



PERFORMANCE COACH CONTEXT

COACH EVALUATION PACKAGE

(Version 0.5 – Oct 22, 2018)





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.



The programs of this organization are funded in part by the Government of Canada



A photograph of a female coach in a white cap and dark jacket smiling at a group of young volleyball players in red jerseys. The players are huddled together, and the coach is standing behind them. The background is a clear blue sky with some green foliage on the right.

coach.ca
REACH HIGHER

National Coaching Certification Program

Visit coach.ca – Canada's most dynamic coaching community. Check your certification, complete online evaluations, access sport nutrition tips, read coach stories and more!

How to be a better coach



Learn to listen, especially to the athletes –
they are excellent teachers.

Help each athlete develop all of their capacities:
physical, mental/emotional, and social.

Take a stand against doping and cheating in sport.

Thirst for knowledge
attend coaching courses, get certified, stay up to date.

Brought to you by
the Coaching Association of Canada www.coach.ca

coach,ca
REACH HIGHER

Table of Contents

Contents	Pages
1- Contents and Purpose of the Evaluation Package	6
2- Performance Coach Pathway	6
3- Online Registration	6
4- Overview of the Certification Requirements	8
5- Certification Requirements – Details & Procedure	9
5.1 - Make Ethical Decisions (Multisport)	9
5.2 - Making Head Way Online Module (Multisport)	10
5.3 - Performance Analysis - Error Detection and Correction - Basic Skills & Tactics (Beach <u>and</u> Indoor)	11
5.4 - Performance Analysis - Error Detection and Correction - Intermediate Skills & Tactics (Beach <u>or</u> Indoor)	14
5.5 - Performance Planning	17
5.6 - Performance Planning and Related Components	18
5.7 - Manage a Sport Program	18
5.8 - Support to Athletes in Training	19
5.9 - Support the Competitive Experience	20
6- Certification Standards: Criteria and Evidences	21
7- Debriefs and Action Plan	22
7.5- Debrief Following Completion of the Support to Athlete in Training Evaluation Requirement	22
7.6- Action Plan	22
8- If improvement is needed...	23
9- Appeals	23

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 **Volleyball Canada Performance 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 Performance Coaches
- Details of the Evaluation Process
- Debrief with the Candidate at the end of the process
- Re-evaluation process and Appeals

2- Performance Coach Pathway

The training and certification pathways coaches of the *Performance Coach* context must follow are summarized in the diagram on the following page.

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.

