



COMPETITION - INTRODUCTION

COACH PORTFOLIO



*Programme
national de
certification des
entraîneurs*



*National
Coaching
Certification
Program*



COACH PORTFOLIO



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

Partners in Coach Education

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The Coach Portfolio is your document to complete for the evaluation process of the Competition-Introduction coaching context as outlined in the NCCP. This document is intended for you to use and maintain as you continue through your personal coach development.

All sections (1-3) must be completed in full prior to submitting to your Provincial/Territorial Office or Coach Evaluator. If a question does not currently apply (ie Team Selection), think of a past or possible future situation to complete the question.

During the evaluation process, you should be prepared to discuss the various aspects of your Portfolio.

The league, coaching, and team information, including medical forms, must be completed and available to produce at the evaluation, but should not be included in this portfolio. In order to protect privacy, the personal information in these forms will not be viewed in detail by the Evaluator but must be present at the time of the on-field practice evaluation.

The practice plan may be submitted on a different template but must include all the information requested in the attached template, including the Development Stage of the Skill (I,D,C,R,M) as outlined in the template provided.

Please Note: Incomplete Portfolios will be returned and must be completed prior to proceeding to the on-field evaluation.

SECTION #1:



THE COACH

Includes:

Coach Information

Coaching Resume

Coaching Philosophy

Coaching Goals

Coaching Professional Development



COACH PORTFOLIO



COACH INFORMATION

Full Name:
Address:
City, P/T
Postal Code
Home #:
Cell #:
Email:
NCCP #:
Certification status in Softball: Community Sport-Initiation: <input type="checkbox"/> In-Training <input type="checkbox"/> Trained Community Sport-Ongoing Participation: <input type="checkbox"/> In-Training <input type="checkbox"/> Trained Competition-Introduction: <input type="checkbox"/> In-Training <input type="checkbox"/> Trained <input type="checkbox"/> Certified Competition-Development: <input type="checkbox"/> In-Training <input type="checkbox"/> Trained <input type="checkbox"/> Certified Pitching Instruction-Beginner: <input type="checkbox"/> In-Training <input type="checkbox"/> Trained <input type="checkbox"/> Certified
Certification in other sports:
Other relevant training/certification:



COACH PORTFOLIO



COACHING RESUME

Use this section to track your coaching experience in Softball and in other sports. Add to this section whenever you assume a new coaching role in any sport.

TEAM NAME:	
SPORT:	
LEAGUE:	
AGE GROUP & LEVEL:	
GENDER:	
SEASON(S) COACHED:	
MILESTONES (include results and special memories of what the team achieved in terms of player development):	



TEAM NAME:	
SPORT:	
LEAGUE:	
AGE GROUP & LEVEL:	
GENDER:	
SEASON(S) COACHED:	
MILESTONES (include results and special memories of what the team achieved in terms of player development):	

(Additional form available in Appendix for previous and future coaching activities)



COACH PORTFOLIO



COACHING PHILOSOPHY

The purpose of this section is to encourage you to spend some time reflecting on what is truly important to you in your role as a coach. There are no right or wrongs in this exercise, however there are philosophies that are consistent or inconsistent with the NCCP Code of Ethics.

Taking time to reflect on your coaching philosophy can help you later on in many ways, for example when you...

- Work with the athletes to set goals for the team and guidelines for behaviour
- Work with the coaches to set guidelines for how you want to interact with the athletes as a coaching staff
- Meet with parents at the beginning and throughout the season to clearly identify what guides your coaching decisions

My Coaching Philosophy is:



COACH PORTFOLIO



COACHING GOALS

YEAR: _____

My strengths as a coach:

Areas I want to develop:

Working with a mentor or on my own, here is how I plan to develop in these areas (note: Just like with the athletes you work with, it is always good to set some dates and concrete things you think you can do toward improving in the areas you have identified).

DATE	WHAT TO WORK ON	WHAT TO DO



COACH PORTFOLIO



Coaching development is often enhanced by learning from other coaches or by connecting with a Mentor Coach who is able to provide guidance or support with your coaching experience.

