



DEVELOPMENT COACH CONTEXT

COACH EVALUATION PACKAGE

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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.



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Table of Contents

Contents	Pages
1- Contents and Purpose of the Evaluation Package	4
2- Development Coach Pathway	4
3- Online Registration	4
4- Overview of the Certification Requirements	5
5- Certification Requirements – Details & Procedure	6
Evaluation 1 - Make Ethical Decisions (Multisport)	6
Evaluation 2 - Making Head Way Online Module (Multisport)	6
Evaluation 3 - Analyzing Performance Evaluation (Basic Skills)	7
Evaluation 4 - Plan a Practice	9
Evaluation 5 - Support to Athletes in Training	10
6 - Certification Standards: Criteria and Evidence	12
7 - Certification Procedures	13
7.1- Registration to the Portfolio and Evaluation	13
7.2- Email sent by the Provincial/Territorial Volleyball Association	13
7.3- Evaluator Contacts You (Phone or Online)	13
7.4- Completion of Two Remaining Volleyball-Specific Requirements	14
7.5- Debrief Following Completion of the Support to Athlete in Training Evaluation Requirement	14
7.6- Action Plan	15
8- If improvement is needed...	15
9- Appeals	15

1- Contents and Purpose of the Evaluation Package

This Evaluation Package deals with the procedures, requirements, tools, and standards that will be used as part of **Development Coach** certification process.

It provides you with all the information you need to complete the process successfully.

The present document is divided into various sections that deal with the following topics:

- Requirements for the Certification of Development Coaches
- Details of the Evaluation Process
- Debrief with the Candidate at the end of the process
- Re-evaluation process and Appeals

2- Development Coach Pathway

The training and certification pathways coaches of the *Development* context must follow are summarized in the VC-NCCP Pathway Overview that can be found [here](#).

This document focuses on the Evaluation process.

3- Online Registration

Registration to the evaluation process is done online.

Click [here](#) and login to access the online registration web page.

The system will automatically display the requirements that have been completed successfully and allow you to move on to the next step of the process.

4- Overview of the Certification Requirements

To be certified, *Development* coaches must successfully complete five (5) evaluation requirements (multisport and volleyball-specific), which are summarized in the below.

Requirements: The coach must...		Multisport
1.	Successfully complete the online MED evaluation developed by the Coaching Association of Canada.	Make Ethical Decisions (MED)
2.	Successfully complete the online Making Head Way generic module developed by the Coaching Association of Canada.	Making Head Way
Requirements: The coach must...		Volleyball-Specific
3.	Successfully complete the online Analyzing Performance Evaluation (Basic Skills) developed by Volleyball Canada. This online evaluation assesses Basic Indoor <u>and</u> Beach skills.	Analyzing Performance
4.	Produce a practice plan that meets Volleyball Canada’s standards in terms of structure, contents, as well as characteristics and duration of activities, and produce an EAP. Submission format: EXCEL template sent by the automated coach education system or your Evaluator.	Plan a Practice
5.	Effectively apply the NCCP teaching process and Volleyball Canada’s methodology for the integrated development of cue reading, decision-making, and technical execution when teaching Volleyball skills and tactics. Evaluation format: Submission of videos or in-person evaluation.	Support to Athletes in Training

Important Notes:

- Successfully completed certification requirements will appear on the coach’s NCCP transcript (except Analyzing Performance Evaluation, which will only appear in the VC Coaching Centre).
- In the above table, the requirements that are shaded must be completed online, and are marked automatically by the system (i.e., no. 1, 2 and 3).
- Volleyball-specific certification requirements number 4 must be successfully completed before a coach can proceed to requirement 5.
- Certification requirement 4 (Plan a Practice) must be submitted using the electronic template. An Evaluator will mark this requirement.
- Certification requirements number 1 and 2 are not volleyball-specific and can be completed at any time during the process; however, they must be completed successfully before a coach can proceed to requirement 5.
- Certification requirement number 5 must be completed **last**.
- Upon completion of the last certification requirement, a debriefing session must take place between the Coach and the Evaluator. **Coaches have up to one year to complete the evaluation from the date of the registration, otherwise coaches must pay for the additional time required for the evaluators (discretion of the PTA).**

5- Certification Requirements – Details and Procedures

This section provides a description of each certification requirement and outlines the format as well as the procedure that must be followed to complete it.

