



ALPINE SKIING ENTRY LEVEL COACHING COURSE



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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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Canada

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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

UNDERSTANDING THE ENTRY LEVEL PATHWAY

With the Entry Level course, coaches are embarking on a coach training and evaluation process that will help prepare them to work with and progress young skiers in U6 to U12 programs. Training, throughout the program is focused on the “Skiers Essentials” level in Alpine Canada’s long term skier development guidelines.

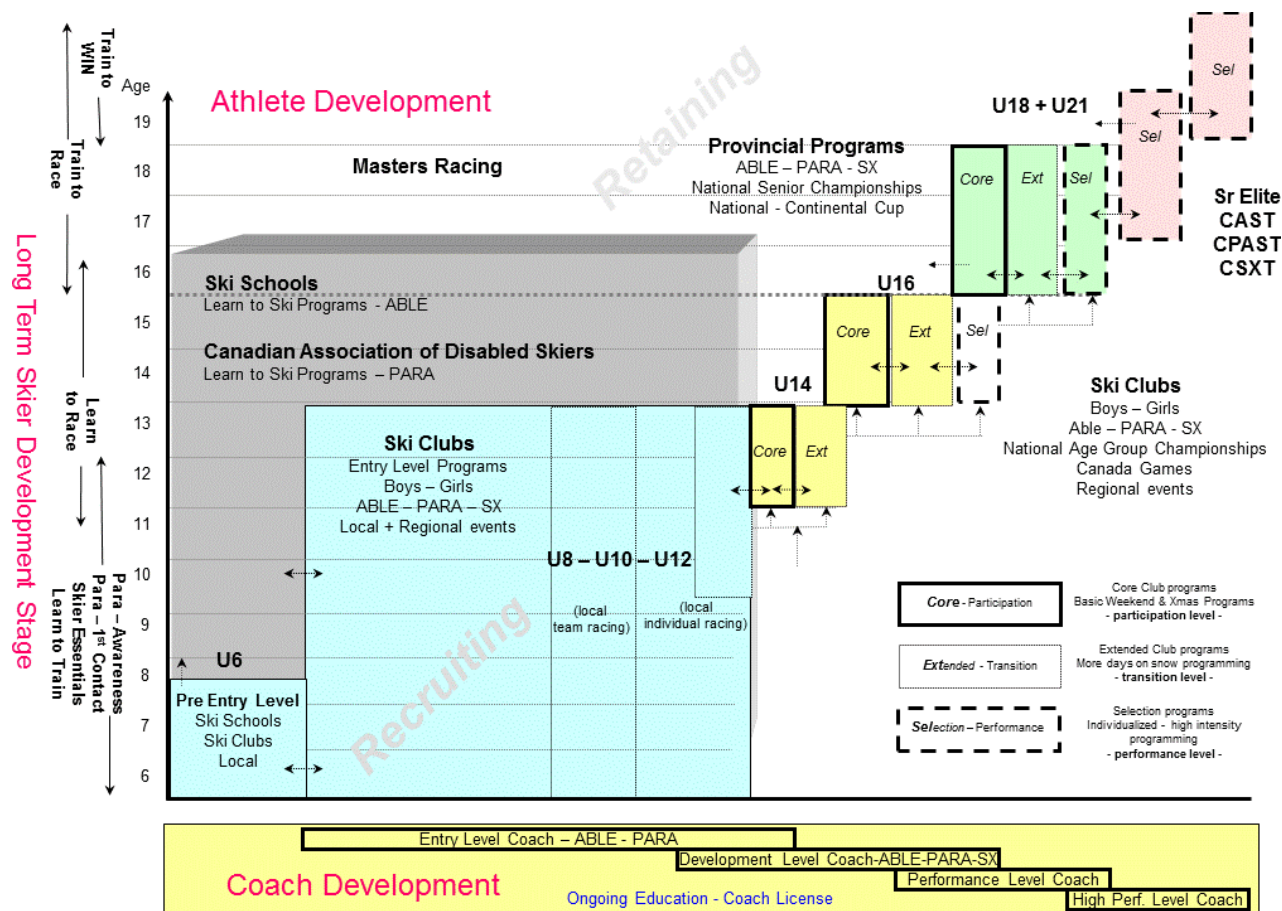
The Entry Level coach certification program consists of a progression of three (3) recognition statuses:



Together with ongoing professional development, this progression corresponds to a novice, beginning U6 - U12 coach at the TRAINED status, through to a more experienced, expert U6 - U12 coach at the CERTIFIED ADVANCED status.



UNDERSTANDING YOUR COACHING CONTEXT



Messy, incomplete or unsigned portfolios will NOT be considered. Take pride in your work!