Performance Coach Training and Certification Pathway

Volleyball Canada Performance Coach Training and Certification Pathway



= NCCP Milestone – Tracked in NCCP Database

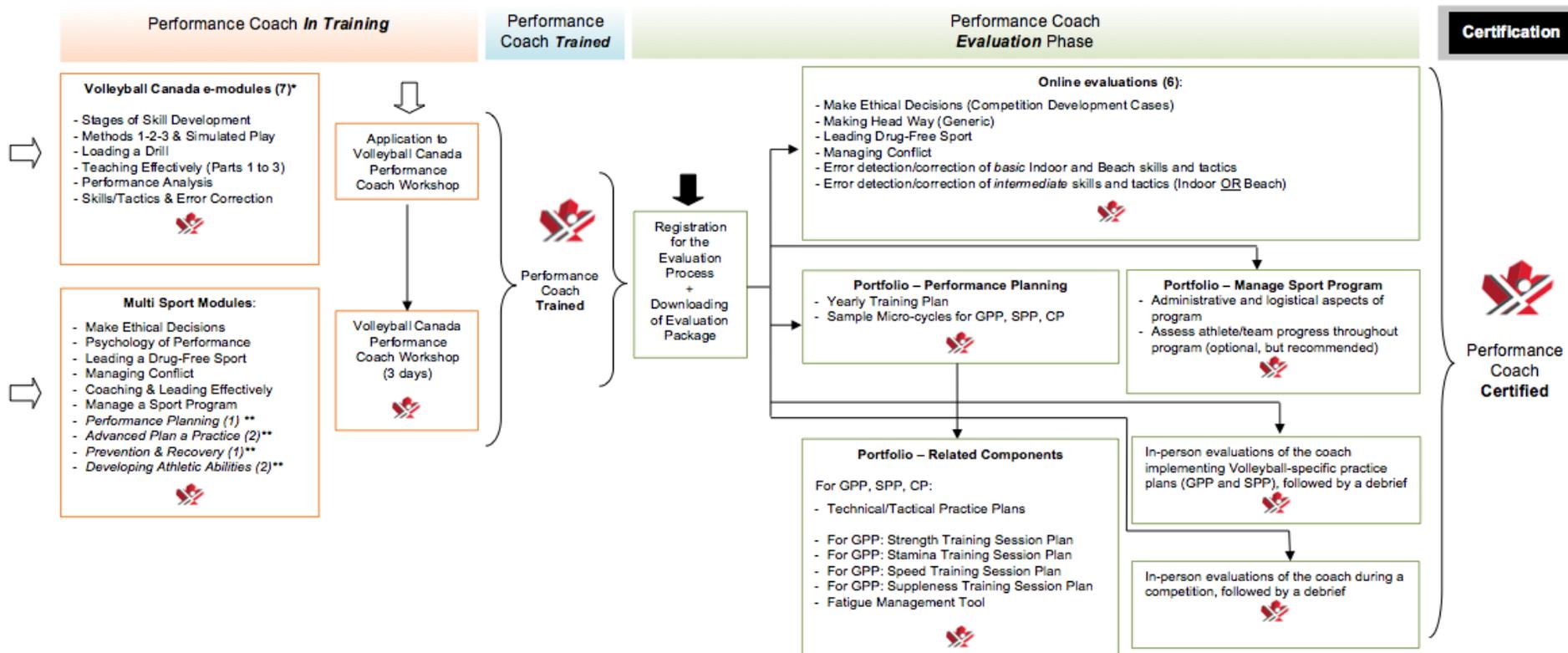


= Entry point into pathway for most coaches



= Possible entry point into pathway for candidates with extensive playing or coaching experience

* A sequence applies for completing the e-modules MS modules can be completed in any sequence; it is recommended that those identified with ** be completed in the order in which they are listed.



4- Overview of the Certification Requirements

In order to be certified, *Performance* coaches must successfully complete eleven (11) evaluation requirements, which are summarized in the table below.

Table 1 – Summary of the multisport and Volleyball-specific certification requirements for the *Performance* coaching context.

Multisport		Requirements: The coach must...
Make Ethical Decisions (MED)	1.	Successfully complete the online MED evaluation developed by the Coaching Association of Canada.
Making Head Way	2.	Successfully complete the online Making Head Way generic module developed by the Coaching Association of Canada.
Leading Drug Free Sport	3.	Successfully complete the online Leading Drug Free Sport module developed by the Coaching Association of Canada.
Managing Conflict	4.	Successfully complete the online Managing Conflict module developed by the Coaching Association of Canada.
Volleyball-Specific		Requirements: The coach must...
Analyze Performance : Error Detection and Correction	5.	Successfully complete the online performance analysis evaluations developed by Volleyball Canada for Basic Indoor and Beach skills and tactics*
	6.	Successfully complete the online performance analysis evaluations developed by Volleyball Canada for Intermediate skills and tactics in the discipline in which the coach is seeking certification (Beach or Indoor). *
Performance Planning	7.	Develop a Yearly Training Plan for one athlete on your team. In addition, submit a micro-cycle for each of the three phases of the season (GPP, SPP, CP). Submission format: EXCEL template sent by the Evaluator.
Performance Planning related components	8.	For the GPP, SPP and CP produce three (3) Technical/Tactical Practice Plans; For the General Preparation Phase produce: one (1) Strength Training Session Plan; one (1) Stamina Training Session Plan; one (1) Speed Training Session Plan; one (1) Flexibility Training Session Plan; and one (1) Fatigue Management Tool (week 1) for a total of 8 submissions. Submission format: EXCEL template sent by the Evaluator; submitted in conjunction with the requirement above.
Manage a Sport Program	9.	1) Develop a report on the administrative and logistical aspects of your program. 2) Assess athlete/team progress throughout program (optional). Submission format: Completion of Manage a Sport Program Task List.
Support to Athletes in Training	10.	For each of the GPP and SPP (or early CP), effectively apply the NCCP teaching process and Volleyball Canada’s methodology for the integrated development of cue reading, decision-making, and technical execution when leading a practice. Evaluation format: Two (2) In-person observations.
Support the Competitive Experience	11.	Analyze an opponents’ strengths and weaknesses and develop a game plan that includes offensive and defensive strategies. Evaluation format: Submission of game plan and one (1) in-person observation.

