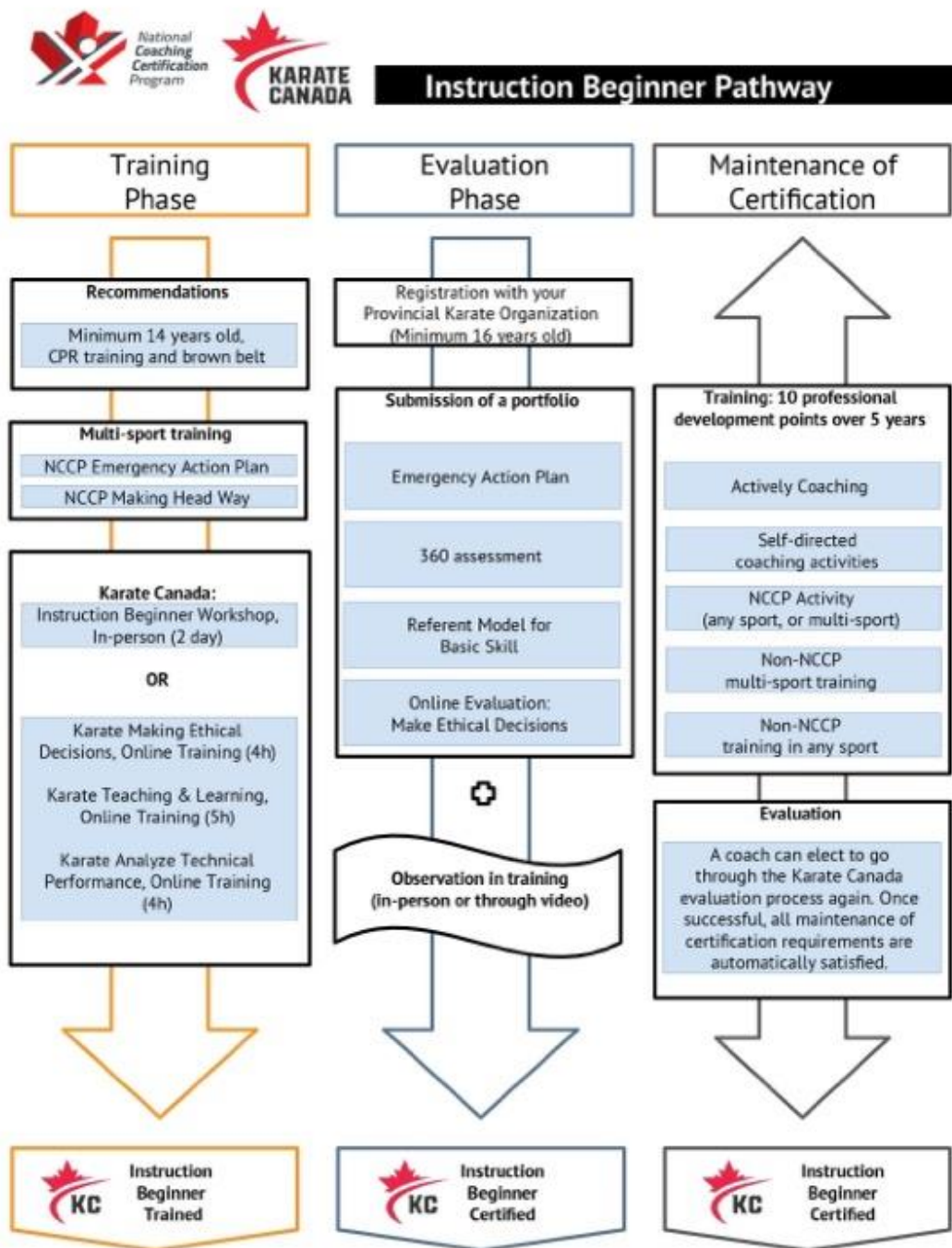
1.5.1 The Coach Development Model (CDM)

Coach Education programming has been developed in the competition stream and the instruction stream.