A good mentor is someone who...

- Has coaching experience in sport.
- Is willing to spend time guiding you in your development, and to help you set realistic and specific goals for improving your coaching.
- Is able to help you identify your areas of strength and build upon them.
- Is a good listener.
- Can communicate clearly and positively.
- Helps you feel good about yourself, leaving you encouraged after your interactions with him/her.
- Understands clearly the stages of athlete development and how to implement the guidelines for each stage.
- Has a coaching philosophy that is grounded in similar values and ethics as your own, and in the NCCP Code of Ethics.

MENTOR COACH INFORMATION

Full name:

Home phone:

Cell phone:

e-mail address:

**Reasons I have chosen this person
as my Mentor:**



COACH PORTFOLIO



COACHING PROFESSIONAL DEVELOPMENT

In this section, track any professional development activities you have completed as it relates to coaching (i.e. NCCP training, seminars, workshops, certification, etc.).

TRACKING SHEET FOR COACH DEVELOPMENT

DATE	PROFESSIONAL DEVELOPMENT ACTIVITY	WHAT I DID AND KEY THINGS I LEARNED FROM IT



SECTION #2: THE TEAM

Includes:

EAP

Parent Meeting Agenda

Team and Individual Goals

Team Selection Plan

For the On-Field Evaluation you will need to show the following information:

Item:	Complete:
League Information and Contacts	
*Coaching Staff and Volunteer Information	
*Player Information (including Medical and Emergency Contacts)	

*Example templates available in appendix



COACH PORTFOLIO



Emergency Action Plan (EAP)

In this section, it is mandatory to prepare your EAP based on the facility your team will spend the majority of its time (Practice or Home game diamond) and well as the specific procedures you have put in place with your team staff &/or parents.

Team:

Venue/Park name:

In the event of an EMERGENCY Call:

Address of Venue/Park:

Address:

City:

Nearest Hospital:

Name:

Address:

City:

Distance to venue/park:

Emergency Contacts

Name

Phone number

Head Coach

Assistant Coach

Team Manager

Charge Person #1

Call Person #1



EMERGENCY ACTION PLAN (EAP) - Continued

Medical Emergency Procedure

Steps to follow when a medical emergency occurs:

1. _____
2. _____
3. _____
4. _____
5. _____

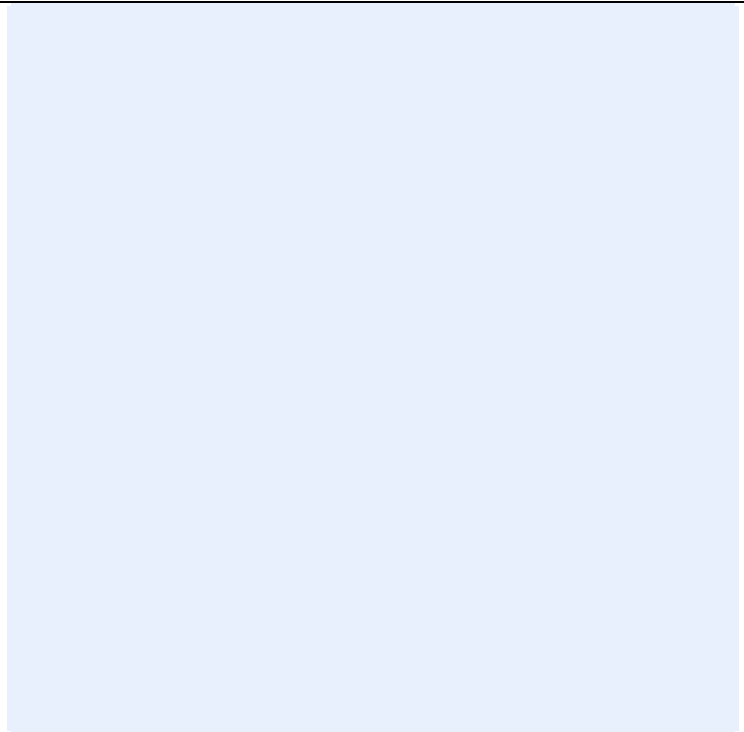
- **First Aid Kit is located:**
- **Medical Forms are located:**