Important Notes:

- Successfully completed certification requirements will appear on the coach's NCCP transcript.
- **Coaches are encouraged to submit their yearly training plan well ahead of the beginning of the season, in order that both in person and portfolio related evaluation requirements can be submitted and marked throughout the season.**
- From the above list, evaluation requirements already completed successfully as part of the *Development or Advanced Development* coach certification process will be credited in the *Performance* context.
- In the above table, the requirements that are shaded must be completed online, and are marked automatically by the system (i.e., no. 1-6).
- Volleyball-specific certification requirement number 7 should be successfully completed before a coach can proceed to requirement 8. Requirement number 7 must be successfully completed before a coach can proceed to requirements 9, 10 and 11.
- Certification requirement 9 must be completed before requirements 10 and 11.
- Certification requirements number 1-4 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 10-11.
- Certification requirement number 11 must be completed **last**.
- Upon completion of each in person evaluation requirement (2 in training and 1 in competition), a debriefing session must take place between the Coach and the Evaluator.

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.

5.1 - Make Ethical Decisions (MED) - Multisport

Evaluation format: Online evaluation.

Coaches must successfully complete the [Make Ethical Decisions](#) (MED) (Comp-Dev version) 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. For more information on taking the MED online evaluation, [click here](#).

5.2- Complete the Making Head Way Online Module (Multisport)

Evaluation format: Online evaluation, not marked by a Volleyball Canada Evaluator

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.

Making Head Way Concussion eLearning Series

Making Head Way Concussion E-Learning Series

Concussion (n):
A leading injury of the head resulting in a temporary or permanent impairment of brain function

Sport (Generic) Soccer
Snowboard Speed Skating
Freestyle Ski Football

Designed to help you gain the knowledge and skills required to ensure the safety of your athletes, these NCCP Professional Development modules will make you concussion smart!

To begin, you will require a NCCP#. If you have never taken an NCCP course and need a NCCP#, please register with The Locker.

You should expect to spend 60-90 minutes completing a module. Each completed module will be recorded on your coaching transcript as professional development.

Choose Your Module

Sport (Generic) Soccer
Snowboard Speed Skating
Freestyle Ski Football

IELA
2013 International E-Learning Association
Honourable Mention, Business Division

5.3- Performance Analysis - Error Detection and Correction - Basic Skills & Tactics (Beach and Indoor)

Evaluation format: Online evaluation, not marked by a person.

Evaluation task: Coaches must successfully complete the online performance analyses of *Basic Beach and Indoor Skills and Tactics* developed by Volleyball Canada.

As part of the online evaluation, coaches must detect and correct errors made by players who are performing basic skills and tactics. 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.

Please consult the following page for the list of *basic skills and tactics* coaches must be familiar with for this evaluation.

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

Performance Analysis – Error Detection and Correction

Table 2 - Indoor Basic Skills & Tactics

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>

**Not an evaluation requirement for Development Coaches*

Performance Analysis – Error Detection and Correction

Table 3 - Beach Basic Skills & Tactics

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

5.4 - Performance Analysis - Error Detection and Correction - Intermediate Skills & Tactics (Beach or Indoor)

Evaluation format: Online evaluation, not marked by a person.

Evaluation task: Coaches must successfully complete the online performance analyses of *Intermediate Skills and Tactics* developed by Volleyball Canada. This requirement is discipline-specific, so coaches need only complete the evaluation that applies to the discipline in which they want to be certified (Beach or Indoor).

Please consult the following page for the list of *intermediate skills and tactics* coaches must be familiar with for this evaluation.

To register for this online evaluation, coaches must follow the same procedure as the one described previously in 5.3, select the *Performance* context, and then select the Error Detection and Correction Evaluation (Intermediate Skills).

The format of this online evaluation is the same as the one described previously in 5.3, except that coaches must analyze four (4) videos dealing with intermediate skills in the chosen discipline (Beach or Indoor).