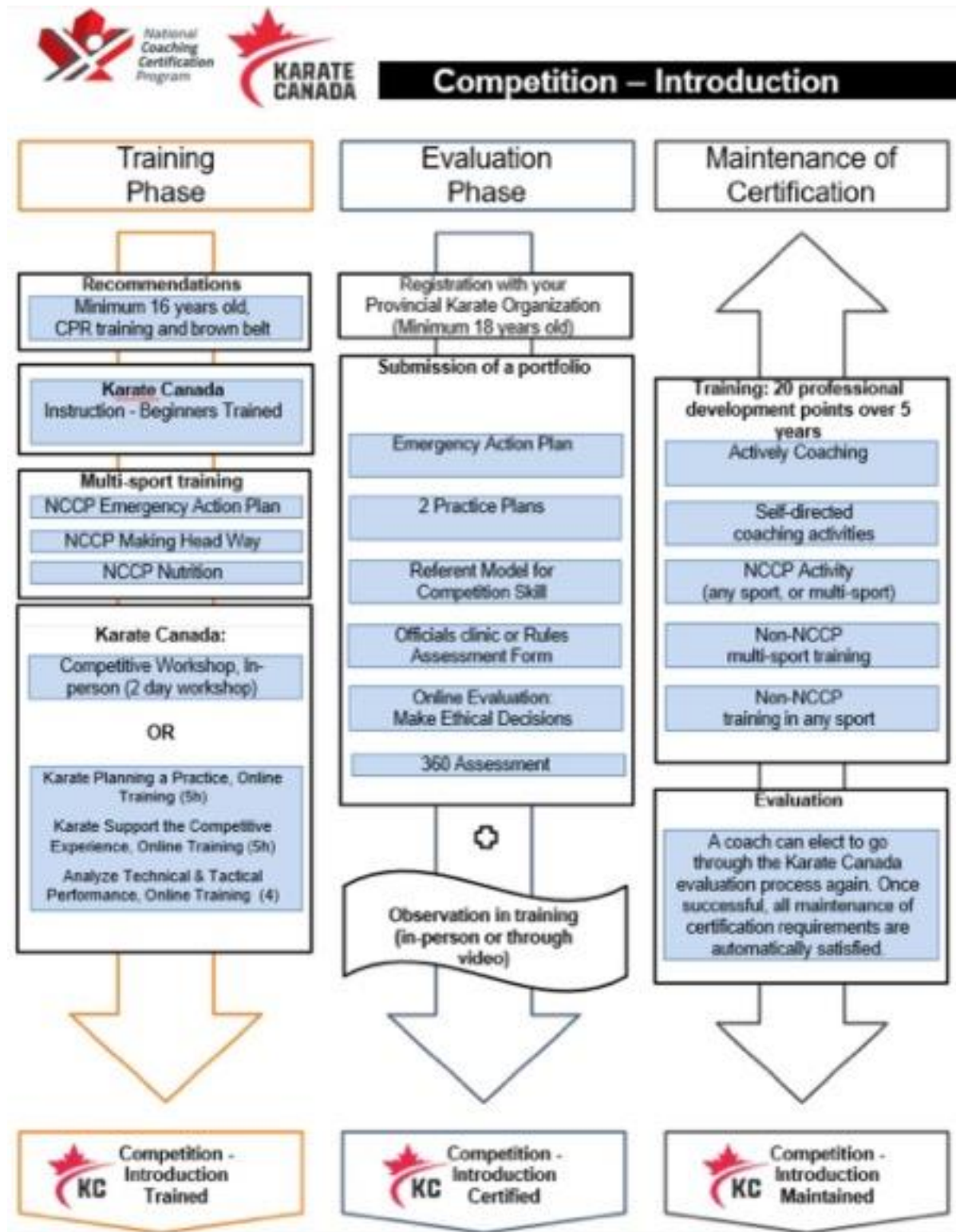


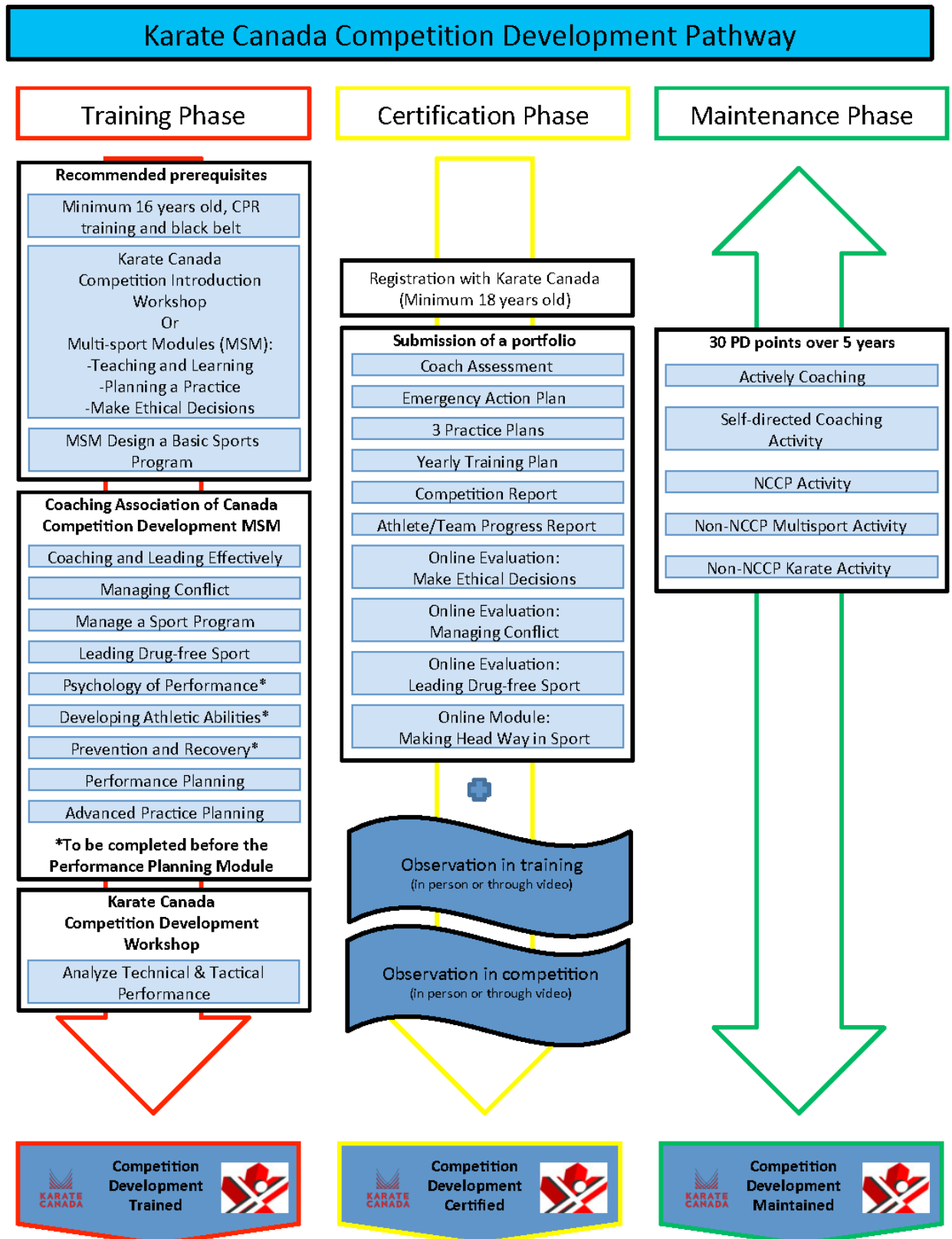
1.5.2 The Instructor Pathway

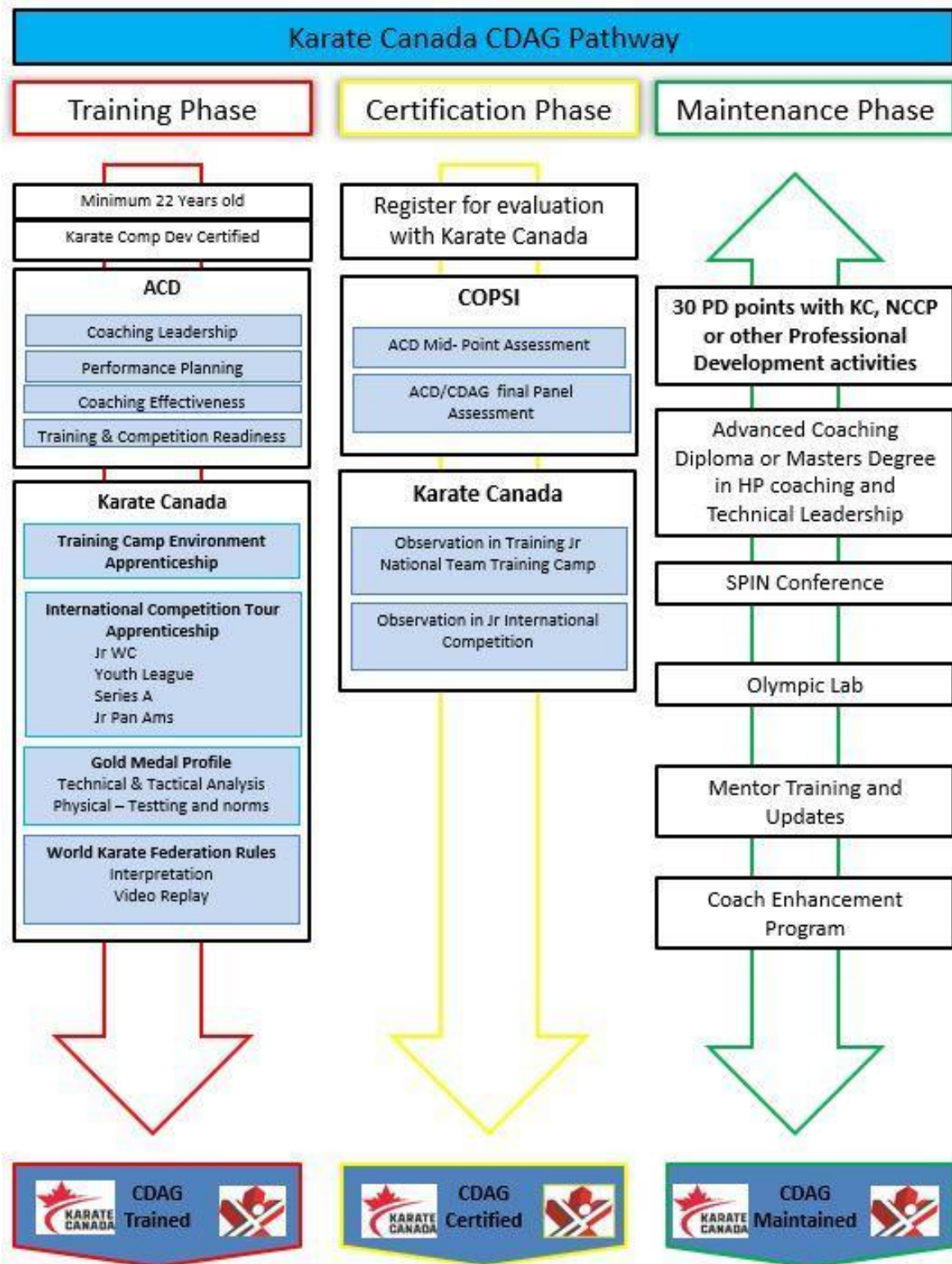
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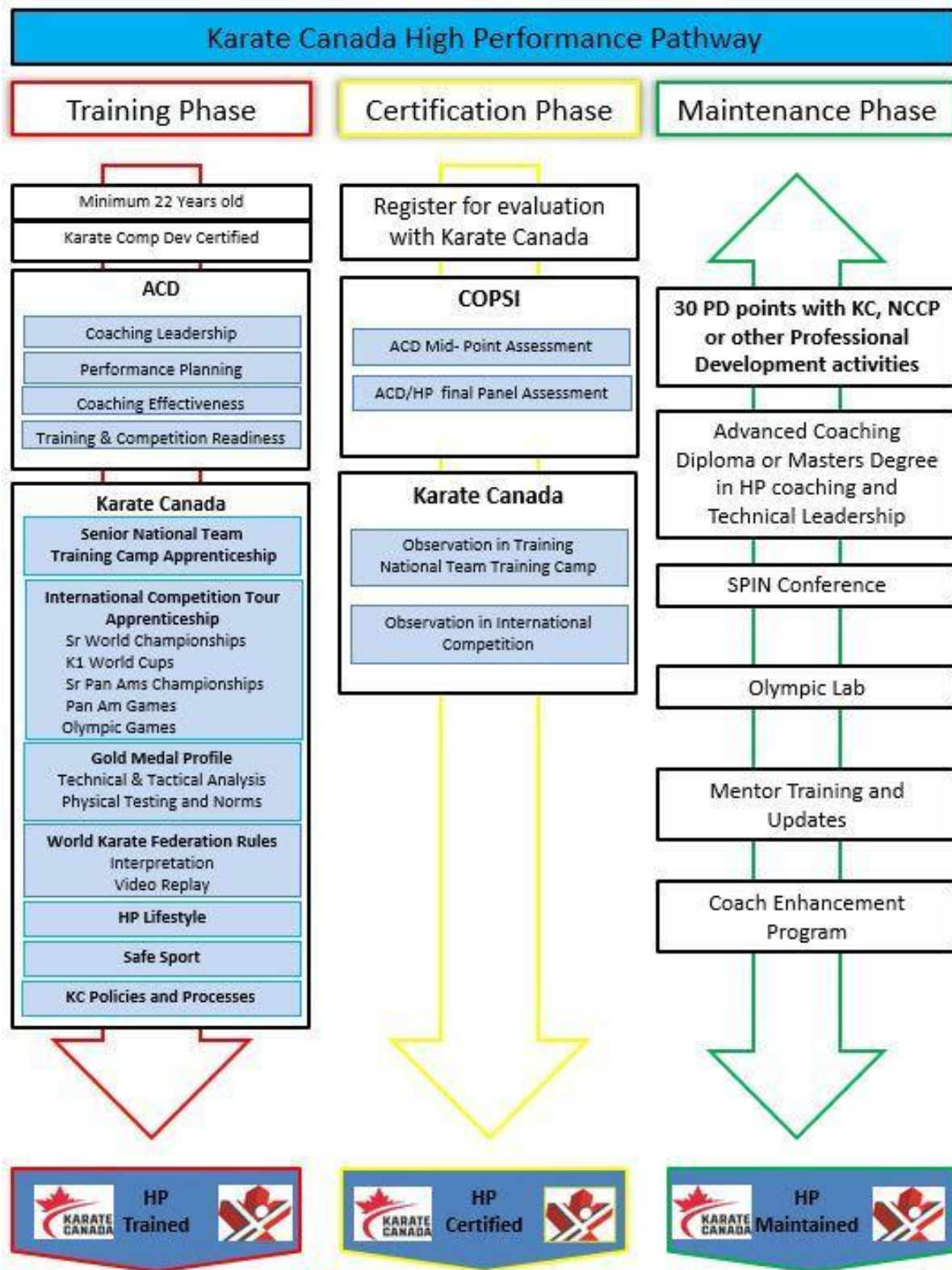


1.5.3 The Competition-Coach Pathways









1.6 Long-term Development

The Karate Canada's Long-term development guide is designed to be used by parents, athletes, coaches, senseis and administrators and provides an overview of the stages of long-term development within the sport and art of karate. It outlines the ten key factors of LTD and provides suggested activities for each stage of development. Recommendations for competition and training ratios are provided in addition to a brief competition review created to encourage dialogue on the current competitive system.