Weather Conditions Procedure – in the event of severe weather conditions

- All players, staff, parents and fans are advised to move into:

Please include a detailed list of directions from the venue/park to the hospital and if possible, also include a map

Directions to Hospital





COACH PORTFOLIO



PARENT MEETING AGENDA

The purpose of this section is to demonstrate your ability to prepare the agenda by outlining the key points you want to cover in your first meeting of the season with parents. In all likelihood, this is something you will do every time you start with a new team, and one agenda can be used as a template for meetings to come.

Date: _____

Approximate time needed: _____

Key points¹:

How it went (how long it took, what went well, what I would do differently next time):

¹ Ideas for key points include: Some aspects of your coaching philosophy, your expectations of yourself, the staff, the players, and the parents/guardians, how goals will be set, what you believe should be the focus of training and competition at this stage of development, how you will manage playing time in games, how best and when best to contact you if parents/guardians wish to communicate with you, etc.



COACH PORTFOLIO



TEAM AND INDIVIDUAL PLAYER GOALS

The purpose of this section is to demonstrate your ability to prepare for and then record a few team or individual goals, and then evaluate throughout the season (check points) to see whether they need to be revised and/or whether they have been achieved. Team goals should be set with the players and all staff, so that everyone involved is committed to achieving them.

*Ideas for team goals include how everyone will treat each other, guidelines for behaviour, attendance and effort targets, skill improvement targets, team physical fitness training targets, and results targets (but be careful with these – focus more on things that the athletes can control).

Overall GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Do we need to adjust the goal (mid-season)?
How did we do (end of season)?
Was this goal realistic (end of season)?

Pre-Season Training GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Do we need to adjust the goal (week 3-4 of pre-season)?
How did we do (start of season)?
Was this goal realistic (start of season)?



COACH PORTFOLIO



First Tournament GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Potential adjustments to goal or approach (after 1 st or 2 nd game)?
How did we do (end of tournament)?
Was this goal realistic (end of tournament)?

Specific Game GOAL:
Checkpoint – how are we doing so far? Potential adjustments to goal or approach
How did we do (end of game)?
Was this goal realistic (end of game)?

Individual GOAL:
Goal for this player:
Was this goal: <input type="checkbox"/> Coach determined <input type="checkbox"/> Player determined <input type="checkbox"/> Both
By when will this player achieve this goal?
Checkpoint – how is this player doing so far? Potential adjustments to goal or approach (mid-season)?
How did this player do (end of season)?
Was this goal realistic (end of season)?

Note: additional GOAL Sheets in appendix

Note: additional PLAYER GOAL Sheets in appendix if you wish to prepare for your entire team



TEAM SELECTION PLAN

The purpose of this section is to help you plan out how you will select your team (even if not currently selecting your own team). Provide the process you would follow in your selection process. This should include the following: How many players do you want (or allowed to have) on your team? What do you look for in a player? Positional requirements? Limitations set by your organization? Describe the criteria of which the player’s performance will be evaluated (using a scoring system, rankings, what skills etc.).

Lined area for writing the team selection plan.



SECTION #3: THE SEASON

Includes:

Team Information

Season Details

Practice Plan

Line-Up Card (must include DP Flex)

Coach Assessment (Self Evaluation)

****Example Templates in Appendix***



COACH PORTFOLIO



Team Information:

TEAM NAME:	
ORGANIZATION:	
LEAGUE:	
AGE GROUP & LEVEL:	
GENDER:	
LTPD Stage(s):	

Season Details:

Length of Pre-Season:

Length of Season:

Number of League Games/Frequency:

Number of Tournaments to Attend:

Qualifying or Provincial Championship Date:

Post- Provincial Championship Date:

Practice to Game Ratio: (early-mid-late season practice schedule)

For Evaluation you must provide a detailed practice plan (appropriate to your LTPD stage) in a format similar to the following template. For on-field evaluation, you may use this plan or develop a new one that you will be following on that day.