Evaluation 1: Complete the Make Ethical Decisions (MED) Evaluation - Multisport

Format: Online evaluation

- Coaches must successfully complete the [Make Ethical Decisions \(MED\) online evaluation](#) developed by the CAC. This is an NCCP requirement for all sports.
- If a coach has completed the MED training, and it appears on his or her transcript, he or she will have *unlimited* attempts at the MED evaluation, at no cost.
- If a coach chooses to proceed directly to the MED evaluation without taking any training:
 - A fee of \$85 will apply.
 - The coach will have 2 attempts at passing the evaluation. If, after 2 attempts, the coach has not received a passing grade of 75% or better, he or she will need to sign up for MED training.
- To register for the MED online evaluation, coaches must [log-in to The Locker](#) and select the “eLearning” option from the drop-down menu on the right hand side of the screen.

Evaluation 2: Complete the Making Head Way Online Module - Multisport

Format: Online evaluation



Coaches must successfully complete the **generic version** of the *Making Head Way* online module developed by the CAC. This is an NCCP requirement for all sports.

To register for the free *Making Head Way* online module coaches must click [here](#), select the generic option, and then login to the Locker.

Evaluation 3: Complete the Analyzing Performance Evaluation (Basic Skills)

Format: Online evaluation, not marked by a Volleyball Canada Evaluator.

Task: Coaches must successfully complete the online Analyzing Performance Evaluation (*Basic Skills*) developed by Volleyball Canada. The evaluation cases include both Indoor and Beach skills.

As part of the online evaluation, coaches must detect, and correct errors made by players who are performing basic skills and tactics (consult the following page for the list of *basic skills and tactics* coaches must be familiar with for this evaluation). Aspects such as cue reading decision-making, and execution must be analyzed. Coaches must apply Volleyball Canada's performance analysis model and assess three (3) short videos. Marking is done automatically by the system, consistent with Volleyball Canada's skill analysis model and technical guidelines.

To do this online evaluation, coaches who have completed the training do not have any fee to pay. They must go to the <http://coach.volleyball.ca/> web page, login, select the *Development Coach* context, and then click the link to register to the **Analyzing Performance Evaluation (Basic Skills)**.

Analyzing Performance – Basic Skills (Indoor and Beach)

Table 2 - Indoor

Phase of Play	Basic Skills (Indoor)
Serving	Standing float
	Jump Float
	Jump Float - Step
	Spike Serve - Power
Passing	Forearm pass for the above serves
Overhead pass (volley)	Free ball pass
	Non-setter 2nd ball set
Setting	14 (High Ball)
	73 (Back Set)
	51 (Quick Attack)
	<i>*Backcourt sets (A,B,C)</i>
	<i>*Combinations (X's and Tandems)</i>
Attacking	Line
	Cross-court
	Tip
	51 (Quick Attack)
Blocking	Middle movements
	Outside blocker movements
Defending	Basic dig
	<i>*Ball Pursuit and Retrieval</i>
	<i>*Overhead Dig</i>
	<i>*Dive</i>
	<i>*Roll and/or Sprawl</i>
	<i>*Pancake</i>

Table 3 - Beach

Phase of Play	Basic Skills (Beach)
Serving	Standing Float
	Jump Float
	Jump Spin - Power
Passing	Forearm pass
Overhead pass (volley)	Free ball pass
Setting	Release from reception + footwork
	Setting from a pass 4-5m off the net
	Calling the shot
Attacking	Line (over)
	Cross-court
Blocking	Blocking Line
	Blocking Cross
	Blocking Ball
	Peeling Line
	Digging short roll behind blocker
Defending	Hard driven
	Double axe handle dig

**Not an evaluation requirement for Development Coaches*

Assigned Evaluator Moving Forward

Following the successful completion of the **Analyzing Performance Evaluation (Basic Skills)** requirement, the remaining steps of the volleyball-specific evaluation process involve an Evaluator.

The Evaluator is identified and assigned by the Provincial/Territorial Association. This step is initiated when you click the **Register** link besides the *Portfolio and Evaluation* requirement.

Once identified, the Evaluator will contact you to clarify how the remaining requirements will be managed. From this point on, the Evaluator will guide you through the process, and update your status.

Evaluation 4: Plan a Practice (portfolio)

Format: Submission of the [DEV Practice Plan Portfolio](#) (Excel file) to a Development Coach Evaluator.