<https://karatecanada.org/resources/ltad/>

2 NCCP TRAINING

2.1 Training vs. Certification

The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition – Introduction) as defined by the sport and be considered “trained”.

To become “certified” in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 65 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

NCCP coaches are described as follows:

In Training – when they have completed some of the required training for a context;

Trained – when they have completed all required training for a context;

Certified – when they have completed all evaluation requirements for a context.

For more information please visit: <http://www.coach.ca/trained-vs-certified-s16468>.

2.2 Contexts

2.2.1 Instruction



Instructors in the Instruction stream must have sport-specific skills and training, whether at the beginner or advanced skill levels.

The Instruction stream in karate has one level of workshop:

Instructors in the **Instruction – Beginners** context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there's no formalized competition at this level – it's strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.

For more information please visit: <http://www.coach.ca/instructors-s15436>.

2.2.2 Competition



Typically, a coach who has previous coaching experience or you're a former athlete. They may already coach a team at the regional, provincial, or national level, and you tend to work with athletes over the long term to improve performance.

There are three levels of workshops for competition coaches that reflect the stages of athlete development: Introduction, Development, and High performance.

The **Competition – Introduction** context is designed for coaches of athletes moving from the FUNdamentals to the Learn to Train and Train to Train stages of long-term development. These coaches will introduce athletes to competition, coaching at the regional or provincial level.

The **Competition – Development** context is designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term development.

1. The **Competition – Development Advanced Gradation** is designed for coaches of athletes in the Train to Compete and Train to Perform stages of long-term development. They will coach athletes at the regional, provincial, national, and international level.
2. The **Competition – High performance** context is typically reserved coaches of athletes in the Train to Win stage of long-term development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term development. Coaches in this stream, at the national and international levels, will require specific skills and abilities in order to meet the needs of their athletes.

For more information please visit: <http://www.coach.ca/competitive-coaches-s15435>.

2.3 Workshops and Modules

2.3.1 Sport-specific Training

The CAC works with over 65 different National Sport Organizations, including Karate Canada, across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

For more information please visit <http://www.coach.ca/sport-specific-training-s16547>.

2.3.2 Instructor Beginner

This workshop is tailored for coaches of athletes who wish to equip themselves with fundamental karate coaching knowledge. The workshop focuses on planning, safety, basic teaching and learning theory, as well as preparing coaches to analyze karate skills.

NOTE: It is recommended to hold a karate brown belt to take this course.

2.3.3 Competition Introduction

Intended for coaches who want to enhance their repertoire of karate skills and possibly enter their athletes into competition, this weekend workshop is a good introduction to the competitive environment of karate. Coaches will learn in-depth planning, supporting and improving athlete competition skills, and a detailed overview of the rules governing karate competitive settings.

NOTE: It is recommended to have done the Instruction Beginner course prior to registering for the Competition Introduction course. Coaches should also hold a brown belt in karate.

2.3.4 Competition Development

For senior level coaches working with Provincial and National Team athletes, this mix of multisport and karate specific modules will provide well-rounded training for developing competitive athletes. Participants will learn to manage a competitive sport program, effectively deal with sport psychology and ethical issues, as well as learn to analyze and evaluate skill and performance.

NOTE: It is recommended to have done the Competition Introduction course prior to register to the Competition Development workshop. Coaches should also hold a karate black belt.

2.3.5 Competition Development Advanced Gradation

For advanced level coaches working with Junior National Team athletes, this mix of the Advanced Coaching Diploma and karate specific apprenticeships will provide well-rounded training for

coaches of Next Gen competitive athletes. Participants will learn to manage and lead all facets of a national team program.

NOTE: Coaches must be at least Competition Development certified.

2.3.6 High Performance

For advanced level coaches working with senior National Team athletes, this mix of the Advanced Coaching Diploma and karate specific apprenticeships will provide well-rounded training for coaches of High-Performance competitive athletes. Participants will learn to manage and lead all facets of a national team program.

NOTE: Coaches must be at least Competition Development certified.

2.3.7 Required Multi-sport Training

Many of these modules have been integrated by sports into their own sport-specific workshops while other sports require their coaches to take them separately through our network of Provincial and Territorial Coaching Representatives.

All of these multi-sport modules you reach higher as a coach, and can also be counted towards Maintenance of Certification.

For more information please visit <https://coach.ca/nccp-multi-sport-training-modules>.

INSTRUCTOR BEGINNER

**** INFORMATION IN THIS SECTION WILL BE UPDATED AS OF APRIL 1st 2026 ****

NCCP EMERGENCY ACTION PLAN



After completing the NCCP Emergency Action Plan, you will be able to:

- describe the importance of having an EAP;
- identify when to activate the EAP;
- explain the responsibilities of the charge person and call person when the EAP is activated; and
- create a detailed EAP that includes all required information for responding to an emergency.

Visit the NCCP Emergency Action Plan eLearning page in the Locker to complete this free activity.

DURATION: 15 minutes

NCCP MAKING HEADWAY IN SPORT

After completing the NCCP Making Head Way in Sport module, you will understand:

- what to do to prevent concussions;
- how to recognize the signs and symptoms of a concussion;
- what to do when you suspect an athlete has a concussion; and
- how to ensure athletes return to play safely.

DURATION: 1 hours 30 minutes

NOTE: This course is mandatory for all Karate Canada coaches.

COMPETITION – INTRODUCTION

Requirements for INSTRUCTOR BEGINNER AND

NCCP SPORT NUTRITION

After taking the NCCP Sport Nutrition module, you will be able to:

- explain the basic nutritional needs of an athlete;
- take appropriate measures to ensure that athletes stay hydrated during exercise;
- educate athletes on the use of nutritional supplements and sports drinks;
- encourage a positive body image in athletes;
- identify the different types of disordered eating;
- support athletes with special nutritional needs;
- identify common food allergies and intolerances;
- provide accurate guidance to athletes and their parents or caregivers on nutrition before, during and after exercise; and
- provide accurate nutritional guidance to athletes and their parents or caregivers before and during travel.

DURATION: 1 hour

COMPETITION – DEVELOPMENT

- **Recommended Prerequisites**

NCCP PLANNING A PRACTICE

-
- The NCCP Planning a Practice module consists of two components; a free NCCP Emergency Action Plan eLearning activity, and an in-class / online delivered module. To receive the full credit for the NCCP Planning a Practice module, coaches must complete both components.
- This module's goal is to prepare coaches to plan safe and effective practices.
- The NCCP Planning a Practice learning activities will prepare you to:
 - explain the importance of logistics in the development of a practice plan;
 - establish an appropriate structure for a practice; and
 - identify appropriate activities for each part of the practice.
- After completing the NCCP Emergency Action Plan eLearning activity, you will be able to:
 - describe the importance of having an Emergency Action Plan (EAP);
 - identify when to activate the EAP;
 - explain the responsibilities of the charge person and call person when the EAP is activated; and
- create a detailed EAP that includes all required information for responding to an emergency.
- DURATION: 5 hours 10 minutes

NCCP DESIGN A BASIC SPORT PROGRAM

NCCP Design a Basic Sport Program will prepare you to:

- develop a program structure based on opportunities for training and competition;
- establish indicators of athlete development in the program; and
- develop practice plans that reflect seasonal training priorities.

DURATION: 4 hours 45 minutes

NCCP TEACHING AND LEARNING

Upon completing the NCCP Teaching and Learning module, you will be able to:

- implement an appropriately structured and organized practice;
- make interventions that promote learning and development.

DURATION: 4 hours 45 minutes

- **Required Modules**

NCCP ADVANCED PRACTICE PLANNING



After completing the NCCP Advanced Practice Planning module, you will be able to:

- identify the factors that affect practice planning;
- ensure that practice plans are consistent with the microcycles and phases of which they are part;
- sequence exercises in a practice so that their order is consistent with the research on sequencing;
- develop a plan for training athletic abilities over a microcycle;
- develop a plan for training technical and tactical abilities over a microcycle; and
- develop a plan for a microcycle that helps athletes taper before a competition.

DURATION: 4 hours 37 minutes

NCCP COACHING AND LEADING EFFECTIVELY



- The NCCP Coaching and Leading Effectively module gives you the skills needed to:
 - promote a positive image of sport, and model it to athletes and those supporting their performance;
 - deliver clear messages and explanations when communicating with athletes and their supporters; and
 - identify opportunities to interact with all athletes and use feedback to improve and correct performance and behaviour.
- DURATION: 8 hours 40 minutes

NCCP MANAGE A SPORT PROGRAM



The NCCP Manage a Sport Program module provides coaches with the opportunity to plan and interact with program budgeting, setting staff and team expectations, arranging team travel, building athlete agreements, and reporting on athlete/team progress.

After completing the NCCP Manage a Sport Program module, you will be able to:

- manage administrative aspects of the program and oversee logistics;
- manage staff's roles and responsibilities;
- manage camp and tournament finances and travel; and
- report on athlete progress throughout the program.