COACH PORTFOLIO



PRACTICE PLAN

The purpose of this section is to demonstrate your ability to prepare a practice plan for your team. The plan should be directed towards the appropriate skill level, goals and development. The plan should help you create a practice plan that shows progression and sufficient active engagement time, and objectives that match key training goals for each part of the season. This includes the physical, technical, tactical and mental aspects of training.

Please fill in the information indicated. For each activity indicate in brackets how much time will be allocated. The number of drills included may vary due to timing. The procedure will be a description of the drill (the more descriptive you can be the better). Introduction, Warm-Up, Cool Down and Conclusion can be described within the activity column. Total practice time should be in line with the LTPD guidelines. **For each drill, indicate the ADM Skill Development Stage: (I) Introduce, (D) Develop, (C) Consolidate, (R) Refine, (M) Maintain that you are targeting with your athletes.** (For more information please go to softball.ca/ltpd/resources and download your copy of the Athlete Development Matrix)

Team:	Date:	Location:
Start time:	Finish time:	Duration:(____ Total Minutes)

Type of Skill(s):	
Goals of this practice:	
Equipment needed:	
Activity	Procedure and Key Points/Message
Introduction (____ Minutes) Start Time: End Time:	
Warm-Up: (____ Minutes) Start Time: End Time:	
Main Drill: (____ Minutes) Start Time: End Time:	Procedure:
ADM Development Stage of Skill(s) involved in Drill: _____	Key Points:



COACH PORTFOLIO



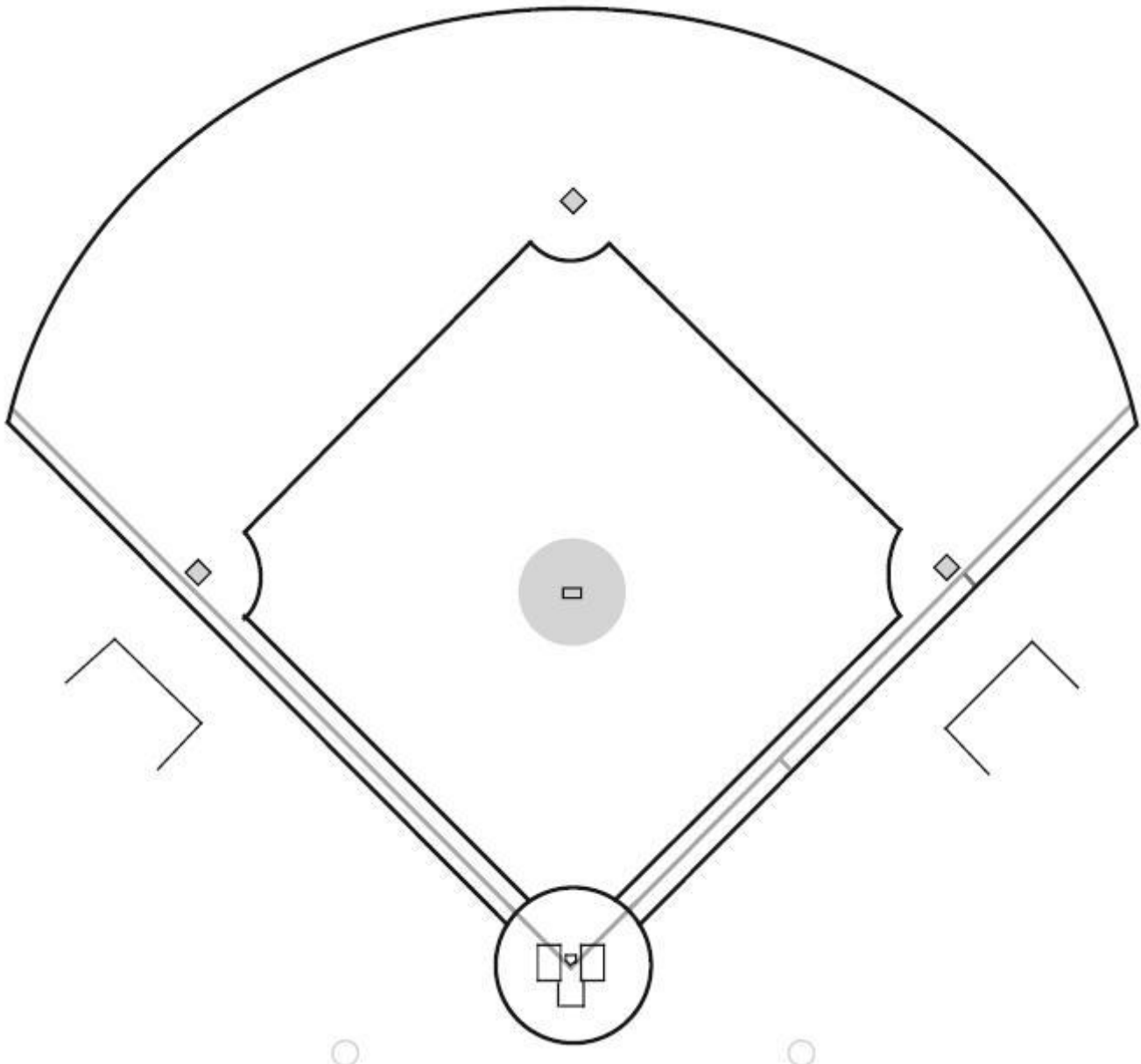
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Cool Down: (____ Minutes) Start Time: End Time:	
Conclusion (____ Minutes) Start Time: End Time:	