Note: *You may use the link above or the template will be emailed to you automatically by the VC Coaching Centre or by the Evaluator following the initial contact.*

Tasks: For this requirement, coaches must produce a practice plan that:

- 1) Meets Volleyball Canada's standards in terms of practice plan structure, contents, as well as characteristics and duration of activities; and
- 2) Complete an Emergency Action Plan (EAP)

Evaluation 5: Provide Support to Athletes in Training

Format: In person observation or submission of videos showing the coach in action while completing a series of tasks during a practice. For more information on how to produce and submit videos, click [here](#).

Important Notes:

- A Development Coach Evaluator marks this requirement.
- You must have successfully completed requirements 1 to 4 before you can proceed to this one.
- Videos submitted must meet the guidelines developed by Volleyball Canada relative to format as well as to image and sound quality in order to be acceptable. Click [here](#) to access these guidelines.
- Athletes involved during this evaluation requirement must be of an adequate age group and level of experience and be at a stage where they can work on basic skills and tactics (see lists in Tables 2 and 3 under requirement number 5.3).

Tasks: As part of certification requirement no. 5, you must perform the **3** tasks that are described in the table on the following page.

As you carry out these tasks, you must:

- Ensure that the practice environment is safe.
- Implement appropriately structured and organized activities.
- Demonstrate that you can effectively apply the NCCP teaching process.
- Demonstrate that you can effectively apply Volleyball Canada's methodology for the integrated development of cue reading, decision-making, and technical execution of selected skills and tactics when working with a group of athletes.
- Demonstrate that you can make interventions that promote learning.

Table 4 - The 3 tasks listed below must be demonstrated by the coach. The Coach and the Evaluator should discuss the tasks and the skills/tactics that are most appropriate given the timing of the season and the status of the players.

Evaluation Tasks	Format	Duration
<p>1- Teaching of an attacking or defensive drill that promotes cue reading, decision-making and skill development using Method 1</p>	<p>You must choose one of the basic Volleyball skill or tactic listed in Table 2 or Table 3, and a related drill. You must:</p> <ul style="list-style-type: none"> • explain and demonstrate the skill consistent with the guidelines of the NCCP teaching process (1-3 min) • apply correctly the guidelines/principles of Volleyball Canada’s Method 1 • let the player(s) practice for a while (5 min) • provide feedback to the player(s) consistent with the evaluation forms • load the drill if necessary or add a variation 	<p>8-12 minutes</p>
<p>2- Teaching of an attacking or defensive drill that promotes cue reading, decision-making and skill development using Simulated Play</p>	<p>You must choose one of the basic Volleyball skill or tactic listed in Tables 2 or 3, and a related drill. You must:</p> <ul style="list-style-type: none"> • explain and demonstrate the skill consistent with the guidelines of the NCCP teaching process (1-3 min) • apply correctly the guidelines/principles of Volleyball Canada’s Simulated Play drills • let the player(s) practice for a while (5 min) • provide feedback to the player(s) consistent with the evaluation forms • load the drill if necessary or add a variation 	<p>8-12 minutes</p>
<p>3- Deliver a well-organized practice that integrates Method 1, 2, 3 or Simulated Play drills as appropriate.</p>	<p>You must choose from the basic Volleyball skills or tactics listed in Table 2 or Table 3, and related drills. You must:</p> <ul style="list-style-type: none"> • explain and demonstrate the skills consistent with the guidelines of the NCCP teaching process • apply correctly the guidelines/principles of Volleyball Canada’s Method 1 or Simulated Play. Method 2 or 3 drills may also be used; however, this will not be marked. Method 2 or 3 drills will be evaluated in the Advanced Development context. • let the player(s) practice for a while • provide feedback to the player(s) consistent with the evaluation forms • load the drills if necessary or add a variation 	<p>Remainder of the practice</p>

6- Certification Standards: Criteria and Evidences

Competency standards for certification are based on **outcomes**, **criteria**, and **evidences**:

- **Outcomes** describe what coaches are expected to *be able to do*.
- **Criteria** describe *what will be evaluated within a given outcome*. Criteria are Volleyball-specific, and there may be several criteria evaluated for a given outcome.
- **Evidences** describe *what the Evaluator must see* to confirm the attainment of a given criterion.

For each Outcome, the Criteria and the Evidences – *and therefore the standard of competence required for certification* - can be consulted by clicking [here](#).

The tools and forms used by the Evaluator throughout the certification process reflect the standards that are expected for each program outcome. [Click here](#) to access the evaluation forms used by the Evaluator.

