NCCP Lacrosse Facilitator/Evaluator Guide

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1. Introduction

The **CLA Online Coaching Program** was designed in a way to allow for the coach to easily navigate through the system in a progressive manner. The links at the top (shown below) will direct you to the appropriate area.

The online program is available at http://nccp.lacrosse.ca. Login with username/password provided by the CLA.

1. *Evaluations* **-** shows the list of Evaluations that have been assigned to you
2. *Facilitator Docs* **-** Documents available for Facilitator and Evaluators use only
3. *Session* - brings you back to where you left off - in the program
4. *Status* - shows which components have been registered for and/or completed. Also where you can register for a component.
5. *Tools* - various coaching tools
6. *Profile* - edit your personal information
7. *Feedback* - submit feedback to the CLA to help make improvements to the program

8. *Logout* - logout from program

2. Facilitator Docs

The **Facilitator Docs** section has all of the documents required for facilitators to follow. These is to be used in conjunction with the Coaches manual.

3. Evaluations

The Evaluations section is for evaluators only. It lists all evaluations that have been assigned to this evaluator.

3.1 Marking Evaluations

Marking Evaluations to come.

4. Session

At any time while logged into the Online Coach's system, click on *Session* to take you where you last left off.

You will be taken to the appropriate area of *Pre-Clinic Assessment*, *Evaluation Workbook*, or *Support to Athletes in Training* so that you can continue on with the program.

If you are at a stage where you need to register for a component, you will be directed to go to the *Status* section to register for the appropriate component.

5. Status

The **Status** section shows which components of the program have been registered for and completed.

As various components of the system are completed, the next component will allow registration.

Each discipline can be clicked on to display the various components of that discipline.

5.1 Pre-Clinic Assessment

The system walks you through each component of the **Pre-Clinic Assessment**.

At the bottom of each page, there is an **'I have read this page'** button. When this is clicked, you will be sent to the next page of the **Pre-Clinic Assessment**.

You cannot move on to the next page or module until you complete the previous page.

At the end of each module, there is a multiple choice Assessment. Answer each question. If you answer correctly, the next question will be displayed. If you answer incorrectly, a link will be displayed allowing you to go to the appropriate section of the Module to fiind the correct answer. Once you've read the correct answer, click on **_Session_** to return to the Assessment. You can then answer the question correctly. Once the last question is answered, you will be taken to the next module.

Once the last module of the **Pre-Clinic Assessment** is completed, you will be directed to a list of clinics in your Province/MA that you can then register for.

5.2 Clinic

The **Clinic** section displays a list of clinics in your province.

If you have completed the appropriate **_Pre-Clinic Assessment_**, you can register for a clinic in your area. You can view the list of clinics by Province/MA, Level, and/or year.

5.3 Evaluation Workbook

Once a clinic has been completed, you can then register for the **Evaluation Workbook**.

You will see various sections of the Evaluation Workbook on the left hand side. You can complete any component of the **Evaluation Workbook** in any order.

To complete a section, answer each question and hit 'Save' at the bottom. If all the questions are answered, a checkbox is displayed next to that section. If a question is missed or not filled out, an X will be displayed showing you that a question needs to be completed.

Some of the sections are for information purposes only. Simply click **'Save'** to show it as completed.

Once you have completed all of the sections, a button will appear allowing you to **'Submit the Workbook'** for evaluation.

Make sure to check over your work prior to submitting as you will not be able to make any changes once submitted.

Once the Workbook has been submitted, it will be sent to an evaluator. The evaluator will mark and comment on each section and then once the evaluation has been completed, the evaluator will either pass or fail the workbook. If the Workbook has been failed, you can go to the section(s) that have not been passed and re-do that section. You can then re-submit the workbook to be re-evaluted.

5.4 Support to Athletes in Training Evaluation

Manual coming soon.

5.5 MED Evaluation

The **Making Ethical Decisions Evaluation** is done through the Coaching Assocation of Canada's website. You will be directed to this site to complete the Evaluation.

6. Tools

The CLA Online Coaching Program includes the following tools to help you be a better coach:

1. ***Season Planner***
2. ***Practice Planner***
3. ***Drill Library***
4. ***Videos***
5. ***Physical Testing***
6. ***CLA Blog***

6.1 Season Planner

The **Season Planner** allows you to create a season plan by selecting the various things you would like to do throughout the season with your team.

Click on **'new season'** or select a new season that had been previously saved.

First, select the start date, end date, team, and discipline of your season.

Next, you will see a list of items that you can select from and and a list of weeks at the top. Select the items that you would like to do for each week of your season. Hit **'Save season'** to save.

Click on **'printable'** to open a printable version of the season plan.

Note that these season plans may be used in the ***Evaluation Workbooks***.

6.2 Practice Planner

The ***Practice Planner*** allows you to create a practice plans by selecting the various things you would like to do during your practice.

Click on **'new practice'** or select a new practice that had been previously saved.

Enter your team, date of practice, location, and practice type.

Enter goals & objectives, and reminders.

Select a time, drill and enter any notes for that drill. Clicking on **'add'** will open a new window allowing you to enter a new drill.

Enter any evaluation and/or things to work on.

Hit **'Save Practice'** to save your practice.

6.3 Drill Library

The ***Drill Library*** allows you to search for drills created by other coaches, and or create your own drills.

Browse through the various drills and click on any you'd like to view, or click on **'new drill'**.

If viewing a drill designed by another coach, you cannot edit it. If viewing a drill designed by yourself, you can edit it.

To enter/edit a drill:

1. Select a drill type
2. Enter drill name
3. Enter drill description
4. Use the drill designing tool to design the drill

5. Upload an image (optional)
6. Select if you'd like to make the drill available to other coaches.
7. Click **'Save Drill'** to save. You can then edit the drill at any time.

6.4 Videos

The *Videos* section contains several videos produced by the CLA. Videos will be added as they are produced.

6.5 Physical Testing

The Physical Testing section contains forms that can be used to help in testing your athletes. Simply click on a form to open the PDF document.

6.6 CLA Blog

The *CLA Blog* has content that is updated regularily by the CLA.

Click on **'CLA Coach Certification'** at any time to return to your CLA Online Coach Program.

6.6.1 Ask a Coach

The *Ask the Coach* section contains technical questions about coaching as put forth to the CLA. Coaches can submit questions through the form. The CLA then posts relevant questions and answers as deemed appropriate.

6.6.2 Tip of the Week

The **Tip of the Week** section contains weekly articles. Coaches can comment on the articles.

7. Profile

The **Profile** section allows you to edit any of your profile information (except the username).

Deselect the **'Would you like to receive emails when new clinics are added in your province and/or periodic news emails from Lacrosse Canada?**' checkbox to stop receiving any emails from the CLA.

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8. Feedback

Please complete the **Feedback** section to help the CLA make improvements to future programming.

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9. Logout

Click **logout** to exit from the program. Closing your browser will also log you out.

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