DURATION: 4 hours

NCCP MANAGING CONFLICT



The NCCP Managing Conflict module will allow you to:

- identify common sources of conflict in sport;
- determine which individuals or groups are most likely to find themselves in situations involving conflict;
- learn important skills that will help you prevent and solve conflict resulting from misinformation, miscommunication, or misunderstanding; and
- develop skills that will empower you to listen and speak effectively in conflict situations while maintaining positive relationships with athletes, parents, officials, and other coaches.

DURATION: 4 hours 30 minutes

NCCP LEADING DRUG-FREE SPORT



After taking NCCP Leading Drug-free Sport, you will be able to:

- fully understand and explain the consequences of using banned substances in sport;
- educate athletes about drug-testing protocols at major competitions;
- encourage athletes to safeguard their sport values and take greater responsibility for their personal actions; and
- apply the NCCP Ethical Decision-making Model to your coaching as it relates to keeping your sport and athletes drug-free.

DURATION: 3 hours 30 minutes

NCCP DEVELOPING ATHLETIC ABILITIES

After completing the NCCP Developing Athletic Abilities module, you will be able to:

- identify the athletic abilities required in your athletes' sport;
- evaluate athletes' abilities and interpret data to prescribe training;
- understand training principles, methods and protocols; and
- develop and prescribe training protocols specific to your athletes' age and stage of development.

DURATION: 7 hours 30 minutes

NCCP PREVENTION AND RECOVERY

After taking NCCP Prevention and Recovery, you will have the knowledge needed to:

- identify common injuries in your sport and develop appropriate prevention and recovery strategies to keep your athletes injury-free during training and competition;
- offer valuable information and guidance on hydration, nutrition, and sleep as they relate to injury prevention;
- choose skills and drills that help athletes perform appropriate warm-ups and cool-downs;
- develop functional evaluations for an athlete's return to play; and
- implement recovery and regeneration techniques to help an athlete maintain or return to optimal performance post injury.

DURATION: 7 hours 20 minutes

NCCP PSYCHOLOGY OF PERFORMANCE

Completing NCCP Psychology of Performance will allow you to:

- identify the focus skills that will help athletes achieve their goals in training and in competition;
- train athletes in the focus skills that will help them achieve their goals in training and in competition;

work with athletes or teams to identify appropriate outcome, performance and process goals; and

use debriefing skills to work with athletes and assess their performance in training and in competition

DURATION: 7 hours 30 minutes

NCCP PERFORMANCE PLANNING

INCLUDES: 2-hour pre-workshop session

The NCCP Performance Planning module allows coaches to reflect on the structure of a yearly plan and appropriately sequence training and development priorities so as to achieve peak performance in their athletes.

This module is an ideal follow-up to the NCCP Design a Basic Sport Program module. It is recommended that coaches take both the NCCP Design a Basic Sport Program and the NCCP Developing Athletic Abilities modules before taking the NCCP Performance Planning module.

After completing the NCCP Performance Planning module, you will be able to:

- perform a thorough analysis of the demands of your athletes' sport at the elite (high-performance) level;

- outline a program structure based on training and competition opportunities;

- identify appropriate measures for promoting athlete development within your own program;

- integrate yearly training priorities into your own program;

- organize and sequence training priorities and objectives on a weekly basis to optimize adaptations; and

- evaluate the ability of your athletes/team to perform up to their potential in competition.

DURATION: 12 hours 30 minutes

3 NCCP EVALUATION AND CERTIFICATION

3.1 Objectives

Evaluation in the National Coaching Certification Program (NCCP) is the process used to determine whether coaches meet NCCP coaching standards for certification. This process applies to all coaching contexts in the NCCP. While evaluation for certification is not required in the Community Sport stream, sports in that stream may choose to certify coaches.

3.2 Principles of Evaluation in the NCCP

Outcomes are the foundation of the NCCP approach to evaluating and certifying coaches.

Evaluation in the NCCP reflects the ethical coaching practices promoted in the Canadian sport system.

Evaluation in the NCCP reflects the diversity among sports in a given context.

Evaluation recognizes and respects individual coaching styles.

Evaluation in the NCCP is evidence-based.

The evidence in NCCP evaluations consists of observable coaching behaviour that is used to determine whether a coach meets a given criterion.

The evidence in NCCP evaluations may come from several sources.

Evidence demonstrated during an evaluation may not reflect all of the elements or objectives identified in training activities.

Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.

Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Coach Evaluators.

Additional Points

Evaluation requirements, procedures, and methods are (1) administratively feasible, (2) professionally acceptable, (3) publicly credible, (4) legally defensible, (5) economically affordable, and (6) reasonably accessible.

Evaluation is preceded by NCCP training or relevant experience.

NCCP training activities prepare coaches to meet certification standards.

3.3 Outcomes, Criteria, and Evidence

Evaluation in the NCCP is based on a systematic approach to determining whether coaches meet NCCP standards. This approach has three key components:

- ☐ Outcomes
- ☐ Criteria
- ☐ Evidence

OUTCOMES: These are the overall tasks coaches must be able to perform

There are seven overall tasks that capture what coaches in the NCCP need to be able to do. These are called *NCCP outcomes*, and they are:

- Provide Support to Athletes in Training,
- Make Ethical Decisions
- Plan a Practice
- Analyze Performance
- Support the Competitive Experience
- Design a Sport Program
- Manage a Program

The outcomes that apply in a specific coaching situation depend on the coaching context. National Sport Organizations (NSOs) have the flexibility to add unique outcome(s) should the NCCP outcomes not fully capture coaching tasks in their sport. The quantity of outcomes being evaluated contributes to the NCCP minimum standard for evaluation.

CRITERIA: These are the components of an outcome that will be evaluated

Every outcome is associated with one or more criteria.

Criteria depend on the coaching context. For example, in the Community Sport – Initiation context, the outcome Provide Support to Athletes in Training has one criterion, but in the Competition – Introduction context, it has three criteria.

Criteria *may* be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

EXAMPLE – Provide Support to Athletes in Training Criteria:

Community Sport – Initiation context: Lead participants in appropriate activities

Competition – Introduction context: Implement an appropriately structured and organized practice

EVIDENCE: This is what the Coach Evaluator must observe and measure to confirm that the candidate meets the NCCP standard for each criterion

All criteria are associated with one or more pieces of evidence. Evidence is what the coach actually does. It is *observable and measurable*.

The more evidence the Coach Evaluator must observe and measure, the more demanding the evaluation will be.

Evidence *may* be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

Together with the outcomes and criteria, the evidence is used to determine the NCCP minimum standard for evaluation.

EXAMPLE – Competition – Introduction Criterion and Evidence for the Provide Support to Athletes in Training Outcome

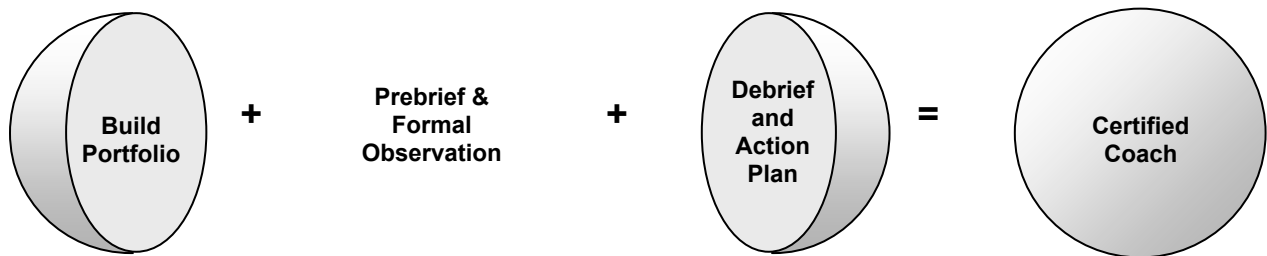
Criterion: Implement an appropriately structured and organized practice

Evidence: Deliver a practice that matches the goals identified in the practice plan; activities contribute to development of skills, tactics, or athletic abilities; equipment is available and ready to use

3.4 Evaluating Coaches in the NCCP

Evaluating coaches in the NCCP evaluation process involves:

- Portfolio evaluation
- Prebrief
- Formal observation
- Debrief
- Action planning
- Reporting/Administration



3.4.1 Portfolio Evaluation

The portfolio evaluation enables the Coach Evaluator to determine the readiness of the coach candidate for the formal observation.

The coach must register with the appropriate sport body and submit all required portfolio pieces in advance of a formal observation being scheduled.

The Coach Evaluator must review the portfolio using the appropriate evaluation tool(s) and then communicate the feedback to the coach in a timely manner.

Successful completion of the required portfolio pieces will determine readiness for the formal observation.

Once it is established that the candidate is ready for the formal observation, the Coach Evaluator should notify the appropriate sport body to schedule the formal observation.

When the formal observation is scheduled, the Coach Evaluator begins the prebrief process.

3.5 Certification Standard

Certification standard refers to the degree to which coaches meet a given criterion. An achievement scale is used to determine whether or not a coach meets or exceeds the minimum standards. For example, a five-point achievement scale might be:

5 Expert

- 4 Advanced
- 3 NCCP Minimum Standard – includes the evidence that describes the minimum standard for what a coach does
- 2 Near Standard
- 1 Well Below Standard

While the achievement scale may differ, *all* must include the NCCP Minimum Standard.

Coaches seeking certification for a given context must be evaluated and must achieve at least NCCP Minimum Standard in all the relevant criteria required for that context in their evaluation.

