

Operating Manual: Coach Development, Training and Evaluation Program Standards and Planning

October 2014 Edition





National
Coaching
Certification
Program



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1 Program Overview

- 1.1 Water Polo Canada is responsible for developing and maintaining coach education programs under the auspices of the National Coaching Certification Program (NCCP) for all water polo coaches in Canada. Concurrently it has entered into the initial stages of the eight (8) year implementation plan of the Long-Term Athlete Development (LTAD) model and Competition Review and Restructuring. These initiatives will be integrated to provide a world-class program for developing both coaches and athletes to their maximum potential.
- 1.2 This Operating Manual defines the standards and processes in delivering coach training and development programs for water polo in Canada. It will be a living document, requiring continual updating as each new element of the coaching and athlete development contexts and pathways is developed. The targeted date for new releases of this Operating Manual is April 1 of each calendar year.
- 1.3 Water Polo Canada recognizes and adopts the policies, goals and objectives behind the changes in the NCCP to provide for more competent coaches by conducting training using modern adult education principles such as facilitated learning, self-directed modules and the evaluation of both coaches and facilitators.
- 1.4 In workshops, the overall teaching format will be based on mentorship and facilitation of learning by participation. Competency-based education and training is founded on the concept of learning by doing. Coaches develop and refine their skills when they are given the opportunity to apply the concepts covered in the module. The workshops are designed to allow participants to practice the core skills required in each coaching context and to enable them to reflect on how they might apply what they have learned in their own programs. The workshops will be based on developing the core competencies of valuing, interacting, leading, problem-solving and critical thinking.
- 1.5 The responsibility for program design, definition and national standards will rest with Water Polo Canada. Program delivery at the local and provincial level will be the responsibility of the Provincial Water Polo Association (PSO) in each province according to these program standards.
- 1.6 There will be guides, tools and resources developed for each context, including the integration of multi-sport theory components into the workshop modules, activities and reference materials appropriate for each coaching context, developmental age and the characteristics of the coaches involved in each stream. Each module within the workshops will describe expected learning outcomes and the criteria and evidence on which coaches will be evaluated.
- 1.7 Learnings Facilitators (LFs), Evaluators (Es) and coaches may hold the status of “in training” “trained” or “certified”. Their status will appear in *The Locker* at www.coach.ca. *The Locker* is the official database and recordkeeping of all coaches in Canada and is maintained by the Coaching Association in Canada (CAC).

- 1.8 Coaches must maintain their status of “certified” by seeking professional development over a period of four (4) years as of January 1 after the date of certification. This CAC policy is in effect January 1, 2014. Details regarding [Maintenance of Certification](#) are found later in this document.
- 1.9 Only certified LFs and Es are able to train and certify coaches. The training and certification standards of these LFs and Es are the responsibility of Water Polo Canada. The selection, training and certification of LFs and Es for the *Community Club Coach* and *Competitive Coach* contexts are the responsibility of each PSO. The selection, training and certification of LFs and Es for the *ILWP Instructor* and the *Advanced Competitive Coach* contexts are the responsibility of Water Polo Canada. [Context Descriptions](#) can be found in the next section of this document.
- 1.10 A PSO must inform Water Polo Canada at least fourteen (14) days in advance of any workshop to be held in their province in order ship the required materials. Within two (2) weeks after the conclusion of an NCCP event (workshop or evaluation) the MLF, ME, LF or E must remit the NCCP Course Registration Form (CRF) and the Evaluation Form (for coach evaluations only) to their PSO, who will in turn forward the documentation to Water Polo Canada.
- 1.11 Training and evaluation workshops for LFs, Es or coaches must have a minimum of four (4) participants and a maximum of twelve (12) except where otherwise specified in this document. Extenuating circumstances will be considered by Water Polo Canada.
- 1.12 Water Polo Canada will allow coaches under the age of 16, but not less than 14 years of age, to access NCCP training and certification. Coaches must be at least 14 years of age as at the date of the event. The Minimum Age Policy will be in effect as of March 31st, 2010.
 - 1.12.1 Coaches at least 14 years of age, but under 16 years of age, will be identified on the NCCP Database as U16;
 - 1.12.2 Coaches at least 14 years of age, but under 16 years of age, are only eligible to be trained;
 - 1.12.3 Coaches assigned the U16 designation will have that designation automatically removed upon their 16th birthday;
 - 1.12.4 Coaches under the age of 16 can access NCCP evaluation, but will not be recorded in the *Locker* as “certified”.

2 Context Descriptions, Coach Development Model and Coaching Pathways

- 2.1 Water Polo Canada currently has four (4) NCCP programs in operation:
 - 2.1.1 The ILWP Instructor;
 - 2.1.2 The Community Club Coach;
 - 2.1.3 The Competitive Coach (formerly the Practice Coach);
 - 2.1.4 The Advanced Competitive Coach (formerly the Game Coach).
- 2.2 It is the responsibility of Water Polo Canada with the support of its PSOs to deliver the *ILWP Instructor* program to aquatic facilities across the country. *ILWP Instructor* training is intended for water-safety instructors and lifeguards working in a learn-to environment.
- 2.3 It is the responsibility of the PSO to organize workshops for the *Community Club Coach* and the *Competitive Coach* on a regular basis within its provincial jurisdiction. No application is necessary for entry into these workshops. Each PSO is also responsible to manage the evaluation process for coaches seeking certification in the *Competitive Coach* program. Coaches are to send evaluation requests directly to their PSO, who will in turn link them up with an E.
- 2.4 It is the responsibility of Water Polo Canada to organize the *Advanced Competitive Coach* workshop on an annual basis. Application is necessary for each of these workshops. Water Polo Canada is responsible for managing the evaluation process for coaches seeking certification in the *Advanced Competitive Coach* program.
- 2.5 Each of the NCCP programs above is described in detail in the Coach Development Model (CDM) available in [Appendix 1](#). The training and certification pathways for each of the NCCP programs above are available in [Appendix 2](#).
- 2.6 The water polo NCCP and LTAD have been developed alongside one and other. The Player Development Model (PDM) available in [Appendix 3](#) demonstrates what type of coach is required for the development of athletes at each stage. The coaching programs above have been developed to meet the needs of these athletes.
- 2.7 Coaches will have their status maintained along with a history of all NCCP events on their transcript in *The Locker* at www.coach.ca. Coaches will need a NCCP number and a password. Any questions regarding the specifics of *The Locker* should be directed to the Coaching Association of Canada (CAC) at coach@coach.ca.