ROLES – MENTOR/EVALUATOR – COACH

Introduction

This section will give you an overview of the important role that the mentor/evaluator should play throughout this practical part of the Entry Level program.

Mentoring is a very effective method of learning as it is very personal. It should meet individual needs of the coach. Discussions, meetings or exchange of ideas between the mentor and coach is a “coaching/learning opportunity”.

An effective working relationship at the beginning of a program will provide a good foundation for a constructive learning and communication environment that will benefit both the mentor and the coach.

The mentor and the evaluator can be the same person or separate people at the Entry level. They must be trained by ACA/CSC or the Provincial Sport Organization to perform these functions.

The mentor should use the ACA/CSC Mentor/Evaluator Reference Guide. Instructions to the mentor on how to help the coach successfully complete the portfolio. The mentor should be familiar with contents of the portfolio in order to guide, counsel and challenge the coach while working through each section.

What should you expect from your Mentor/Evaluator?

- Guidance in completing the portfolio
 - Time to discuss with you any questions, concerns or ideas you may have while you are completing the portfolio.
- Time to observe you coaching with your athletes, on the snow at least 2 times during the season.
 - the first time as a learning experience to provide you with feedback on your coaching
 - the second time to provide an evaluation of your coaching for ACA/CSC Entry Level certification purposes. The second time may be a different person who is qualified to do the evaluation.

What should the Mentor/Evaluator expect from you?

- an honest and thorough effort throughout the process of completing the Portfolio.
- submission of the portfolio no later than **1 month** following completion of on snow programming at your ski area



DEFINE YOUR COACHING CONTEXT

1. Age Group:

U6

U8

U10

U12

2. Ability/Skill Level of Group (e.g. Snow Stars level):

3. Type of Program (e.g. Nancy Greene Ski League):

4. Names:

Important Individual Facts

(Parent's names, telephone numbers, medical history, schools, other

activities/hobbies/interests) Note: Ensure to note skier-ski racer's involvement in other sport

activities/hobbies/interests.



PLAN A PRACTICE

Identify logistics for the training day and design a day plan that is organized, age/skill level specific (Snow Stars) and reflects on-hill safety considerations.

Refer to the “Plan a Practice” module and reference material presented during the Entry Level course.

Make a Plan for your Day

- What are the logistics that are necessary in planning the training day?
 - equipment needed
 - choice of terrain
 - activities duration
- Identify a clear goal (e.g. appropriate to the Snow Stars skill level).
- Introduce the day activities and set daily goals for the training session.
- Identify warm up activities
 - activities to raise physical and mental readiness
 - active, dynamic stretching activities
 - ski like movements and warm up runs
- Identify activation (challenge through skill training drills) activities (bold activation activities)
 - Do things that require coordination and thinking first (new skills).
 - Do things that involve strength as a key factor next.
 - Do things that challenge endurance last.
- Identify Cool Down activities
 - Slowly reduce intensity, bringing participants to calm.
 - Stretch.
- Review the day, set goals and meeting times for next day.



Practice Plan Template

Practice plan							
Team:		Date:		Time: from		to	
Age/Level:							
Location:		Objective:					
Equipment needed:							
Introduction						Key message/safety	
Warm-up	Include general and specific warm-up					Key message/safety	
						Equipment needed	
Main part	Pay attention to the order of the activities					Key message/safety	
						Equipment needed	
Cool-down						Key message/safety	
Conclusion						Key message/safety	



Develop an Emergency Action Plan

Refer to the “Plan a Practice” module and reference material presented during the Entry Level course.

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the ski hill where you normally hold training sessions and for any ski hill where you regularly host competitions.

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

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a radio with you and make sure the battery is fully charged. If this is not possible, you will have to send someone at any ski lift to call the ski patrol.
3. Have contact numbers (parents/guardians) for your skiers.
4. Have on hand a medical profile for each of your skiers, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
5. Prepare descriptions of training site to provide ski patrol to enable them to reach the site as rapidly as possible.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb



STEPS TO FOLLOW WHEN AN INJURY OCCURS

Step 1: Control the environment so that no further harm occurs

- Stop all skiers under your supervision
- Protect yourself if you suspect bleeding (put on gloves)
- Shelter the injured skier from the elements and from any public skier traffic

Step 2: Do a first assessment of the situation

If your young skier:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them



*Activate
EAP!*

If your skier does not show the signs above, proceed to Step 3

Step 3: Do a second assessment of the situation

- Gather the facts by asking your injured skier as well as anyone who witnessed the incident
- Stay with your injured skier and try to calm him/her; your tone of voice and body language are critical
- If possible, have the skier move himself/herself off the training site. Do not attempt to move an injured skier.