3.6 Administration and Logistics of Evaluation

There are some administrative aspects that sports should consider when designing evaluation protocols. The following are examples of some of the administrative aspects that sports may consider implementing.

3.6.1 Payment and Honoraria of Evaluations

Evaluators working with P/TSOs (e.g., Instructor Beginner, Competition - Introduction) should contact the P/TSO representative for process information.

3.6.2 Evaluators working with Karate Canada (e.g., Competition Development) should follow the instructions to submit through the Karate Canada online platform.

<https://karatecanada.org/programs/coaching-nccp/>

3.6.3 Appeals and Audits of Evaluations

Any individual can appeal an unsuccessful evaluation. The objective of Karate Canada's evaluation process is to provide sufficient checks and balances throughout a candidate's certification process to help facilitate completion of the evaluation requirements. Only in extraordinary circumstances should an individual be denied certification. Valid reasons for denying certification may include:

- ☐ Any behaviour which is inconsistent with that outlined in the NCCP code of ethics
- ☐ Any violation of Karate Canada's code of conduct
- ☐ Inability to reasonably demonstrate criteria and evidences required within a designated coaching context

3.6.4 Recommended Appeal procedure for Coaches

Appeals must be submitted to Karate Canada NCCP committee, which will assign a review committee to investigate the appeal. The review committee will consist of one member of Karate Canada's NCCP Committee, an evaluator and a coach whose qualifications are appellant to the situation.

The appeal must include:

- ☐ The coach candidate portfolio with the Evaluator's marking template.
- ☐ A video of the coach candidate's practice session, or all templates used during the observation by the Evaluator.
- ☐ All documentation related to the formal evaluation(s), debriefing procedure and action plan.

Upon completing the review, a report should be provided outlining the critical factors in the evaluation process that can be improved or required by the coach candidate or Evaluator and determine if the appeal is valid.

A cost of \$150 is associated with an appeal process and is payable to Karate Canada.

If an appeal is successful, the coach will receive their certification in the specified coaching context.

If an appeal is unsuccessful, the coach will need to re-engage in the evaluation process. If another formal observation is warranted then it must be completed with a different Evaluator and include the payment of designated fees. The National Sport Organization is responsible for ensuring a different evaluator is available for the subsequent evaluation.

3.7 Recognition of Coaching Competence

The NCCP is a competency-based program based on coaching abilities, meaning the NCCP is a program that certifies coaches based on proven abilities to “DO” certain things deemed important to meet the needs of the participants they coach. The NCCP is competency based, and as a result certification is based upon what a coach is able to demonstrate, not the training they may or may not have undergone.

Coaches must go through the evaluation process for the context in which they are coaching. Evaluation must include the entire evaluation process for the context in which the coach is being certified (including online multi-sport evaluations). This ensures the coach is able to demonstrate the required competencies for the context, and removes the need for the NSO or other partners to “judge” the relevance or rigor of the many different international programs that exist.

Coaches do not receive credit for “training” modules that they do not complete, but will be able to achieve “certified” status upon a successful evaluation. This only applies in contexts where certified status is available to coaches. There is no such thing as “equivalency”.

This respects and recognizes current coaching competence, which includes Canadian coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.

Contact the affiliated P/TSO for recognition processes for Instructor Beginner and Competition Introduction contexts. To pursue recognition of coaching competence of all other context, submit a request through the Karate Canada online platform.

4 COACH DEVELOPERS

Who coaches the coaches? NCCP Coach Developers do!

According to the International Council for Coaching Excellence (ICCE), Coach Developers “are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and skills in order to provide positive and effective sport experiences for all participants.” In short, Coach Developers need to be experts in learning, as well as experts in coaching.

NCCP Coach Developers include Learning Facilitators, Coach Evaluators, and Master Coach Developers.

The typical pathway for someone who wants to be a Coach Developer involves the following steps:



Training: Coach Developer candidates must complete rigorous training, and this training is now being made consistent across Canada. The following training is required by all Coach Developers:

Core Training: Provides Coach Developers with the skills to perform their role.

Content-specific Training (sport or multi-sport): This includes micro-facilitation and/or micro-evaluation which give Coach Developers an opportunity to practise delivery with their peers.

Co-delivery: This is a chance for the new Coach Developer to practise with real coaches alongside an experienced Coach Developer.

Once a Coach Developer has all of the above training pieces they are considered “TRAINED”.

Evaluation: Evaluation confirms that the Coach Developer is capable of certain abilities which are deemed important in the training of coaches.

Once a Coach Developer has been evaluated they are considered: “CERTIFIED”.

For more information please visit: <http://www.coach.ca/coach-developer-training-s16933>.

4.1 Identification and Selection of Coach Developers

There are two ways to become a Coach Developer candidate:

Master Coach Developers (MCDs), Provincial/Territorial Sport Organizations (P/TSOs), and National Sport Organizations (NSOs) can identify Coach Developer candidates.

Individuals can nominate themselves.

When establishing a pool of candidates, partners should try to balance the regional training requirements for their sport with the need to have appropriate representation of all regions in Canada. Many candidates are coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study. The competencies of the Coach Developers are clearly indicated in the Evaluation Tools.

Individuals who nominate themselves are sent the template for the Letter of Self-nomination and are asked to fill in this letter and submit it to their P/TSO for consideration for Instructor Beginner or Competition Introduction contexts, or to Karate Canada for all other contexts.

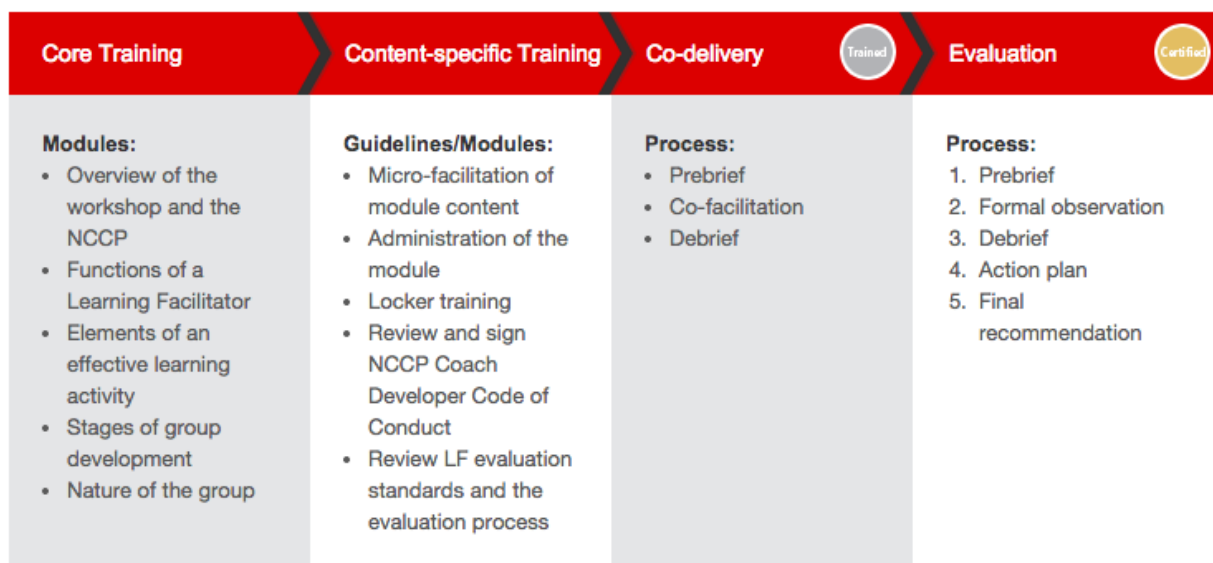
4.2 Learning Facilitator

Every NCCP workshop is led by a trained Learning Facilitator (LF) who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants.

The goal of an LF is to effectively facilitate sessions that result in the development of coaches who are able to demonstrate their abilities and meet the standards established for certification. An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

4.2.1 How to Become a Learning Facilitator

All Learning Facilitators complete the following steps:



For more information please visit: <http://www.coach.ca/learning-facilitator-p156718>.

4.2.2 Selecting Learning Facilitators

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators.

It is recommended that Learning Facilitators are:

Trained or certified in the context they are delivering in;

Good communicators: have the ability to speak clearly and communicate professionally;

Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;

Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;

Good organizers: are well prepared, organized, and professional;

Experienced and Qualified: are actively involved in Karate with an education in kinesiology or a related field.

Also: approachable, ethical, responsible, and self-confident.

It is recommended that Learning Facilitators have the following sport-specific experience, background, and abilities:

4.2.3 Core Training

Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.2.4 Content-specific Training

Content-specific Training is a mandatory component of training for Learning Facilitators. Content-specific Training will include a micro-facilitation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training.

Content-specific Training will also include:

Content-specific Training is a one day training to prepare Learning Facilitators for the content they will deliver.

4.2.5 Co-delivery

All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own.

Co-facilitation should occur within one year of Content-specific Training.

Co-facilitation is part of training and therefore the person being trained will not be paid.

A Learning Facilitator candidate may be required to co-facilitate a workshop a number of times before facilitating a workshop on their own.

4.2.6 Evaluation

All Learning Facilitators must be evaluated to become certified Learning Facilitators.

Learning Facilitators should be evaluated within one year

Learning Facilitators will be evaluated against the CAC Learning Facilitator Outcomes, Criteria, and Evidence.

All Learning Facilitators must complete the Make Ethical Decisions online evaluation.

4.2.7 Maintenance of Certification

All Learning Facilitators are required to attain 20 PD points over 5 years to maintain their certification.