- 2.8 A coach's status in *The Locker* will show either "in training" if only part of the training pathway has been completed (i.e. Make Ethical Decisions workshop OR Competitive Coach workshop), "trained" if the entire training pathway has been completed (i.e. Make Ethical Decisions workshop + Competitive Coach workshop) or "certified" if the entire certification pathway has been completed (i.e. Make Ethical Decisions online evaluation + Competitive Coach evaluation). Further information about the differences between training and certification are available at www.coach.ca/trained-vs-certified-s16468.
- 2.9 Coaches may challenge their certification by entering the evaluation pathway without going through the official training pathway. This is granted to coaches who demonstrate prior learning through other sources of coach education outside of the NCCP. Coaches will need to apply for challenge through their PSO. Details of [Challenging Certification](#) are found in the next section of this document.
- 2.10 Coaches working with athletes in the Train to Compete (16-19~) and Train to Perform (18-25~) stages of development should complete the following training until Water Polo Canada has developed specific NCCP programs for these coaches and athletes:
- 2.10.1 The Competition Development multi-sport modules available through the Provincial/Territorial Coaching Representatives (PTCR) (www.coach.ca/partner-directory-s16628): 1) Coaching and Leading Effectively; 2) Managing Conflict; 3) Developing Athletic Abilities; 4) Prevention and Recovery; 5) Psychology of Performance; 6) Leading a Drug Free Sport.
- 2.10.2 The Advanced Coaching Diploma (ACD) available through the Canadian Sport Institute (Pacific, Calgary, Saskatchewan, Manitoba, Ontario, Quebec and Atlantic). Information and contact info is available at www.coach.ca/advanced-coaching-diploma-s13778.

3 Challenging Certification

- 3.1 According to the principles of the NCCP, an outcome-based approach to learning, coaches are required to demonstrate a set of skills in order to meet the minimum standard in a given context to achieve the status of “certified”.
- 3.2 Challenging certification entails demonstrating that a coach can meet the minimum standard without having gone through training. This is possible for coaches who have prior experience and learning (i.e. a retired National Team athlete or a coach coming from another country).
- 3.3 Coaches may challenge their certification for the *Competitive Coach* and *Advanced Competitive Coach* contexts.
 - 3.3.1 Make Ethical Decisions (MED) online evaluation: a coach may challenge the online evaluation without having attended the multi-sport workshop. Coaches who challenge this evaluation will be charged \$85 by the CAC. The online evaluation can be accessed through <http://www.coach.ca/make-ethical-decisions-med--s16834>.
 - 3.3.2 Competitive Coach: a coach may challenge their certification by completing [Appendix 4: Coach Certification Challenge Application Form](#) and submitting to their PSO. PSOs must approve this application prior to a coach seeking a challenge. A coach who is granted access to challenging their certification will not receive any of the training materials and will be expected to meet the minimum standards to achieve “certified” status. A coach who challenges their certification will need to complete the MED online evaluation prior to receiving “certified” status.
 - 3.3.3 Advanced Competitive Coach: a coach may challenge their certification by completing [Appendix 4: Coach Certification Challenge Application Form](#) and submitting to Water Polo Canada. Water Polo Canada must approve this application prior to a coach seeking a challenge. A coach who is granted access to challenging their certification will not receive any of the training materials and will be expected to meet the minimum standards to achieve “certified” status.

4 Transition Plan and Equivalencies

- 4.1 Coaches under the “levels-NCCP” will have their transcripts in *The Locker* automatically updated, as described below, to reflect the equivalencies of the “levels-NCCP” to the new NCCP standards. Coaches receiving equivalencies must [maintain their certification](#) as per the standards outlined in this document.
- 4.2 All coaches receiving equivalencies as “certified” must complete the Make Ethical Decisions (MED) online evaluation at <http://www.coach.ca/make-ethical-decisions-med--s16834>.

<i>Coaches that currently have ↓</i>	<i>Will be transferred to reflect ↓</i>
Level 1 Certified	Community Club Coach trained Competitive Coach trained
Level 1 Technical + Level 1 Theory	Community Club Coach trained Competitive Coach in training
Level 1 Technical + Level 1 Practical	Community Club Coach in training Competitive Coach in training
Level 1 Technical	Community Club Coach in training Competitive Coach in training
Level 2 Certified	Community Club Coach trained Competitive Coach certified
Level 2 Technical + Level 2 Theory	Community Club Coach trained Competitive Coach trained
Level 2 Technical + Level 2 Practical	Community Club Coach trained Competitive Coach in training
Level 2 Technical	Community Club Coach trained Competitive Coach in training

- 4.3 The transition plan for levels 3, 4 and 5 coaches has yet to be determined.

5 Staffing the Learning Process

- 5.1 Water Polo Canada, in cooperation with its PSOs, will identify and designate a roster of personnel to carry out the objectives of the new NCCP. These personnel include:
 - 5.1.1 Water Polo Canada staff liaison;
 - 5.1.2 PSO staff liaison (appointed by each PSO);
 - 5.1.3 Water Polo Canada Project Leader;
 - 5.1.4 Coach Developers:
 - 5.1.4.1 Master Learning Facilitators (MLFs);
 - 5.1.4.2 Master Evaluators (MEs);
 - 5.1.4.3 Learning Facilitators (LFs);
 - 5.1.4.4 Evaluators (Es).
- 5.2 Water Polo Canada will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of valuing, leading, interacting, problem-solving and critical thinking skills.
- 5.3 The Water Polo Canada staff liaison will be responsible for coordinating the activities of the coach development frameworks and planning process and report to Water Polo Canada management. This staff member will be responsible for managing the communication plan and reporting on the progress of development efforts to stakeholders within Water Polo Canada.
- 5.4 The PSO staff liaison will be responsible for the same activities within the provincial associations. They will act in a leadership role within the province and will monitor the progress of coaching development programs, reporting to the Water Polo Canada liaison any difficulties, recommendations for improvement or challenges related to implementing the new programs. They will manage and coordinate the activities of the human resources for this program within the PSO.
- 5.5 Water Polo Canada may appoint a Project Leader as a resource person to facilitate the program development, including development of tools and resources, program design requirements and the training of Coach Developers where required. Such other duties as required for a successful program implementation may be assigned to the Project Leader.
- 5.6 All personnel tasked with carrying out the objectives and programs related to coach training and development, including course definition, design and development will be required to enter into copyright assignment agreements with Water Polo Canada and to respect the copyright terms of use related to the CAC and the NCCP.