Step 4: Assess the injury

- Have someone with first aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



*Activate
EAP?*

Step 5: Control the return to activity

Allow your skier to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

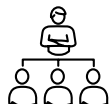
Step 6: Record the injury on an accident report form and inform the parents



DESIGN YOUR EMERGENCY ACTION PLAN



EMERGENCY ACTION PLAN (EAP)

Date: Event: Location: **Charge Person**

Backup

Backup

**Call Person**

Backup

Backup

**Important Addresses**

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information

**Emergency Phone Numbers**

Emergency Services

Facility Manager or Superintendent

Other

**EMERGENCY ACTION PLAN (EAP)**

Date: _____

Event: _____ Location: _____

Directions to site/facility

|

Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

REMINDERS

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

Mentor Signature: _____



DO A SELF-EVALUATION OF A TRAINING DAY

Names:

Was the training safe always? Provide evidence.

What was the goal for the day? Was it clear?

Was the goal matching the Snow Stars level and ACA LTAD guidelines for my skiers/ski racers?

Was the **activation activities plan** followed? If YES, show evidence:



If NO, explain why.

Were the drills or exercises related to the goal of the day? What were they? Did they work? Why?

Comment on your feedback to your skiers/ski racers. Was it positive and constructive?

If you were in charge, what would you do differently?



NCCP MAKE ETHICAL DECISIONS - ON LINE EVALUATION

To obtain CERTIFIED status as an Entry Level coach, one of the Entry Level program events that you must complete is the NCCP Make Ethical Decisions on-line evaluation.

Any time after completing the NCCP Make Ethical Decisions module and the ACA/Canadian Ski Coaches Entry Level course, you can log on to the Coaching Association of Canada web site at www.coach.ca to complete this evaluation.

BEFORE you register for this on-line evaluation, you will need a National Coaching Certification Program (NCCP) number. NCCP numbers are assigned by the Coaching Association of Canada on first time entry into the NCCP database. This usually occurs after ACA/CSC submission of Entry Level course results to the NCCP database. This can take up to 1-2 months following completion of the Entry Level course.

If you have previously taken NCCP courses or other sport courses you may already have an NCCP number. You can check for your NCCP number by logging into your Personal Page on the ACA/CSC web site and checking the "General Info" tab.

The ACA/CSC recommends that all coaches do this evaluation as soon after completing the NCCP Make Ethical Decisions module as possible or as part of the Entry Level Mentor Program. Keep your Make Ethical Decisions Reference Material and review the Make Ethical Decisions content prior to registering for the on-line evaluation.



Entry Level Evidence & Standards – Coaching Evaluation (Part A)

Name: _____
Evaluation Location: _____ Date: _____

Candidate needs to demonstrate, at minimum, all shaded evidences to the **bolded standard** in order to achieve a “Meets Expectation” final rating.

ME – Meets Expectation
NI – Needs Improvement

Provide Support to Skiers/Ski racers in Training				
Maintain a safe training environment				
• Coach surveys the training environment	YES	NO		
• Coach takes steps to minimize risk to skiers throughout the session (Includes equipment and adapting to environmental factors)	YES	NO		
• Produce an Emergency Action Plan (EAP) that contains elements specific to the training area being used (as identified in Planning a training session outcome).	YES	NO		
	Final	NI	ME	
Conduct a drill session to develop “Skier Essential” skiing skills				
• Chooses terrain that is conducive to learning	All the time	Most of the time	Sometimes	Never
• Explanation/demonstration has 1-3 key learning points	All the time	Most of the time	Sometimes	Never
• Key learning points match the Snow Stars program and the ACA ACA LTAD document	All the time	Most of the time	Sometimes	Never
• Activities contribute to development of skill(s) according to the Snow Stars target levels	All the time	Most of the time	Sometimes	Never
• Implement a variety of options for adapting the lesson to ensure optimal learning	All the time	Most of the time	Sometimes	Never
• Makes adjustments to the lesson based on analysis of skier performance	All the time	Most of the time	Sometimes	Never
	Final	NI	ME	
Communicate directions and provide feedback to skiers/ski racers in a way that promotes learning				
• Coach creates opportunities to interact with all skiers	All the time	Most of the time	Sometimes	Never
• Coach is positioned so all skiers can see and hear	All the time	Most of the time	Sometimes	Never
• Coach constructively reinforces skiers' efforts and performance	All the time	Most of the time	Sometimes	Never
• Lesson time is maximized where skiers are actively engaged	All the time	Most of the time	Sometimes	Never
• Skill/performance corrections are prescriptive (emphasize how to improve and why, not just what to improve)	All the time	Most of the time	Sometimes	Never
• Adapt activities to maintain skier's focus and learning	All the time	Most of the time	Sometimes	Never
• Provides encouragement and positive reinforcement. Explanation of activities/ tasks are clear and concise	All the time	Most of the time	Sometimes	Never
• Shows appropriate demonstrations of activities/tasks if required	All the time	Most of the time	Sometimes	Never
• Adapts lesson activities to provide appropriate challenge	All the time	Most of the time	Sometimes	Never
	Final	NI	ME	