4.2.8 Honorarium

See section 5.3

4.2.9 Appeals Process

Appeals must be submitted to Karate Canada NCCP committee, which will assign a review committee to investigate the appeal. The review committee will consist of one member of Karate Canada's NCCP Committee, the Coaching Association of Canada Consultant, and a Coach Developer whose qualifications are appellant to the situation.

The appeal must include:

- ☐ Evaluator outlining areas of deficiency
- ☐ A letter from the appeal candidate outlining the case
- ☐ All documentation used in the evaluation process
- ☐ Previous workshop assessments

Upon completing the review, a report should be provided outlining the critical factors in the evaluation process that can be improved or required of the coach candidate or Coach Developer.

A cost of \$150 is associated with an appeal process and is payable to Karate Canada.

If an appeal is successful, the Coach Developer will receive their certification in the specified context.

If an appeal is unsuccessful, the Coach Developer will need to satisfy requirements outlined by the review committee, which may include: required additional training, re-evaluation by the review committee, suspension of NCCP leadership activities.

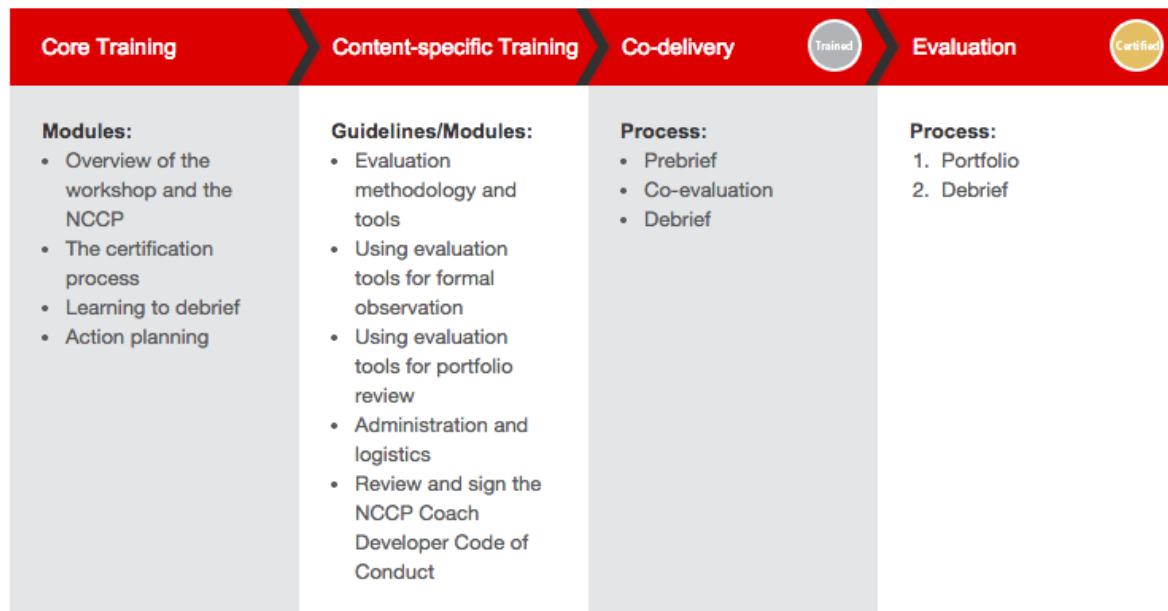
4.3 Coach Evaluator

A Coach Evaluator's role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and action plan with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidence that comprise the evaluation tools that establish NCCP standards for coaches of a particular sport context.

Coach Evaluators act as ambassadors of the NCCP and as a resource to coaches seeking to augment and validate their coaching abilities.

4.3.1 How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:



For more information please visit: <http://www.coach.ca/coach-evaluator-p156721>.

4.3.2 Selecting Coach Evaluators

The success of any evaluation program rests to a large degree on the quality of the individuals selected as Coach Evaluators. Clearly, it is critical that quality control be exerted when appointing someone as a Coach Evaluator, as not everyone possesses the experience, skills, or attitudes to be effective in this position.

It is recommended that Coach Evaluators have:

- a minimum of 3 years of coaching experience in the context in which evaluation takes place;
- successfully completed the NCCP Make Ethical Decisions training and/or evaluation requirements;
- credibility with their peers;
- high ethical standards and leadership skills;
- a desire to see the coach certification system as well as the sport grow;
- time and energy to commit to the evaluation process;
- proven guiding and facilitation skills;
- the ability to be critically reflective and ask questions; and
- the ability to listen actively to the candidate.

Although desirable, it is not critical that the Coach Evaluator have a higher position and significantly greater coaching experience than the candidate.

It is recommended that Coach Evaluators have the following sport-specific experience, background, and abilities:

4.3.3 Core Training

Core Training for Coach Evaluators is a mandatory component of training for Coach Evaluators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.3.4 Content-specific Training

Content-specific Training is a mandatory component of training for Coach Evaluators. Content-specific Training will include a micro-evaluation component, using sport-specific evaluation tools.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training.

Content-specific Training will also include:

Content-specific Training is a one day training to prepare Coach Evaluators for the tools they will use in evaluation.

4.3.5 Co-delivery

All Coach Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own.

Co-evaluation should occur within one year of Content-specific Training.

Co-evaluation is part of training and therefore the person being trained will not be paid.

A Coach Evaluator candidate may be required to perform co-evaluation a number of times before performing an evaluation on their own.

4.3.6 Evaluation

All Coach Evaluators must be evaluated to become a certified Coach Evaluator.

Coach Evaluators should be evaluated within one year.

Coach Evaluators will be evaluated by submitting a portfolio.

All Coach Evaluators must complete the Make Ethical Decisions online evaluation.

4.3.7 Maintenance of Certification

All Coach Evaluators are required to attain 20 PD points over 5 years to maintain their certification.

4.3.8 Honorarium

See section 5.3.

4.3.9 Appeals Process

See section 4.2.9.

4.4 Master Coach Developer

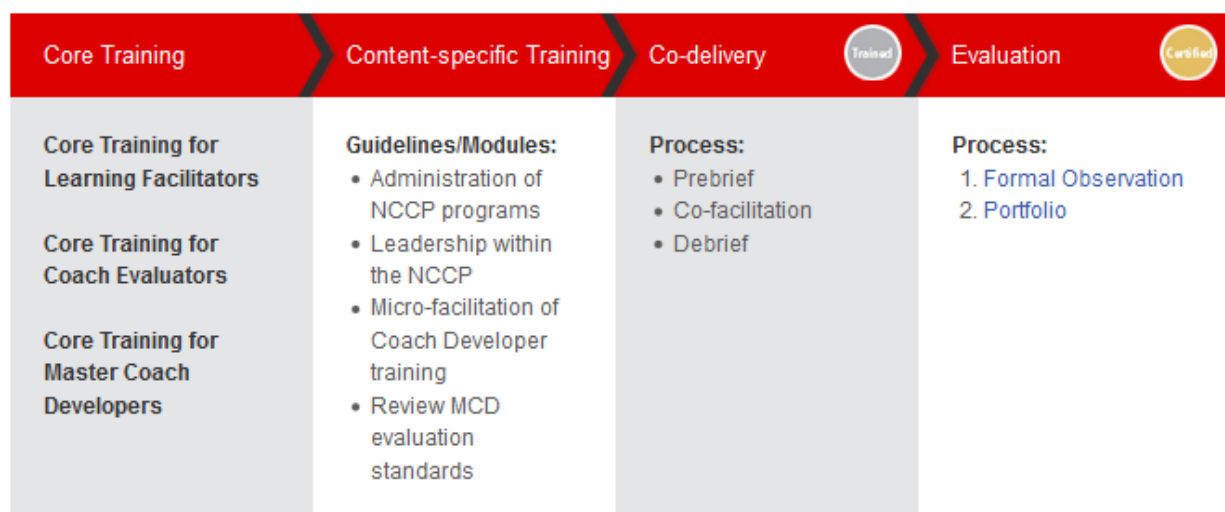
The role of the Master Coach Developer (MCD) is to train, to evaluate, to support, and to mentor Coach Developers, i.e. Learning Facilitators (LFs), Coach Evaluators (CEs), and other MCDs. In addition, MCDs play a key role in promoting the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training Coach Developers and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations, and in Coach Developer development. MCDs should be willing and able to lend support to Coach Developers, program administrators, and delivery host agencies.

4.4.1 How to Become a Master Coach Developer

All Master Coach Developers complete the following steps:



For more information please visit: <http://www.coach.ca/master-coach-developer-p156720>.

4.4.2 Selecting Master Coach Developers

Each body responsible for the training and selection of its own Master Coach Developers. The criteria for the selection of MCDs vary from governing body to governing body. While the specifics may vary, MCDs usually:

- Have five years of experience as a Learning Facilitator and/or Coach Evaluator;
- Are Certified as a Learning Facilitator and/or Coach Evaluator;
- Have successfully completed the Make Ethical Decisions online evaluation;
- Are trained or educated in an area related to coaching or coach education;

Have experience in coaching or a specific sport.

The number and duties of MCDs vary greatly from one governing body to the next. Again, while the specifics may vary, the duties of an MCD usually include:

- Helping with selection of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

- Training of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

- Evaluation of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

- Mentoring of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

It is recommended that Master Coach Developers have the following sport-specific experience, background, and abilities:

4.4.3 Core Training

Core Training for Learning Facilitators, Core Training for Coach Evaluators, and Core Training for Master Coach Developers are mandatory components of training for Master Coach Developers.

It is recommended that all Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

4.4.4 Content-specific Training

Content-specific Training is a mandatory component of training for Master Coach Developers.