6 Coach Developers

- 6.1 Water Polo Canada will select, develop and maintain a roster of **Master Learning Facilitators (MLFs)** who will be responsible to train, develop, evaluate and mentor Learning Facilitators (LFs) for the various water polo NCCP programs that will be delivered by Water Polo Canada and its PSOs.
- 6.2 It is recognized that the full roster of MLFs with the desired full range of facilitation skills will not be available throughout the initial stages of program development in most contexts. It is the intention of Water Polo Canada to identify, train and monitor recommended candidates in order to meet this skill gap. Initial candidates will be mentored and encouraged in their training by more experienced MLFs and by MLFs from multi-sport agencies in each province. After the initial identification of MLFs new MLFs will be granted this status once a candidate completes the required training, receives mentoring in their program delivery and has been evaluated as meeting the program standards.
- 6.3 MLFs will be sought with the following skill sets and experiences:
 - 6.3.1 Experience in training or instructional methods, preferably in an adult education setting;
 - 6.3.2 Experience in delivery of water polo technical training;
 - 6.3.3 Knowledge of the NCCP coach training paradigm;
 - 6.3.4 Attendance at a MLF multi-sport workshop;
 - 6.3.5 Have five (5) years of experience as a LF;
 - 6.3.6 Have received positive evaluations as a LF.
- 6.4 PSOs have the responsibility to select, develop and maintain a roster of **Learning Facilitators (LFs)** to deliver coach training for the *Community Club Coach* and *Competitive Coach* contexts within their Province. PSOs will be responsible for recruiting and approving LFs. It will be the responsibility of the PSO, in accordance with the training and recruitment process as approved by Water Polo Canada and using approved MLFs, to provide LF training.
 - 6.4.1 Water Polo Canada will provide LF training on an annual basis at the Growth and Leadership Summit. Each Provincial/Territorial Coaching Representative (PTCR) offers multi-sport LF training annually.
- 6.5 Water Polo Canada has the responsibility to select, develop and maintain a roster of **Learning Facilitators (LFs)** to deliver coach training for the *Advanced Competitive Coach* context. Water Polo Canada will be responsible for recruiting and approving LFs. It will be the responsibility of Water Polo Canada to provide LF training for this context.
- 6.6 LFs will be sought with the following skill sets and experiences:
 - 6.6.1 Understanding of the Water Polo Canada LTAD and its implications;
 - 6.6.2 Understanding and background in the full spectrum of Water Polo skill development, particularly at relevant stage of development;

- 6.6.3 Understanding of the growth and development principles related to the age groups and LTAD for each context;
- 6.6.4 Attendance at a LF training session as conducted by a MLF;
- 6.6.5 LFs will be expected to be certified at the context stage in which they are being trained as a LF.
- 6.7 LFs will need to follow the training and certification pathway outlined in [Appendix 5: Learning Facilitator Development Pathway](#).
- 6.8 Water Polo Canada will select, develop and maintain a roster of **Master Evaluators (MEs)** who will be responsible to train, develop, evaluate and mentor Evaluators (Es) for the various water polo NCCP programs that will be delivered by Water Polo Canada and its PSOs.
- 6.9 It is recognized that the full roster of MEs with the desired full range of facilitation and evaluation skills will not be available throughout the initial stages of program development in most contexts. It is the intention of Water Polo Canada to identify, train and monitor recommended candidates in order to meet this skill gap. Initial candidates will be mentored and encouraged in their training by more experienced MEs. After the initial identification of MEs new MEs will be granted this status once a candidate completes the required training, receive mentoring in their program delivery and has been evaluated as meeting the program standards.
- 6.10 MEs will be sought with the following skill sets and experiences:
 - 6.10.1 Experience in training or instructional methods, preferably in adult education setting;
 - 6.10.2 Experience in delivery of water polo technical training;
 - 6.10.3 Knowledge of the NCCP coach training paradigm;
 - 6.10.4 Attendance at a ME multi-sport workshop;
 - 6.10.5 Have five (5) years of experience as an E;
 - 6.10.6 Have received positive evaluations as an E.
- 6.11 PSOs have the responsibility to select, develop and maintain a roster of **Evaluators (Es)** to certify coaches in the *Competitive Coach* context within their Province. PSOs will be responsible for recruiting and approving Es. It will be the responsibility of the PSO, in accordance with the training and recruitment process as approved by Water Polo Canada and using approved MEs, to provide E training.
 - 6.11.1 Water Polo Canada will provide E training on an annual basis at the Growth and Leadership Summit. Each Provincial/Territorial Coaching Representative (PTCR) offers multi-sport E training annually.
- 6.12 Water Polo Canada has the responsibility to select, develop and maintain a roster of **Evaluators (Es)** to certify coaches in the *Advanced Competitive Coach* context. Water Polo Canada will be responsible for recruiting and approving Es. It will be the responsibility of Water Polo Canada to provide E training for this context.

- 6.13 Es will be sought with the following skill sets and experiences:
 - 6.13.1 Understanding of the Water Polo Canada LTAD and its implications;
 - 6.13.2 Understanding and background in the full spectrum of water polo skill development, particularly at relevant stages of development;
 - 6.13.3 Understanding of the growth and development principles related to the age groups and LTAD for each context;
 - 6.13.4 Attendance at an E training session as conducted by a ME;
 - 6.13.5 Es will be expected to be certified at the context stage in which they are being trained as an E;
- 6.14 Es will need to follow the training and certification pathway outlined in [Appendix 6: Evaluator Development Pathway](#).
- 6.15 Coach Developer status will be current for three (3) years. Status will be renewed for three (3) years after each successful workshop/evaluation the LF/E conducts, provided positive feedback is received.
- 6.16 Coach Developers who have been inactive for longer than three (3) years may have their status renewed upon the recommendation of the PSO to Water Polo Canada, provided they have remained active in the sport and have received favorable prior feedback on their assignments.

7 Maintenance of Certification

- 7.1. The following section is governed by the policies set forth by the CAC. Further details regarding maintenance of certification are available online at www.coach.ca/maintenance-of-certification-s16745. Maintenance of certification, through proof of ongoing learning (Professional Development) and active coaching is viewed as essential to athlete performance and the integrity of the NCCP.
- 7.2. Coaches certified at the *Competitive Coach* and *Advanced Competitive Coach* (including transitioned coaches from “levels-NCCP” – see [Transition Plan and Equivalencies](#)) are required to maintain their “certified” status through the accumulation of sixteen (16) **Professional Development (PD)** points over a period of four (4) years as of January 1, 2014.
- 7.3. The maintenance of certification period begins January 1 after a coach achieves certified status in the *Competitive Coach* or *Advanced Competitive Coach* contexts. For example, a coach who becomes certified in November will have their four (4) year maintenance of certification period begin January 1 of the following year.
- 7.4. There are many ways to accumulate points. Events that are organized by the CAC, Water Polo Canada, PSO or PTCR (www.coach.ca/partner-directory-s16628) will advertise the number of PD points associated with the event.
 - 7.4.1. NCCP training events are worth five (5) points;
 - 7.4.2. Non-NCCP events are worth one (1) point for each hour they last, up to a maximum of three (3) points. The Annual Growth and Leadership Summit is worth three (3) PD points;
 - 7.4.3. Active coaching will give you one (1) point per year;
 - 7.4.4. Through self-directed learning you can earn a maximum of three (3) points per four (4) year maintenance of certification cycle.
- 7.5. A coach who receives a successful evaluation within the four (4) year maintenance of certification period will automatically have their “certified” status renewed within the context they are re-evaluated in.
- 7.6. PD points will appear on a coach’s transcript in *The Locker* at www.coach.ca provided the profile information (name, CC#, etc.) has been recorded correctly with the organizer of the event, and the profile is up-to-date in *The Locker*. The organization that is coordinating or hosting the event or activity is responsible for entering into *The Locker* the names of participating coaches. Coaches will automatically receive the PD points assigned to that event. Coaches are responsible to ensure they inform the event host that they wish to have this event added to their transcript as PD points.