Evaluator: _____ Date: _____



Entry Level Evidence & Standards – Coaching Evaluation (Part A)

Name: _____

Date: _____ Evaluation Location: _____

Candidate needs to demonstrate, at minimum, all shaded evidences to the **bolded standard** to achieve a “Meets Expectation” final rating.

ME – Meets Expectations

NI- Needs Improvement

Analyze Performance				
Use the Snow Stars achievement framework to scan and improve performance				
• Observes skills from optimal vantage point(s):				
• Observes an appropriate number of times	All the time	Most of the time	Sometimes	Never
• Views from several different angles	All the time	Most of the time	Sometimes	Never
• Activities promote thinking and focus skills appropriate to skiers' level	All the time	Most of the time	Sometimes	Never
• Identified the level of the skier per the Snow Stars program and the ACA LTAD document	All the time	Most of the time	Sometimes	Never
• Using the Snow Stars program prescribe a drill that will improve an athletic ability, a motor skill and a focus skill	All the time	Most of the time	Sometimes	Never
		Final	NI	ME

Plan a Session				
Identify logistics and produce a day training plan				
• The session has a clearly identified goal and matches the Snow Stars level of the skiers	All the time	Most of the time	Sometimes	Never
• Skiers' age and Snow Stars levels are identified	All the time	Most of the time	Sometimes	Never
• Main segments of the session are identified - intro, warm-up, activation, cool-down and a conclusion	All the time	Most of the time	Sometimes	Never
• Activities and duration of session are consistent with growth and development stages of young skiers (as described in ACALTAD)	All the time	Most of the time	Sometimes	Never
• Choice of terrain and equipment are outlined and match session goals	All the time	Most of the time	Sometimes	Never
• Activities are purposeful and match overall session goal (the activities match the Snow Stars levels and the ACA LTAD guidelines)	All the time	Most of the time	Sometimes	Never
• Training session fits within the seasonal plan	All the time	Most of the time	Sometimes	Never
		Final	NI	ME
Design an Emergency Action Plan				
• Location of telephones are identified (cell or land lines)	All the time	Most of the time	Sometimes	Never
• Emergency telephone numbers are listed	All the time	Most of the time	Sometimes	Never
• Location of medical profiles for each skier under the coach's care is identified	All the time	Most of the time	Sometimes	Never
• Location of ski patrol is identified	All the time	Most of the time	Sometimes	Never
• Directions to reach the activity site are provided	All the time	Most of the time	Sometimes	Never
		Final	NI	ME

Evaluator: _____ Date: _____

EVALUATION OF COACHING FOR
CERTIFICATIONME- Meets Expectations
NI- Needs ImprovementEntry Level
SUMMARY COACHING EVALUATION (Part A)Name: _____
Evaluation Location: _____ Date: _____**Provide Support to Skiers/Ski racers in Training**

Maintain a safe training environment	NI	ME
Conduct a drill session to develop Skier Essential skiing skills	NI	ME
Communicate directions and provide feedback to skiers in a way that promotes learning	NI	ME

Analyze Performance

Uses the Snow Stars achievement framework to scan and improve the performance	NI	ME

Plan a Practice

Identifies logistics and produce a day training plan	NI	ME
Design an emergency action plan	NI	ME

Comments

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**Action Plan for Coaches – Next Steps**

Below Standard Identify what the coach needs to do to complete a successful evaluation in an outcome listed above. This may involve a resubmission of his or her portfolio, another observation of a training session, or further training.	
Meets Standard Identify to the coach what needs to happen to maintain certification. This may include identifying appropriate professional development opportunities, mentorship, etc.	
Above Standard In outcomes where the coach has performed exceptionally well, identify opportunities to move to a more expert level. This may involve further evaluation or training. Identify further opportunities to continue to excel in instructing.	

Evaluator Signature: _____ Date: _____

Coach Signature: _____ Date: _____



Entry Level

Evidence and Standards – Coaching Evaluation (Part B)
For Advanced Certified Status Only.