COACH PORTFOLIO



It is important to include diagrams with your Practice Plan. On the diamond provided, show a drill that you will be using and display how you would position the players to run that drill. Use arrows, figures, and equipment to fully show what it would look like.





COACH PORTFOLIO



Line Up Card

Team Name _____

	#	POS	NAME	SUB
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			SUBSTITUTES	
A				
B				
C				
D				
E				

During evaluation, you should be able to demonstrate how you would utilize changes with your line up during a game to meet certain criteria. The line-up must include the Designated Player (DP) which is utilized at the U16 and above categories in most Provinces/Territories.



COACH PORTFOLIO



Coach Assessment (Self Evaluation)

The purpose of this section is to provide a simple assessment of yourself in a previous practice to monitor your own awareness of your development as a coach. This should be an activity you go through periodically throughout your season. The items below can be adapted to meet your own goals identified earlier in this document.

Item	Y/N	Comments – how/what to adjust for next practice
Practice plan prepared and written out		
Safety check on the facility/diamond		
Equipment ready/accessible		
Instruction clear and concise		
Demonstrations seen, understood		
Were drills explained and understood		
Adequate breaks provided		
Smooth transition to new drills		
Best use of space		
Athletes stayed active		
Were key points understood		
Was my feedback positive		
Intervention when safety was a concern during drills		
Were the drills appropriate to the age and skill level		
Good position to observe all athletes and provide corrections		
Was the overall atmosphere positive		
Did my players enjoy the practice		



APPENDIX

Includes:

Coaching Resume Sheets

Coaching Staff and Volunteer Information Sheet

Player Information Sheet

Medical Information Sheet

Team Goal Sheets

Individual Player Goal Sheets

Practice Plan Template

Softball Diamond Diagram



COACH PORTFOLIO



COACHING RESUME

TEAM NAME:	
SPORT:	
LEAGUE:	
AGE GROUP & LEVEL:	
GENDER:	
SEASON(S) COACHED:	
MILESTONES (include results and special memories of what the team achieved in terms of player development):	