8 Fiscal Responsibilities

- 8.1 Water Polo Canada shall establish fee guidelines and parameters for coach training and evaluation programs offered and developed under its authority.
- 8.2 The fee structure and guidelines shall be reviewed annually prior to the new fiscal year (April 1 to March 31).
- 8.3 Water Polo Canada will set fees related to program design, development, contracting responsibilities for tools and resources and administration at a National level.
- 8.4 The PSO will be responsible for local and provincial administration of the coaching programs, delivery mechanisms, assigning and compensating LFs and Es.
- 8.5 Water Polo Canada has established the following minimum standards and fee recommendations outlined in [Appendix 7: Fiscal Responsibilities and Fees](#).

9 National Championship Standards

- 9.1. The minimum standards for the National Championship League (2014-2015 and beyond) will be determined on an annual basis by the Competition Committee and in line with the [Coach Development](#) and [Player Development](#) models herein. These minimum standards will be outlined in the National League Handbook and will include:
- 9.1.1. East and West 14 and under National Championships;
 - 9.1.2. 16 and under National League;
 - 9.1.3. 19 and under National League;
 - 9.1.4. Open (Major League Water Polo).

Appendix 1: Coach Development Model

NCCP Context	Community Sport – Initiation	Community Sport – Initiation	Competition – Introduction	Competition – Introduction Advanced Gradation	Competition – Development	Competition – High Performance
WPC NCCP Program Name	ILWP Instructor	The Community Club Coach	The Competitive Coach (formerly The Practice Coach)	The Advanced Competitive Coach	The Professional Coach (in development)	The HP Coach (in development)
LTAD Stage	FUNDamentals	Technical Foundations	Early Competitive Foundations & Competitive for Life	Late Competitive Foundations	Train to Compete & Train to Perform	Living to Win
Approximate age of participant	Male: 6-12 Female: 6-12	Male: 9-12 Female: 8-11	Male: 12-15 & 17+ Female: 11-14 & 17+	Male: 15-17+/- Female: 14-16+/-	Male: 17-25+/- Female: 16-23+/-	Male: 20+ Female: 20+
Type of water polo participant	Learn to/swimming lesson environment Parents want children to be active and learn water safety skills Learn all fundamental movement skills and build overall motor skills No competition Community based program	Introductory water polo program Unstructured training and competition Learning basic water polo and movement skills First time experiencing a water polo game	Beginning of structured training and competition Development and consolidation of the basic water polo and movement skills Development of individual tactics Build an aerobic base, develop speed and strength, and further develop and consolidate sport specific skills Regional invitational events and provincial events	Participants begin to specialize in water polo Consolidation and refinement of basic water polo skills Development of advanced and specific water polo skills Continued development of individual tactics Development of team tactics and strategies Build an aerobic base, develop speed and strength, and further develop and consolidate sport specific skills Provincial events, National Championships, Provincial Team	Water polo becomes an integral part of daily routine for participant Refinement and perfection of advanced and specific water polo skills Refinement and perfection of individual tactics Continued development of team tactics and strategies Optimize the engine and learn to compete and own the podium Provincial events, National Championships, Age group National Team	Men's and women's Senior National Team Quadrennial planning Maintenance of basic, advanced, and specific skills Maintenance of individual tactics Refinement and perfection of team tactics and strategies Pan American Games, World Championships, Olympic Games, World League, World Cup

Operating Manual: Coach Development, Training and Evaluation Program Standards and Planning

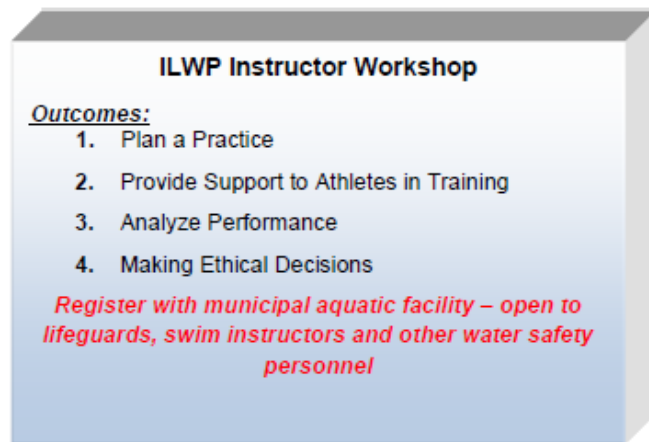
Who is this coach?	<p>Typical instructor is a lifeguard/WSI working for an aquatic facility</p> <p>Limited to no water polo experience</p> <p>Design and deliver a safe and structured lesson</p> <p>Teach fundamental movement skills related to water polo</p> <p>Teach fundamental water polo skills</p>	<p>Parent or current water polo participant with little water polo experience working in a club environment</p> <p>Design and deliver a safe and structured practice</p> <p>Teach fundamental movement skills related to water polo</p> <p>Teach fundamental water polo skills</p>	<p>Coaches to a plan (annual and individual practice)</p> <p>Development of basic and fundamental water polo skills and tactics</p> <p>Development of the athletic abilities for the Competitive Foundations competitive stream</p> <p>Attends Regional and Provincial events</p>	<p>Coaches to a plan that coach has developed (annual and individual practice)</p> <p>Refine basic and fundamental water polo skills and tactics</p> <p>Development of the athletic abilities for the Competitive Foundations excellence stream</p> <p>Delivery of multi-positional complex practices</p> <p>Integrate mental, nutritional, prevention and recovery into planning (ancillary skills)</p> <p>Provincial and National events</p>	<p>Multi-year program planning</p> <p>Development and refinement of advanced and specific water polo skills</p> <p>Individual skill and tactics are the focus for the Train to Compete athlete in the excellence stream</p> <p>Winning and team tactics is the focus for the Train to Perform athlete in the excellence stream</p> <p>Effective use of psychological, nutritional, prevention and recovery strategies</p> <p>National and International events</p>	<p>Quadrennial planning</p> <p>Effective management of integrated support team (IST)</p> <p>Winning and team concepts are the focal point of skill and tactical design</p> <p>Effective use of technology to enhance athlete development</p> <p>Effective use of technology to enhance scouting and performance analysis</p> <p>FINA events</p>
Training and Certification	8 hours of training (4 classroom, 4 water)	10 hours of training (7 classroom, 3 water)	16 hours of training (12 classroom, 4 water) Evaluation of coach portfolio and observation at a practice	20 hours of training (14 classroom, 6 water) – TBC Evaluation of coach portfolios and observation at a practice and a game	Training: TBC Evaluation of coach portfolios and observation at a practices and a games	TBC
Pre-requisites	None and no water polo experience necessary	None and some sort of exposure to water polo recommended	Prior experience as a water polo athlete or coach recommended	The Competitive Coach “certified”	Knowledge in the following modules: MED, Planning a Practice; and Design a Basic Sport Program	TBC
Old NCCP	N/A	Level 1	Level 1/2	Level 2/3	Level 3/4	Level 4/5