To obtain certification credits in a program outcome, a coach must be considered competent in ALL its associated criteria.

To meet the competency standards associated with a given criterion, a coach must achieve the “NCCP Standard for Core Certification”, or better.

7- Certification Procedures

7.1- Registration to the Portfolio and Evaluation

As mentioned in Section 2, you must first register online to begin the evaluation process.

To do so, click [here](#) and login to access the registration web page.

The *Analyzing Performance Evaluation* requirement is evaluated online, and they are the first Volleyball-specific evaluation components you must complete.

This section outlines the procedure that should be followed by Evaluators and Coaches for the remaining two certification requirements:

- Plan a Practice
- Provide Support to Athletes in training

7.2- Email sent by the Provincial or Territorial Volleyball Association

Shortly after registering online to the *Portfolio and Evaluation* requirement, an Evaluator will be assigned. You and your designated Evaluator will receive an email confirming that the next phase of certification process can begin.

This email will be sent automatically by the VC Coaching Centre. The main purposes of this email are to inform you (1) about who will be responsible for your evaluation; (2) that you will be contacted shortly by the Evaluator.

7.3- Evaluator Contacts You (Phone or Online)

After the email is sent, the Evaluator must get in touch with you either by phone or online to introduce himself/herself, and to clarify the specifics and the timelines for completing the last series requirements of the evaluation process:

- Plan a Practice (see Evaluation 4)
- Provide Support to Athletes in Training (see Evaluation 5 and Table 4)
- Debrief (see Section 7.5).

During this first contact, the Evaluator will also:

- Review the Evaluation Tool; the Outcomes, Criteria, and Evidence; and the Standards for Certification (Pre-brief)
- Go over the EXCEL template that will be used to complete the Plan a Practice and EAP requirements
- Answer any questions you may have
- Ensure you understand the process, evaluation tools, and standards

7.4- Completion of Two Remaining Volleyball-Specific Requirements

Following the discussion with the Evaluator, you complete the remaining Volleyball-specific evaluation requirements:

- Plan a Practice
- Provide Support to Athletes in Training

Throughout this process, you will be in contact with the Evaluator, and he or she will guide you through the various steps.

7.5- Debrief Following Completion of the Support to Athletes in Training Evaluation Requirement

After you complete the Support to Athletes in Training requirement, you and the Evaluator will engage in a discussion. This can take place either in person or over the phone. The purpose of the debrief session is fourfold:

- 1- To give you an opportunity to reflect on and talk about how the activities with the athletes went.
- 2- To discuss your performance and give the Evaluator an opportunity to provide feedback on what he/she observed, including criteria met and evidence observed.
- 3- To clarify any evidence that was not observed during the in-person or video review.
- 4- Give you and the Evaluator an opportunity to develop an Action Plan for your ongoing professional development.

The debrief should last between 30 and 60 minutes, including the development of an Action Plan for your continued professional development.

For more information about the debrief, click [here](#).

7.6- Action Plan

The final step in the evaluation involves the Evaluator discussing with you and producing an action plan for ongoing professional development.

The action planning should assist you in establishing short-term and long-term goals as well as the sequence of activities to accomplish such goals.

For more information about the action plan, click [here](#).

At this stage the Evaluator will submit the final pages of the Evaluation Tools and Forms document (pages 16-17) to the Provincial/Territorial Association (PTA). The PTA will then submit your certified status into the VC Coaching Centre, which will send this information to The Locker database, within 24 hours.

8- If improvement is needed...

In the case of an unsuccessful evaluation, clear indications of areas needing improvement and the procedure for re-evaluation will be provided by the Evaluator. Depending on the areas where certification standards were not met, you may have to re-submit only certain parts of the evaluation.

Please note that some additional fees may apply. Typically, fees will reflect the anticipated amount of time required by the Evaluator to go over the evaluation segments where certification standards were not met.

In the event of an unsuccessful evaluation, coaches have the option to re-submit the required work to the same Evaluator, or to request that another Evaluator be appointed.

9 - Appeals

A coach may appeal an unsuccessful evaluation, using the procedure in place within the Provincial/Territorial Volleyball Association. The coach must file his or her appeal within three (3) months of date of the evaluation event being appealed.

The cost of an appeal is \$100.00 for the coach candidate, payable to the Provincial/Territorial Volleyball Association.

For more information about the appeal process, click [here](#).