Content-specific Training will include a micro-facilitation and/or a micro-evaluation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training.

Content-specific Training will also include:

- Content-specific Training is a one day training to prepare Master Coach Developers for the content they will deliver.

4.4.5 Co-delivery

All Master Coach Developers must co-facilitate Learning Facilitator training and/or Coach Evaluator training with an experienced Coach Developer prior to facilitating training on their own.

- Co-facilitation should occur within one year of Content-specific Training.

- Co-facilitation is part of training and therefore the person being trained will not be paid.

- A Master Coach Developer candidate may be required to co-facilitate training a number of times before facilitating training on their own.

4.4.6 Evaluation

All Master Coach Developers must be evaluated to become a certified Master Coach Developer.

Master Coach Developers should be evaluated one year.

Master Coach Developers will be evaluated by submitting a portfolio.

All Master Coach Developers must complete the Make Ethical Decisions online evaluation.

4.4.7 Maintenance of Certification

All Master Coach Developers are required to attain 20 PD points over 5 years to maintain their certification.

4.4.8 Honorarium

See section 5.3.

4.4.9 Appeals Process

See section 4.2.9.

4.5 Multi-Sport Master Coach Developer Support to Sports

Karate Canada may enlist the support of a multi-sport Master Coach Developer in delivering Karate specific initiatives. For more information, please contact Karate Canada.

5 BUSINESS MODEL

5.1 Communication

5.1.1 Inclusivity, Accessibility, and Official Languages

All components of the NCCP should be accessible to and inclusive of: any gender, visible minorities, the aboriginal community, and of persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context must be launched simultaneously in both official languages, following final approval.

5.1.2 Copyright

The CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

The NSO must ensure to provide all copyright warnings for the user;

The NSO must include and use the approved NCCP recognition guidelines. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages, for incorporation into NSO final materials;

World co-copyright is held jointly by the respective NSO and the CAC with a corresponding credit line to the NSO;

The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO;

The CAC may, at its discretion, use the materials in composite products related to coach education.

5.1.3 Identification and Credit

All NCCP materials produced require the following:

Use of the coach.ca and NCCP logos on the title page or screen of all NCCP materials;

Proper credit given to the Government of Canada;

Clear acknowledgment of the NSO and CAC co-copyright for materials developed with CAC financial support, and sole NSO copyright for materials developed without CAC financial support;

Use of the phrase “Printed in Canada” on all printed materials;

Materials from other sources be properly credited;

Version number and production date.

The following statement must appear in the credits:

“The National Coaching Certification Program is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sport organizations, and the Coaching Association of Canada.”

Please contact your Coaching Consultant to access a template that includes these statements.

The following statement must appear in the Coach Resources (workbooks):

The Collection, Use, and Disclosure of Personal Information

“The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at www.coach.ca. By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact coach@coach.ca.”

CAC permissions must be obtained for re-printed materials including content, photos, and illustrations.

5.2 Responsibilities and Planning

5.2.1 National Sport Organization (NSO)

Request to deliver workshops and/or evaluation for Competition Development and more advanced contexts should be sent to Karate Canada. Karate Canada will assign a qualified Coach Developer for the event.

5.2.2 Provincial/Territorial Sport Organizations (P/TSOs)

Request to deliver workshops and/or evaluation for Instruction Beginner and Competition Introduction will be managed by the P/TSOs. P/TSOs will assign a qualified Coach Developer for the event.

5.2.3 The Locker (the NCCP Database)

P/TSOs are responsible for submitting Locker events for all NCCP activities under their scope of responsibility. Karate Canada will approve said events. Karate Canada is responsible for Locker events for all NCCP activities under their scope of responsibility.

5.2.4 Succession Planning

Karate Canada will work with P/TSOs to ensure qualified Coach Developers are available, and to identify future Coach Developer Candidates.

5.2.5 Recruitment, Retention, and Recognition

A Coach Developer Recognition Award will be presented on a yearly basis at the Karate Canada National Championships' Banquet. MCDs and P/TSOs are encouraged to nominate Coach Developers.

5.3 Fee Structure, Payment, and Honorarium

****INFORMATION IN THESE TABLES WILL BE UPDATED AS OF APRIL 1st 2026****

5.3.1 Suggested Workshop Registration Fees and Coach Developer Honorariums

Instruction Beginner	Online/In-Person						
	Member	Non-Member	Return to KC	Cost Member	Cost Non-Member	LF Honorarium	
						Trained	Certified
Emergency Action Plan	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Making Head Way	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Teaching & Learning	\$45	\$90	\$5	\$50	\$95	\$190	\$240
Making Ethical Decisions	\$45	\$90	\$5	\$50	\$95	\$120	\$150
Analyze Technical Performance	\$20	\$35	\$5	\$25	\$40	\$120	\$150
ATP - Practical	\$40	\$80	\$5	\$45	\$85	\$240	\$300
Total	\$150	\$295	\$20	\$170	\$315	\$670	\$840

Competition Introduction	Online/In-Person						
	Member	Non-Member	Return to KC	Cost Member	Cost Non-Member	LF Honorarium	
						Trained	Certified
Emergency Action Plan	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Making Head Way	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Sport Nutrition	\$20 pay and register via CAC Locker					\$-	\$-
Planning a Practice	\$45	\$90	\$5	\$50	\$95	\$190	\$240
Support the Competitive Experience	\$45	\$90	\$5	\$50	\$95	\$190	\$240
Analyze Technical and Tactical Performance Online	\$20	\$35	\$5	\$25	\$40	\$120	\$150
AT&TP - Practical	\$40	\$80	\$5	\$45	\$85	\$200	\$240
Total	\$170	\$315	\$20	\$190	\$335	\$700	\$870

Suggested financial support policy for delivery of Karate Canada NCCP Modules

	Instruction Beginner	Competition Introduction	Competition Development
	Workshop		
Workshop fee	KC member: \$170 Non-member: \$315	KC member: \$190 Non-member: \$335	KC member: \$100 Non-member: \$170
Number of participants	8 to 20	8 to 20	8 to 20
Fee going to Karate Canada***	\$20/person*	\$20/person*	\$20/person*
LF Honorarium	\$670 for trained LF \$840 for certified LF	\$700 for trained LF \$870 for certified LF	\$400 for trained LF \$500 for certified LF
	Evaluation**		
Fee for coach	\$220	\$220	\$320
Fee for LF	\$320		
Fee for CE	\$220		
Fee going to Karate Canada***	\$20/person*	\$20/person*	\$20/person*
CE Honorarium	\$200 \$250 for Challenge	\$200 \$250 for Challenge	\$300* - \$100 each for Portfolio, 2 Observations (Training and Competition) \$200*/evaluator for Challenge (2 evaluators)
LF Evaluator Honorarium	\$300		
CE Evaluator Honorarium	\$200		
Travel expenses	Coach being evaluated to pay travel expenses for Evaluator (\$0.40 beyond 50km or airfare cost)	Coach being evaluated to pay travel expenses for Evaluator (\$0.40 beyond 50km or airfare cost)	Coach being evaluated to pay travel expenses for Evaluator (\$0.40 beyond 50km or airfare cost)
Appeal fee	\$150	\$150	\$150
Challenge fee	\$270	\$270	\$420

*Please note fees in gray are mandatory, all other fees are suggestions from Karate Canada.

**Evaluation is only available for KC members.

***KC will charge the provinces twice a year through reports from the locker

5.4 Maintenance of Certification and Professional Development

The Coaching Association of Canada and its partners recognize the value of having certified NCCP coaches that are engaged in Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

In order for NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching. In most cases coaches are already earning their required PD points – Maintenance of Certification Status is simply the introduction of tracking these points and recognizing coaches for their efforts.

Maintenance of certification is essential to:

- Ensuring coaches stay current with new coaching practices and knowledge;
- Maintaining the integrity of the NCCP;
- Maintaining consistency with the standards of other professions;
- Reinforcing the values of lifelong learning and continuous improvement.

Certification within the NCCP shall be valid for a maximum period. The concept of “life-span of NCCP certification” shall apply to coaches who:

- Are already certified according to the standards of the Levels-NCCP.
- Are certified according to the standards of the Levels-NCCP while it is still in effect.
- Are certified according to the standards of an NCCP context’s core certification and gradations.

Maintenance of certification must be based on active coaching and professional development.

	Minimum Professional Development credits required if the period for renewal of certification is:
Context (includes any gradation)	5 years
Instruction Beginner	10 points
Competition Introduction	20 points
Competition Development	30 points

Professional development opportunities and points allocated are as follows:

	Active Category	Points	Limitations
Sport Specific	Active Coaching	1 point/year for every season coached OR 1 point/year for learning Facilitator or Evaluator activity	To a maximum number of points equal to the number of years of the certification renewal period, e.g. 3 points, if certification period is 3 years
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	To a maximum of 50% of the required PD credit for the context in a certification renewal period

Please note that P/TSO coaches who participate at the National Championships are eligible for three professional development points.

For more information please visit: <http://www.coach.ca/maintenance-of-certification-s16745>.

5.5 Quality Control

5.5.1 Course Evaluation

P/TSOs are responsible for course monitoring in the Instructor Beginner and Competition Introduction contexts while Karate Canada is responsible for other contexts. Template Feedback Forms are used for course evaluations, see section 6.6.

5.5.2 Program Monitoring and Evaluation

Karate Canada is committed to regular and consistent program monitoring and evaluation. Please contact Karate Canada for more information.

5.5.3 Revision and Update Cycle

Revisions are typically completed on a five year cycle.