Appendix 2: Training and Certification Pathways

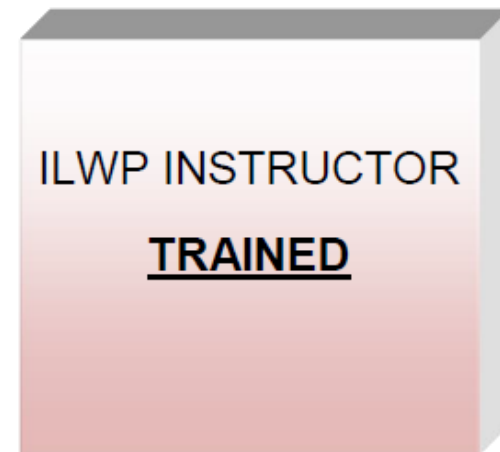
ILWP Instructor



ILWP INSTRUCTOR TRAINING PATHWAY



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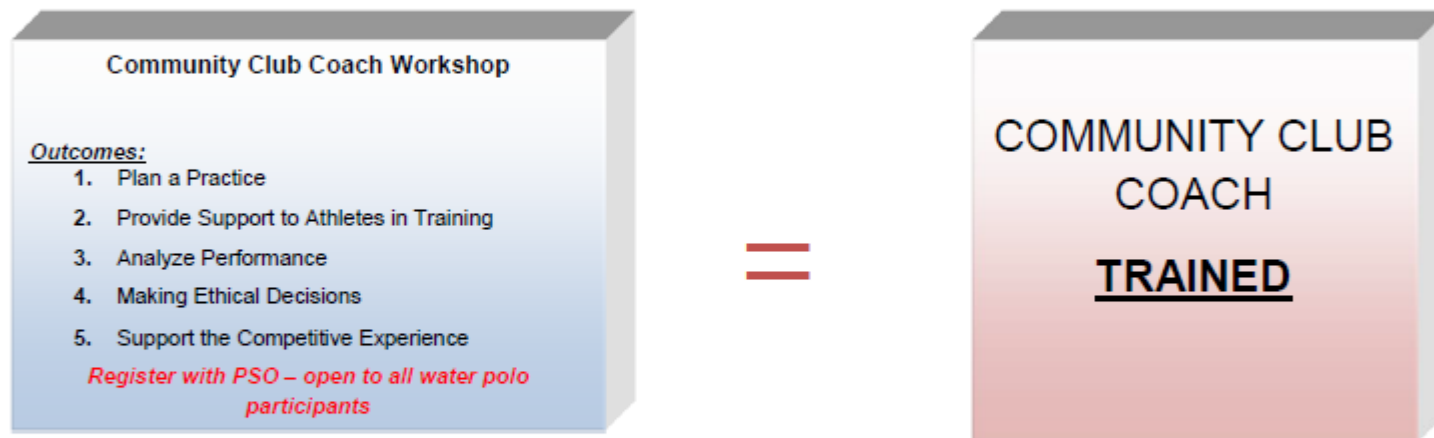
This context does not require Evaluation or Certification.

The Making Ethical Decisions module has been integrated into the workshop.

Community Club Coach



COMMUNITY CLUB COACH TRAINING PATHWAY



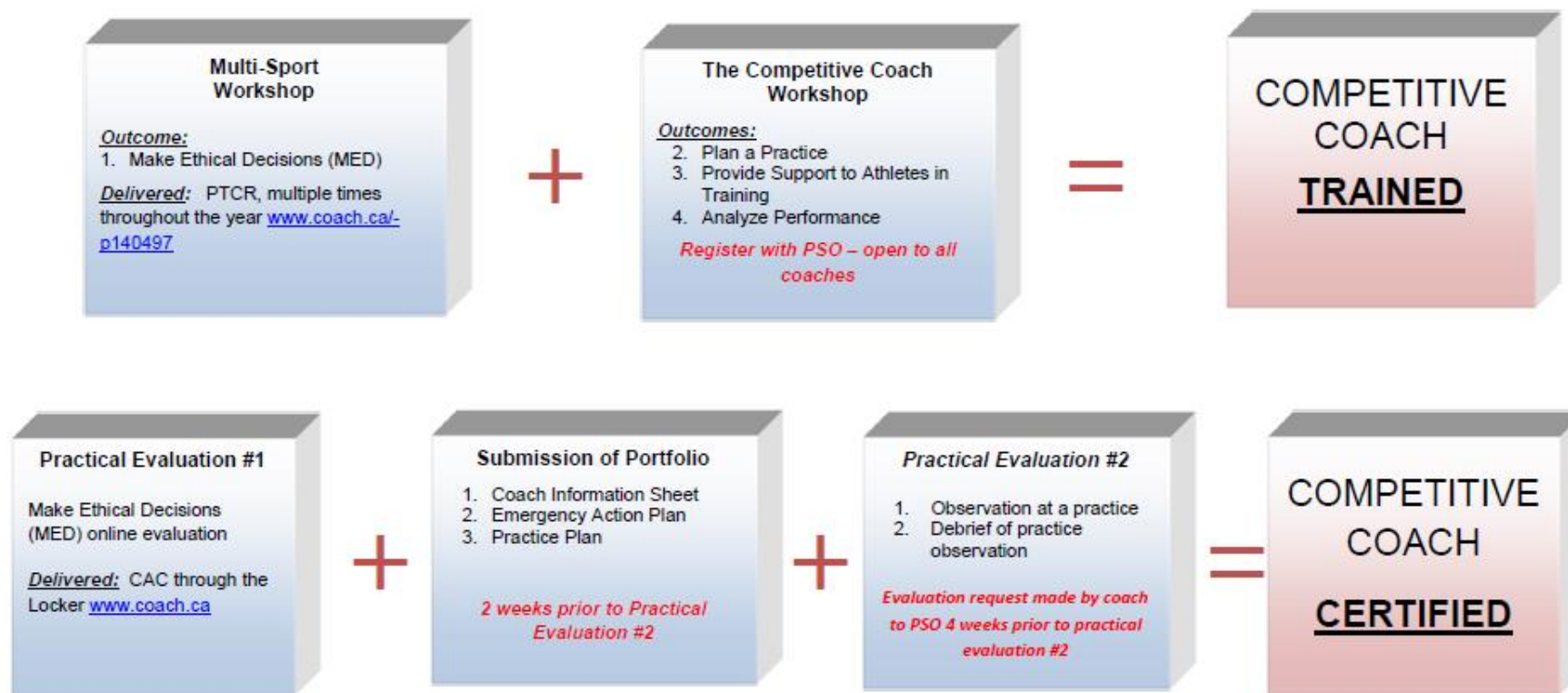
This context does not require Evaluation or Certification.

The Making Ethical Decisions module has been integrated into the workshop.