Table 4 – Indoor Intermediate Skills & Tactics

Phase of Play	Intermediate Skills (Indoor)
Serving	Spike Serve - Control
Passing	Overhead Pass
Setting	41
	61
	31
	Step Around (inside)
	Step Around (outside)
	Fast left side (black)
	Fast right side (red)
	Fast B (pipe)
Fast C	
Attacking (Middles)	41
	61
	31
	Step Around (inside)
	Step Around outside)
Attacking (Outsides)	Fast left side (black)
	Fast right side (red)
	Tool off blockers' hands
	Roll shot to targeted locations
	"Rebound" spike for continuation of rally
Back court attacks (Fast B and C)	
Blocking & Defense	2 person blocking movements & corresponding defensive movements within a Bunch Read and Spread system
	<i>*3 person blocking movements & corresponding defensive movements within a Spread system</i>
	<i>*3 person blocking movements & corresponding defensive movements within a Bunch Read system</i>
Defense	Ball Pursuit and Retrieval
	Overhead Dig
	Dive
	Roll and/or Sprawl
	Pancake

**Not an evaluation requirement*

Table 5 – Beach Intermediate Skills & Tactics

Skill	Skill Descriptors
Serving	Jump Float
	Jump Spin - Power
	Jump Spin - Control
Passing	Forearm pass
Overhead pass (volley)	Free ball pass
Setting	Forearm set after hard dig (adjust for spin)
	Cover after call
	Emergency setting with forearms
	Diving sets
Attacking	Transition attack (after dig, get into position while wiping hands of sand))
	Knuckle/Pokey (line short only)
	Joust (get to the ball and push second and straight ahead)
	Deception line or cross shot
	Cutty - high contact point
Blocking	Peeling Cross
	Joust, knuckle or spike sets on top of the net (go get it first)
	Set a blocked ball (consecutive contact)
Defending	Direct set after block touch
	High knuckle dig (from a peel)
	Diving or slide striding for a ball
	Digging backwards when charging the net

Important Notes:

Following the successful completion of the **Error Detection and Correction** requirement, the remaining steps of the Volleyball-specific evaluation process involve two people, a Performance Planning Evaluator and a Volleyball Canada Evaluator.

The Evaluators are identified and assigned by Volleyball Canada. This step is initiated when you click the **Register** link beside the *Portfolio* requirement and the *Portfolio, Observation, and Debrief* requirement.

Once identified, the Performance Planning Evaluator will contact you to begin the Performance Planning component. Once complete, the same process will take place with a Volleyball Canada Evaluator who will clarify how the remaining requirements will be managed. From this point on, the Evaluators will guide you through the process, and update your status.

5.5– Performance Planning

Evaluation format: Completion and submission of an EXCEL file to a Performance Planning Evaluator.

Note: *The EXCEL template is emailed to you automatically by clicking on the appropriate link in the Status area of the VC Coaching Centre website or download for [Indoor](#) or [Beach](#).*

Evaluation tasks: For this requirement, coaches must do two (2) things:

Step 1 - First, refer to the critical reflection you did during the *Performance Planning* multisport module, then develop a Yearly Training Plan for one athlete on your team.

Step 2 – For each of the phases of the season (GPP, SPP, CP) develop a micro-cycle. In addition, the Competition Phase micro-cycle must be identified as a tapering/peaking micro-cycle for the key competition in the season.

Identify appropriate measures to promote athlete development

Evaluation tasks: For this requirement, you must do three (3) things:

Step 1 - First, compare the characteristics of your own program to Volleyball Canada's LTAD model. Pay particular attention to the training and competition opportunities.

Step 2 - You must then identify two (2) significant issues that impact your program and negatively affect player development.

Step 3 – Lastly, you must describe concrete initiatives or measures that could be implemented to address the issues identified in Step 2 above in order to enhance player development. These initiatives must also be implementable given the specifics of your coaching context, and the framework of the YTP you developed.

Note: *The above questions can be answered within the YTP template.*

5.6- Performance Planning Related Components

Evaluation format: Completion and submission of the remaining tabs of the same EXCEL file to the Performance Planning Evaluator. A review of the submission will take place over the phone or skype with your Performance Planning Evaluator.

Note: The EXCEL template will be emailed to you automatically by clicking on the appropriate link in the Status area of the VC Coaching Centre website or you may download here: [Indoor](#) or [Beach](#)

Evaluation tasks: For this requirement, coaches must provide the following materials:

Step 1 - For the GPP, SPP and CP produce three (3) Practice Plans; For the General Preparation Phase produce: one (1) Strength Training Session Plan; one (1) Stamina Training Session Plan; one (1) Speed Training Session Plan; one (1) Flexibility Training Session Plan; and one (1) Fatigue Management Tool (week 1) for a total of 8 submissions.