TEAM NAME:	
SPORT:	
LEAGUE:	
AGE GROUP & LEVEL:	
GENDER:	
SEASON(S) COACHED:	
MILESTONES (include results and special memories of what the team achieved in terms of player development):	



COACH PORTFOLIO



COACHING STAFF & VOLUNTEER INFORMATION SHEET

LAST NAME, FIRST	ROLE/EXPERTISE	MAILING ADDRESS	HOME PHONE	CELL PHONE	E-MAIL ADDRESS



COACH PORTFOLIO



PLAYER INFORMATION SHEET

LAST NAME, FIRST	PARENT/GUARDIAN NAMES	MAILING ADDRESS	HOME/CELL PHONE (parent/guardian)	E-MAIL ADDRESS (parent/guardian)	CELL PHONE (player)	E-MAIL ADDRESS (player)



COACH PORTFOLIO



MEDICAL INFORMATION SHEETS (staff and players)

LAST NAME, FIRST	Emergency contact name(s)	Phone #1	Phone #2	Health #	DOB	Known medical conditions/ previous serious injuries/ medications



COACH PORTFOLIO



Team Goals

GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Do we need to adjust the goal (mid-season)?
How did we do (end of season)?
Was this goal realistic (end of season)?

GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Do we need to adjust the goal (mid-season)?
How did we do (end of season)?
Was this goal realistic (end of season)?

GOAL:
By when will we achieve this goal?
Checkpoint – how are we doing so far? Do we need to adjust the goal (mid-season)?
How did we do (end of season)?
Was this goal realistic (end of season)?



COACH PORTFOLIO



Individual Player Goals

Name of Player:
Goal for this player:
Was this goal: <input type="checkbox"/> Coach determined <input type="checkbox"/> Player determined <input type="checkbox"/> Both
By when will this player achieve this goal?
Checkpoint – how is this player doing so far? Do we need to adjust the goal (mid-season)?
How did this player do (end of season)?
Was this goal realistic (end of season)?

Name of Player:
Goal for this player:
Was this goal: <input type="checkbox"/> Coach determined <input type="checkbox"/> Player determined <input type="checkbox"/> Both
By when will this player achieve this goal?
Checkpoint – how is this player doing so far? Do we need to adjust the goal (mid-season)?
How did this player do (end of season)?
Was this goal realistic (end of season)?

Name of Player:
Goal for this player:
Was this goal: <input type="checkbox"/> Coach determined <input type="checkbox"/> Player determined <input type="checkbox"/> Both
By when will this player achieve this goal?
Checkpoint – how is this player doing so far? Do we need to adjust the goal (mid-season)?
How did this player do (end of season)?
Was this goal realistic (end of season)?

Name of Player:
Goal for this player:
Was this goal: <input type="checkbox"/> Coach determined <input type="checkbox"/> Player determined <input type="checkbox"/> Both
By when will this player achieve this goal?
Checkpoint – how is this player doing so far? Do we need to adjust the goal (mid-season)?
How did this player do (end of season)?
Was this goal realistic (end of season)?



COACH PORTFOLIO

PRACTICE PLAN TEMPLATE

Team:	Date:	Location:
Start time:	Finish time:	Duration:(____ Total Minutes)

Type of Skill(s):	
Goals of this practice:	
Equipment needed:	
Activity	Procedure and Key Points/Message
Introduction (____ Minutes) Start Time: End Time:	
Warm-Up: (____ Minutes) Start Time: End Time:	
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure: Key Points:



COACH PORTFOLIO

Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Main Drill: (____ Minutes) Start Time: End Time: ADM Development Stage of Skill(s) involved in Drill: _____	Procedure:
	Key Points:
Cool Down: (____ Minutes) Start Time: End Time:	
Conclusion (____ Minutes) Start Time: End Time:	



COACH PORTFOLIO

It is important to include diagrams with your Practice Plan. On the diamond provided, show your drill and display how you would position the players to run that drill. Use arrows, figures, and equipment to fully show what it would look like.