Competitive Coach

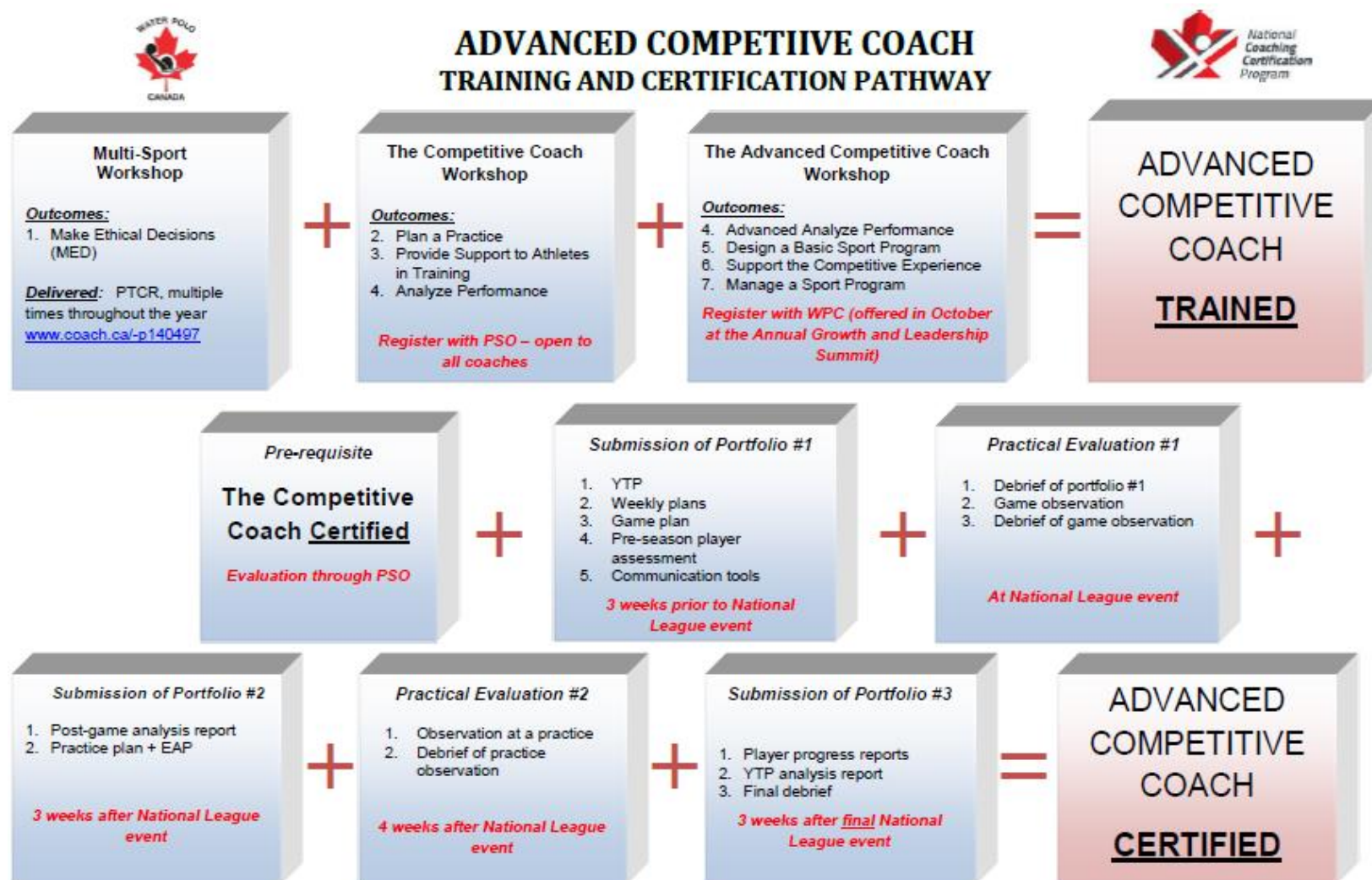


COMPETITIVE COACH TRAINING AND CERTIFICATION PATHWAY






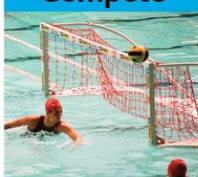






Coaches are required to achieve 16 PD points within a 4-year period to maintain certification.

Advanced Competitive Coach



Coaches are required to achieve 16 PD points within a 4-year period to maintain certification.

Appendix 3: Player Development Model

<div>YELLOW Physical Literacy</div> <div>RED Active for Life</div> <div>ORANGE Competitive for Life</div> <div>BLUE Excellence</div>	<div>FUNdamentals</div> <div></div> <div>Approximate age M 6-9 F 6-8</div>	<div>Technical Foundations</div> <div></div> <div>Approximate age M 9-12 F 8-11</div>	<div>Early Competitive Foundations</div> <div></div> <div>Approximate age M 12-14 F 11-13</div>	<div>Late Competitive Foundations</div> <div></div> <div>Approximate age M 14-16 F 13-15</div>	<div>LIFE-LONG PARTICIPATION IN SPORT</div> <div>Competitive for Life (Enter at any age, approximately ~13+) Active for Life (Enter at any age, approximately age ~15+)</div>			<div>Competitive/Active for Life</div> <div></div> <div>Enter at any age</div>	
	<div>Train to Compete</div> <div></div> <div>Approximate age M 16-19~ F 15-18~</div>	<div>Train to Perform</div> <div></div> <div>Approximate age M 19-25~ F 18-23~</div>	<div>Living to Win</div> <div></div> <div>Approximate age M 25+ F 23+</div>						
	<div>COMPETITIONS</div> <div>Long-Term Athlete Development</div>	<div>I Love Water Polo mixed gender</div>	<div>Seasonal-based regional competitions and festivals Gender specific recommended</div>	<div>Regional/ Provincial club water polo gender specific</div>	<div>National League; National/ Provincial Team Programs</div>	<div>National Club Championships; Age Group National Team Programs</div>	<div>Semi-Pro Canadian League; European Professional Leagues; Varsity programs; Youth/Junior National Team</div>	<div>Senior National Team; World Championships & Olympic Games</div>	<div>Competitive (gender specific): Club; University club programs; Masters Active (mixed or gender specific) : Club, High School, Masters</div>
	<div>COACHES</div> <div></div>	<div>The ILWP Instructor</div>	<div>The Community Club Coach</div>	<div>The Competitive Coach</div>	<div>The Advanced Competitive Coach</div>	<div>The Professional Coach</div>	<div>Competition - Development Advanced; NCI Diplomas</div>	<div>Competition - High Performance; NCI Diplomas</div>	<div>The Competitive Coach Community Sport Ongoing Participation</div>
<div>OFFICIALS</div> <div></div>	<div>N/A</div>	<div>Regional Referee</div>	<div>Regional Referee</div>	<div>Provincial Referee</div>	<div>Provincial, National & UANA Referee</div>	<div>National, UANA & FINA Referee</div>	<div>FINA Referee</div>	<div>Provincial Referee Regional Referee</div>	