5.6 Minimum Age Restrictions

The NCCP Policy & Implementation Standards document indicates that the Policy on Minimum Age is as follows:

10.2. Policy Statement

10.2.1. The minimum age for the designation for a coach as NCCP “Certified” is as follows:

- Instructor Beginner: 16 years old
- Competition Introduction and Competition Development: 18 years old
- Competition Development Advanced Gradation and High Performance: 22 years old

10.2.2. The minimum age for an individual to engage in Karate Canada NCCP training is as follows:

- Instructor Beginner: 14 years old
- Competition Introduction and Competition Development: 16 years old
- Competition Development Advanced Gradation and High Performance: 22 years old

10.2.3 Persons younger than 16 and older than 14 may enrol in and complete NCCP or NCCP qualifying education opportunities; where an NSO:

- a) Plans to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age;
- b) Agrees to provide these opportunities within the framework of the NCCP;
- c) Agrees to maintain the records on the NCCP Database.

10.2.4. The Provincial/Territorial government or designated delivery agency may authorize enrolment in multi-sport modules.

10.2.5. Any person younger than 16 and older than 14 will be designated on the CAC Database with an underage status indicator.

10.3. Implementation Standards

10.3.1. AUTHORITY

The CAC is responsible for:

- Maintaining the records of persons younger than 16 and ensuring the roll-over to the appropriate status indicator upon their 16th birthday.
- Informing and educating all partners on the possible use and application of the underage status indicator.

NSOs are responsible for:

- Determining whether or not to allow 14- and 15-year-olds to access sport-specific NCCP events.

- Publicly communicating their position on the participation of 14- and 15-year-olds in sport-specific NCCP events on their websites.

Provincial/Territorial Delivery Agencies are responsible for:

- Determining whether or not to allow 14 and 15 year olds to access multi-sport NCCP events.
- Publicly displaying their position on the participation of individuals under the age of 16 in the multi-sport modules on their websites.
- Notifying the CAC of their position.

6 TOOLS

6.1 NCCP Code of Ethics



NCCP Code of Ethics

Purpose of the NCCP Code of Ethics

The National Coaching Certification Program™ (NCCP) Code of Ethics provides ethical standards that reflect the core values of the coaching profession in Canada, and guides sport coaches to make balanced decisions to achieve personal, participant and team goals. The NCCP Code of Ethics applies to every coach in Canada—from the first-time coach to the head coach of a national team. The NCCP Code of Ethics is used to guide the conduct in sport that stipulate acceptable and non-acceptable behaviours and associated repercussions.

Core principles and ethical standards of behaviour

Coaches value Leadership and Professionalism, Health and Safety, and Respect and Integrity. For each of these core principles, there are associated ethical standards of in-person and on-line behaviour expected of every NCCP coach and NCCP Coach Developer in Canada, whether on or off the field.



¹ "Participants" include but are not limited to athletes, opponents, parents, other coaches, volunteers, administrators, officials and medical/IST irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental ability (Source of Inclusivity statement: Canadian Centre for Ethics in Sport (CCES)).



Leadership and professionalism

This principle considers the inherent power and authority that a coach holds.

Ethical standards of behaviour

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



Health and safety

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

Ethical standards of behaviour

- ▶ 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 behaviour

- ▶ 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.



Contact

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.

6.2 NCCP Coach Developer Code of Conduct

It is expected that every Coach Developer will read, understand, and sign this Code of Conduct.

Preamble

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for the _____ (governing organization), I, _____ (Name and NCCP#), expressly agree to conduct myself in a manner consistent with this Code of Conduct.

I understand that my failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my Coach Developer certification status

Code of Conduct

I shall:

Participate in all required training and evaluation components of the Coach Developer pathway.

Support the common goals and objectives of _____ (governing organization) as it services the membership at large.

Avoid discrediting specific sponsors, suppliers, employers, or other partners.

Support key personnel and systems of the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Delivery Agencies, National Sport Organizations).

Demonstrate ethical behaviour at all times and commit to the *NCCP Code of Ethics*.

Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.

Exhibit exemplary professional behaviour at workshops or evaluation sites.

Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.

Place the best interest of those taking part in the workshops/evaluation events ahead of my personal interests.

Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes any of the following:

- Using power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance.
- Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching that are offensive and unwelcome or create an offensive, hostile, or intimidating environment and can reasonably be expected to be harmful to the

recipient or teammates.

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the Coach Developer to seek alignment with the objectives, goals, and directives of _____ (governing organization).

Please be advised that the Board of Directors of _____ (governing organization) will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

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

Name (please print)

Signature

Date

6.3 Template for Coach Developer Self-Nomination Letter

Date _____

Location _____

Name _____

NCCP# _____

Dear _____, (P/TSO, P/TCR)

Please be advised of my interest in becoming a Coach Developer, in the following role

Learning Facilitator

Coach Evaluator

Master Coach Developer

for the following contexts and/or workshops

With this letter, I have enclosed an application form that demonstrates my experience in and commitments to sport and particularly to _____(sport name).

I am ready to begin the Coach Developer training and evaluation process in the hope of receiving my Coach Developer certification.

I would be pleased if you would forward my name as a Coach Developer candidate. Please contact me if you require further information or have any questions about my application.

Signed

Dated

Email address

Primary phone number

6.4 Template for Coach Developer Application Form

Date _____

Location _____

Name _____

NCCP# _____

Sport _____

Languages _____

Application Checklist:

- ___ Cover letter
- ___ Completed Coach Developer Application Form
- ___ Completed Letter/Preliminary Coach Developer Worksheet
- ___ Completed Make Ethical Decisions online evaluation – 90% or more
- ___ Résumé of your coaching experience, education and achievements
- ___ Names and phone numbers for 2 references

Declaration

I hereby certify that the information I have provided with this application is true and complete.

Signed

Dated

Email address

Primary phone number

6.5 Template for Coach Developer Letter/Preliminary Worksheet

Date _____

Name _____

NCCP# _____

Dear Coach Developer Candidate,

We are delighted that you expressed an interest in becoming a Coach Developer. The purpose of the Coach Developer Preliminary Worksheet included in this letter is twofold:

1. To learn more about you
2. To give you an opportunity to learn more about the NCCP

Please submit the answers to the questions below with the rest of the documents when you submit your application package.

1. Describe what you perceive to be the role of a Coach Developer.
2. Describe the skills, abilities, and characteristics of an effective Coach Developer.
3. What experience do you have working in adult education?
4. What strengths do you bring to the position of Coach Developer?
5. What skills and abilities do you think you need to develop to become an effective Coach Developer?
6. In your own words, describe the structure of the NCCP.
7. What are the five core competencies outlined in the NCCP?
8. In your own words, what is the role of the Coach Developer in developing these competencies?

9. Define:

- ☐ Outcome:
- ☐ Criteria:
- ☐ Evidence:

10. In your own words, outline the purpose of Coach Developer training.

6.6 Template for Feedback Form

P/TSOs may choose to use the following template to gather feedback on their NCCP programming.

It is important to get feedback from participants to help our organization to improve our NCCP programs and quality of our coaches. The course you have just completed has been designed to provide you with skills and knowledge to become a more effective coach. Your feedback on the content presented and the ability of the course host to deliver this course will assist us in ensuring that the level of coach education is maintained at the highest level. Please take a moment to complete this short evaluation. All commentary will be held confidential.

Coach Developer: _____ Date: _____

Workshop: _____ Location: _____

- 1 Did not meet expectations
- 2 Below Expectations
- 3 Met Expectations
- 4 Above Expectations
- 5 Exceeded Expectations

Technical

_____ The registration process was simple and easy to complete

_____ The technology used was easy to follow and effective

_____ The price of the course was fair and reflected the quality of service provided

Additional Comments

Course Content and Materials

_____ The course materials were easy to follow

_____ The course content reflected the course description and goals

_____ The course content provided the information necessary to be a better coach

Additional Comments

Coach Developer

_____ The facilitator was available for questions

_____ My workbook was marked in a timely manner

_____ The facilitator was knowledgeable on the course material

_____ The facilitator enabled me to reflect on ways that I might improve as a coach

Additional Comments

Overall Impression

_____ I enjoyed taking the course

_____ This course provided me with valuable tools and resources that I can use in my coaching endeavours

_____ I would recommend this course to other coaches

Please list 3 positive aspects related to any area of the course

Is there anything you would recommend changing, adding or omitting from this course?

Additional Comments

WHEN SPORTIFYING THE *NCCP OPERATIONS MANUAL*...

- ☐ Insert each of the tools you provide for your Coaches or Coach Developers.
- ☐ As many of these forms are now online or electronic tools, provide information about where these can be found. If you are simply including links or directions, and not the forms themselves, this can be included in the Business Operations section rather than as a tool.
- ☐ Some sample templates are provided for your reference. You do not have to use these templates. It is recommended you develop your own, and whenever possible make them electronic online forms.
- ☐ Note that the Tool Headings provided are required for Context Approval, so it is recommended you leave them in.
- ☐ Delete this box when you have finished sportifying the *NCCP Operations Manual*.

APPENDIX – Multi-Sport Modules

For information about additional multi-sport NCCP modules, please see the Coaching Association of Canada's website: <https://coach.ca/national-coaching-certification-program>



National
Coaching
Certification
Program



Visit coach.ca, the resource and information hub for coaches in Canada. Check your coaching transcript in the Locker, access valuable eLearning coaching modules, and get practical coaching tips that you can use today from the Coaching Association of Canada.



Coaching Association of Canada
Association canadienne des entraîneurs