5.7- Manage a Sport Program Task List

Evaluation format: Submission of PDF or WORD files to a Volleyball Canada Evaluator.

Note: The Task List will be emailed to you automatically by clicking on the appropriate link in the Status area of the VC Coaching Centre website or is downloadable [HERE](#). **At this point a Volleyball Canada Evaluator will be assigned and support you through all remaining steps of the process.**

Evaluation tasks: For this requirement, coaches must produce a report that:

- (1) Details the administrative and logistical components of your program:
 - Present a communication tool which outlines the philosophy and objectives of the program
 - Provide a schedule of competition and training commitments to athletes, parents, and other key stakeholders
 - Identify expectations for behaviour and commitment and identify appropriate consequences
 - Facilitate logistics for away competitions (e.g., travel arrangements, food, chaperones, etc.)
 - Work with program volunteers and/or administrators to prepare budgets and other financial logistics
 - Provide an example of your selection criteria and indicated why they are fair and equitable.

5.8- Provide Support to Athletes in Training

Evaluation format: Coaches will be evaluated in person on the delivery of a General Preparation Phase practice and a Specific Preparation Phase practice on two separate occasions.

Ideally these sessions take place during the appropriate times/phases during your season. However, some exceptions can be made to modify your practice to suit the needs of the evaluation.

Important Notes:

- This requirement is marked by a Volleyball Canada Evaluator.
- You must have successfully completed requirements 1 to 9 before you can proceed to this one.
- While not preferred, you may use a video option. 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 (Train to Compete).

Evaluation tasks: As part of certification requirement no. 10, you must perform the 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 6 - Tasks Performance Coaches will be asked to carry out as part of the *Provide Support to Athletes in Training* requirement. **The 2 tasks listed below must be completed 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
1- Delivery of a practice using cue reading, decision-making and skill development using the appropriate Methods within the GPP	During your delivery of the activities during practice you must: <ul style="list-style-type: none"> • explain the importance and the purpose of this drill to the player • explain and demonstrate the skill consistent with the guidelines of the NCCP teaching process • apply correctly the guidelines/principles of Volleyball Canada’s Method 1, 2, 3 or Simulated Play • let the player(s) practice for a while • provide an initial series of feedback to the player • let the player(s) practice again • provide additional feedback to the player(s) 	120 minutes
2- Delivery of a practice that promotes cue reading, decision-making and skill development using Simulated Play within the SPP	During your delivery of the activities during practice you must: <ul style="list-style-type: none"> • explain the importance and the purpose of this drill to the player • explain and demonstrate the skill consistent with the guidelines of the NCCP teaching process • apply correctly the guidelines/principles of Volleyball Canada’s Method 1, 2, 3 or Simulated Play • let the player(s) practice for a while • provide an initial series of feedback to the player • let the player(s) practice again • provide additional feedback to the player(s) 	120 minutes

Note: One of the above evaluation tasks may also involve the implementation of a “variation” or a “loading method” related to the activity.

5.9- Support the Competitive Experience

Evaluation format: Coaches develop an analysis an opponents’ strengths and weaknesses and develop a game plan that includes offensive and defensive strategies. Coaches submit the game plan to the Volleyball Canada Evaluator prior to a scheduled match. The Volleyball Canada Evaluator then reviews the game plan submission, attends the match and conducts a 45-60 minute debrief after the match.

Note: The PDF template will be emailed to you automatically by clicking on the appropriate link in the Status area of the VC Coaching Centre website or you may download here: [Indoor](#) or [Beach](#)

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

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- Debriefs and Action Plan

7.1- Debriefs

After you complete the Support to Athletes in Training or Support the Competitive Experience requirement (after each of the two practices and after one match), you and the Volleyball Canada 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 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 observe.
- 3- To clarify any evidence that was not observed during the in-person or video review.
- 4- Give you and the VC Evaluator an opportunity to develop an Action Plan for your ongoing professional development.

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

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

7.2- Action Plan

The final step in the evaluation involves the Volleyball Canada 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](#).

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 Volleyball Canada. 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 Volleyball Canada.

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