Appendix 4: Coach Certification Challenge Application Form

CONTACT INFORMATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____

PROVINCE: _____

POSTAL CODE: _____

EDUCATION

UNIVERSITY: _____

NCCP CERTIFICATION: _____

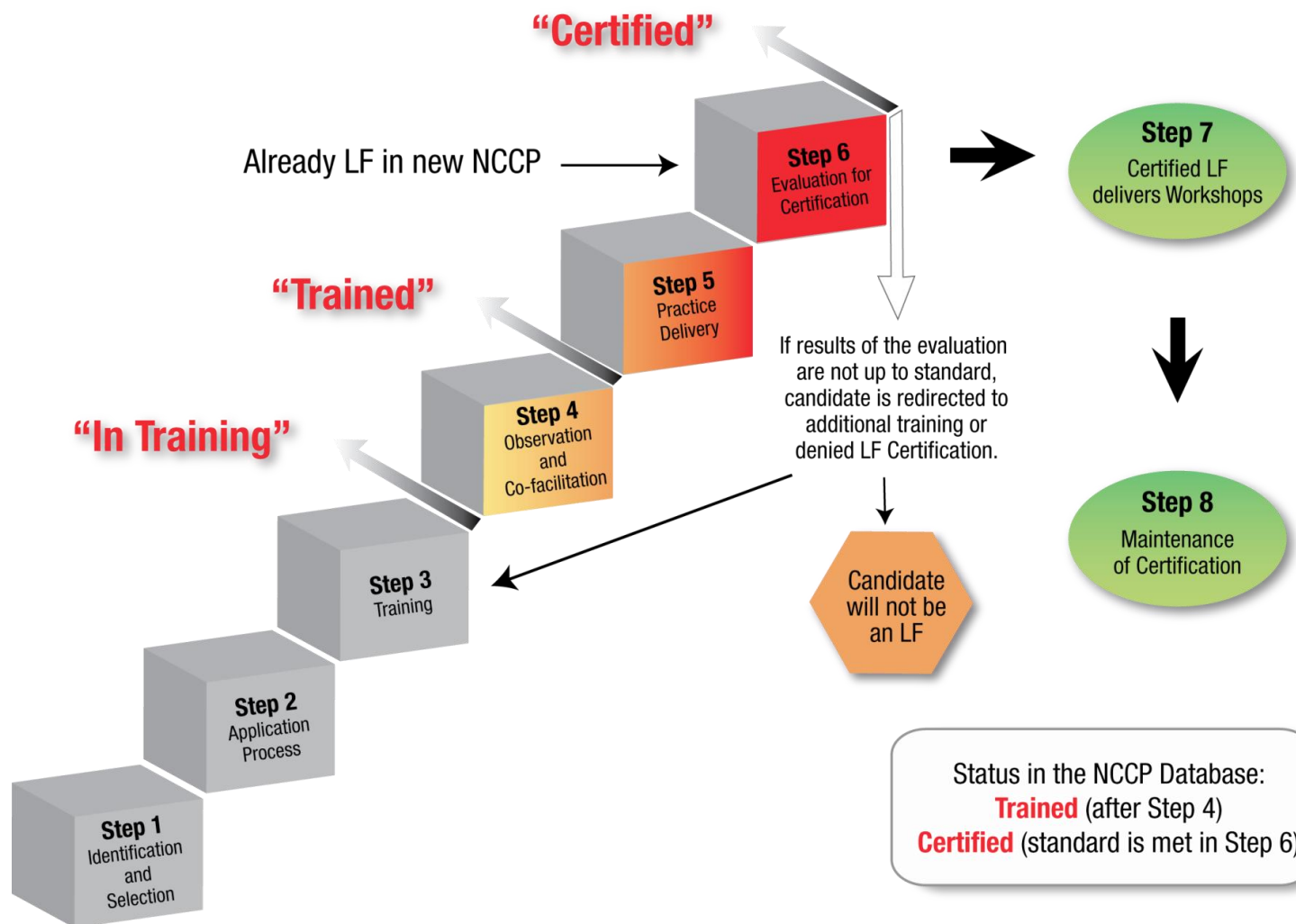
OTHER QUALIFICATIONS: _____

YEARS OF WATER POLO EXPERIENCE: _____

WHY ARE YOU APPLYING?: _____

Please complete and send this form to your PSO.

Appendix 5: Learning Facilitator Development Pathway



Step 1: Identification and Selection of Learning Facilitator Candidates

There are two ways to become an LF candidate:

- ☐ MLFs, PSOs, and Water Polo Canada can identify LF 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 LF candidates are coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study. 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 PSO, along with their resume and NCCP Certification Transcript.

Step 2: Application Process

All LF candidates are sent an LF Application Form along with the Letter/Preliminary LF Worksheet. Once the LF candidate has completed these forms, he or she sends the following documents to the PSO:

- ___ Cover letter
- ___ Completed LF Application Form
- ___ Completed Letter/Preliminary LF Worksheet
- ___ Transcript of NCCP Certification Status
- ___ Make Ethical Decisions online evaluation - 90% or more - PSO to contact CAC to verify LF candidate's score
- ___ Résumé of coaching experience and achievements (with names and phone numbers for 2 references)

Those responsible for LF development in their region review the applications, worksheets, and related qualifications of the candidates and select the most qualified candidates. These candidates move on to Step 3 in the Pathway.

Taken together, Step 1 and Step 2 constitute the *selection* of Learning Facilitators.

Step 3: Training

The purpose of LF training is to provide LF candidates with the basic skills they need to facilitate an NCCP workshop. The NCCP expects LFs to guide coaches in the development of the five core competencies (valuing, interacting, leading, problem-solving, and critical thinking) by engaging them in their own learning. LF candidates will be trained and evaluated on the basis of their ability to do the following:

- ☐ Implement an appropriately structured and organized workshop
- ☐ Facilitate the achievement of outcomes or learning objectives
- ☐ Display appropriate communication and leadership to enhance coach learning
- ☐ Manage the group to optimize coach learning (optional)
- ☐ Manage administrative aspects of the modules and the NCCP

The Learning Facilitator Training Workshop consists of eight modules. Every Learning Facilitator candidate must attend Modules 1 through 4. Modules 5 through 8 are optional, but it is strongly recommended that ALL candidates take these modules.

Following the Learning Facilitator Training Workshop, LF candidates complete a self-assessment of their facilitation skills and knowledge acquired during the workshop. The MLF reviews each LF candidate's self-assessment and proposes an appropriate Action Plan. The MLF forwards the record of the training to the appropriate organization. That organization then sends a registration form to CAC for entry in the NCCP database (LF trained).

Note: See *Learning Facilitator Training Workshop* for step-by-step instructions for Master Learning Facilitators on how to deliver a Learning Facilitator Training Workshop.

Step 4: Observation and Co-facilitation

After completing Modules 1-4 of the Learning Facilitator Training Workshop, LF candidates are required to observe a complete workshop of their choice (Multi-sport, Community Sport, or Competition-Introduction). LFs must observe a Learning Facilitator who is either a certified LF or an MLF. LFs are required to prepare a report analyzing the workshop for the Learning Facilitator they observed.

After each observation session, the certified LF or MLF uses the LF Co-facilitation Assessment to debrief the LF candidate. The certified LF or MLF also updates the candidate's Action Plan to guide the LF candidate in his or her development. LFs are then required to co-facilitate a portion of a workshop. LFs in training in the Competition or Instruction streams are required to co-facilitate for a minimum of six hours; LFs in the Community Sport stream are required to co-facilitate for a minimum of four hours.