Name: _____

Date: _____

Evaluation Location: _____

Candidate needs to demonstrate, at minimum, **all shaded evidences** to the **bolded standard** to achieve a “Meets Expectation” final rating.

ME – Meets Expectation
NI – Needs Improvement

Support Skiers/Ski racers in Training ... in a Variety of Environments				
Set training environments for the Skier Essentials level				
• Coach demonstrates safety and risk awareness:				
• Leaves adequate spill zones	All the time	Most of the time	Sometimes	Never
• Monitors on hill safety	All the time	Most of the time	Sometimes	Never
• Shows awareness of natural and human risk factors	All the time	Most of the time	Sometimes	Never
• Sets a safe environment and mitigates risk where necessary	All the time	Most of the time	Sometimes	Never
• Shows appropriate use of equipment (gate, stubby or brush joint at snow level and straight, drills, radios etc.)	All the time	Most of the time	Sometimes	Never
		Final	NI	ME

Plan a Session				
Conduct a training session that promotes Skier Essentials athletic and technical skill development				
• Shows ability to choose appropriate terrain	All the time	Most of the time	Sometimes	Never
• Skiers' age and Snow Stars levels are considered	All the time	Most of the time	Sometimes	Never
• Training environment promotes development of key Snow Stars athletic abilities (agility, balance, coordination, speed 1)	All the time	Most of the time	Sometimes	Never
• Course set promotes development of cognitive abilities and fundamental decision making	All the time	Most of the time	Sometimes	Never
• Key learning objectives are identified and match the Snow Stars levels	All the time	Most of the time	Sometimes	Never
• Activities are purposeful and match the overall objectives	All the time	Most of the time	Sometimes	Never
• Location of session within the seasonal plan is identified	All the time	Most of the time	Sometimes	Never
		Final	NI	ME
Sets special training environments effectively.				
• Promotes competitive spirit within the training environment	All the time	Most of the time	Sometimes	Never
• Uses variations in setting to create challenges for skiers when required	All the time	Most of the time	Sometimes	Never
• Shows ability to adjust per skier response to training	All the time	Most of the time	Sometimes	Never
• Provides skiers with adequate number of repetitions and time on task	All the time	Most of the time	Sometimes	Never
• Communicates with all skiers and provides feedback when and where appropriate	All the time	Most of the time	Sometimes	Never
		Final	NI	ME

Mentor/Evaluator Signature: _____ Date: _____



EVALUATION OF COACHING FOR CERTIFICATION



Entry Level

SUMMARY COACHING EVALUATION (Part B)

Name: _____

Evaluation Location: _____ Date: _____

ME – Meets Expectation
NI – Needs Improvement**Support Skiers/Ski racers in a Variety of Environments**

Set a training environment for the Skier Essentials level	NI	ME
Conducts a training session that promotes Skier Essentials athletic and technical skill development	NI	ME
Sets special training environments effectively	NI	ME

Comments

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**Action Plan for Coaches – Next Steps**

Below Standard Identify what the coach needs to do to complete a successful evaluation in an outcome listed above. This may involve a resubmission of his or her portfolio, another observation of a training session, or further training.	
Meets Standard Identify to the coach what needs to happen to maintain certification. This may include identifying appropriate professional development opportunities, mentorship, etc.	
Above Standard In outcomes where the coach has performed exceptionally well, identify opportunities to move to a more expert level. This may involve further evaluation or training. Identify further opportunities to continue to excel in instructing.	

Evaluator Signature: _____ Date: _____

Coach Signature: _____ Date: _____

Mentor/Evaluator Signature: _____ Date: _____



PROCEDURE TO ENSURE COACH EVALUATION CREDIT

Entry Level Practical Coaching Mentor Program
- Part A **Entry Level Certified**

Setting Environments Evaluation - Part B
Entry Level Advanced Certified Only

It is the Evaluator's responsibility to ensure the coach has met all requirements prior to evaluations and receives proper credit for all successful evaluations.

Procedure to Ensure

Credit Coach

1. The coach must ensure that this document is neat, complete and signed off in all appropriate spots by the evaluator.
2. The coach should reinforce with the evaluator, the evaluator's responsibility to complete the on line administration to ensure proper credit of this evaluation.

Evaluator

3. The evaluator **MUST** be accredited by the ACA/Canadian Ski Coaches with appropriate.
"Evaluator" training status BEFORE conducting the coaching evaluation for coach certification purposes.
4. The evaluator must sign off in ALL appropriate spots in this document including the detail and summary evaluation forms.
5. The evaluator must return this completed document, in full, to the coach after the document and coaching evaluation forms have been completed.
6. EVALUATOR **MUST** enter the evaluation results on www.snowreg.com to ensure proper coach credit.