The first time an LF candidate co-facilitates a workshop, it must be with either a certified LF or an MLF. Future co-facilitations may be with another trained LF. The co-facilitators must agree on the modules each will present during their workshop. A debriefing session takes place after each co-facilitation, and the LF candidate updates his or her Action Plan.

Step 5: Practice Delivery

In this step, the final step before evaluation, the trained LF delivers a workshop independently. The workshop may be either a sport-specific or a multi-sport workshop.

It is recommended that trained LFs perform between two and five independent facilitations before moving on to Step 6, Evaluation for Certification. Following each independent facilitation, LFs complete a self-assessment of their facilitation skills and debrief with an MLF (in person or by telephone) using the LF Co-facilitation Assessment. LFs update their Action Plan again, this time with a view to improving their next independent facilitation.

Step 6: Evaluation for Certification

In this step, a trained LF's knowledge, skills, and attitudes are evaluated. The evaluation process helps LFs achieve certification by acknowledging the skills they have acquired and, if necessary, identifying the components that need improvement before certification will be granted. MLFs are the Evaluators for LFs. It is recommended that LFs be evaluated by an MLF other than the one who trained them.

When LFs believe that they are ready to be evaluated, they choose the workshop date on their schedule when they want to be evaluated. The PSO contacts an MLF to perform the evaluation.

When LFs are evaluated, their skills and knowledge are measured against the minimum standards.

After the evaluation, the MLF debriefs the LF, and a decision is made about whether to grant certification:

- ☐ If certification is to be granted, the MLF forwards the record of the evaluation to the appropriate organization. That organization then sends a registration form to CAC for entry in the NCCP database.
- ☐ If certification is not to be granted, the MLF and LF update the Action Plan and develop a plan to meet the minimum standards in the areas that still need improvement in the next evaluation.

Taken together, Steps 3 through 6 constitute the *certification* of Learning Facilitators.

Assumptions about Certification and Evaluation

- ☐ Certification should identify and confirm that the LF is competent at doing certain things deemed important.
- ☐ Certification should promote favourable behaviours that have a positive impact on coach development.
- ☐ Certification is not about recognizing the perfect LF, but rather about acknowledging that an LF has demonstrated evidence of competence in the minimum standards identified in the NCCP.
- ☐ A common evaluation framework is desirable across sports and in a multi-sport setting for a given coaching context; at the same time, there must be flexibility to reflect diversity among sports.

- ☐ It is possible to recognize and respect individual teaching/facilitating styles while validating the presence of critical evidence.
- ☐ Adequate training or relevant experiences should occur before evaluation.
- ☐ NCCP training activities should adequately prepare LFs to meet the standards for certification.
- ☐ Evidence demonstrated during the evaluation may not reflect all of the elements or objectives identified during training activities.

Step 7: Certified LF Delivers Workshops

After being certified, LFs continue to deliver workshops and to perfect their facilitation skills. Some LFs may wish to contribute further to the development of the NCCP by working with trained LFs in co-facilitation situations or by working toward becoming a Master Learning Facilitator.

Step 8: Maintenance of Certification

To maintain their status, certified LFs must adhere to the Water Polo Canada guidelines for professional development.

LFs are expected to contribute to the establishment of an effective network of LFs in Canada and to demonstrate their commitment to one another and the program through active involvement in the network. LFs are also encouraged to participate in an online community of LFs that facilitates ongoing learning and shared leadership in the delivery of the NCCP.

Appendix 6: Evaluator Development Pathway

EVALUATOR TRAINING

Evaluator Training Pathway

1. Selection of Evaluators
2. Evaluator Training
3. Practice evaluation / co-evaluation
4. Delivery of evaluation
5. Maintenance of accreditation
6. Quality Control



The Coaching Association of Canada (CAC) is developing a new Evaluator development policy, which will take effect April 1, 2015. This manual will be updated with the contents of the new policy.

Appendix 7: Fiscal Responsibilities and Fees

Each PSO will set LF and E honoraria, mileage reimbursement and per diem subject to the following minimum standards as established by Water Polo Canada:

- Honoraria: \$25 / hour;
- Mileage: \$0.35 / KM;
- Per Diem: \$35 / day.

ILWP Instructor Training

The cost for this workshop is \$45 / participant plus shipping and handling, which includes the following: t-shirt, USB flash drive with all of the content, whistle and skills DVD. Water Polo Canada will pay the LF an honorarium of \$250 for the workshop and mileage (\$0.35/KM) and/or other travel costs associated with facilitating the workshop.

The host aquatic facility is responsible to print the Instructor Workbook, Self-Assessment Sheets, Action Card and Workshop Evaluation Form for each participant. Participants are required to bring laptop computers – at least 1 computer per 2 participants.

Community Club Training

Each PSO is responsible for organizing training workshops and setting the fees for the workshop. Water Polo Canada charges each PSO \$50 / participant plus shipping and handling, which includes the following: USB flash drive with all of the content, whistle and skills DVD.

The PSO is responsible to print the Coach Workbook, Self-Assessment Sheets, Action Plan and Workshop Evaluation for each participant. Participants are required to bring laptop computers – at least 1 computer per 2 participants.

The Competitive Coach Training and Evaluation

Each PSO is responsible for organizing training workshops and setting the fees for the workshop. Water Polo Canada charges each PSO \$55 / participant plus shipping and handling, which includes the following: USB flash drive with all of the content, whistle and skills DVD.

The PSO is responsible to print the Coach Workbook for each participant. Participants are required to bring laptop computers – at least 1 computer per 2 participants.

The Competitive Coach Challenge

Coaches may challenge their certification based on prior knowledge they have gained elsewhere.

Coaches will need to complete a coach may challenge their certification by completing [Appendix 4: Coach Certification Challenge Application Form](#) and submit to the respective PSO. If a coach challenge is accepted, the coach will not receive any of the workshop materials and will be expected to submit the appropriate portfolio and meet the minimum standards for this context.

The cost to a coach to go through the challenge process is a \$200 evaluation fee, which includes an administrative fee and the actual cost of the evaluation.

The Advanced Competitive Coach Training and Evaluation

The cost for this workshop will be determined on an annual basis and will depend on the location of the Annual Growth and Leadership Summit and number of registrants for the course. This price includes the following: accommodations for three (3) nights, breakfast and lunch, USB flash drive with all of the content, hard copy of the coach workbooks, whistle, skills DVD, training workshop with three (3) Coach Developers and individualized evaluation/mentoring program over the course of the National League season.

Water Polo Canada will pay the Coach Developers an honorarium of \$1,000 for the training workshop at the Summit and evaluating/mentoring the coaches over the course of the National Championship League season. Water Polo Canada will provide the Coach Developers with a per diem and cover all other travel costs associated with facilitating the workshop and evaluating coaches.

The Advanced Competitive Coach Challenge

Coaches may challenge their certification based on prior knowledge they have gained elsewhere. Coaches will need to submit an application and be approved by Water Polo Canada. If a coach challenge is accepted, the coach will not receive any of the workshop materials and will be expected to submit the appropriate portfolios and meet the minimum standards for this context. The cost to challenge this context is \$1,000.