

# Evaluation: a step-by-step guide

Coaches have to acquire the necessary knowledge and experience within their respective context:

- Take the a RJTW, Sport, Club or Performance Coach course
- Take the corresponding multi-sport courses and evaluations
- Gain experience in their respective context

After this they are now ready to 'request an evaluation' a successful evaluation is the final step to earn the designation of 'certified' coach.

\*\*\* A coach may choose to go 'directly to evaluation' for each of the Club and Performance Coach context. This is not a recommended process and comes with an increased cost. If a coach is not successful, he will be required to complete the course before requesting another evaluation.

In order to complete the process, please follow these steps:

## Step 1: Find your Athletics Canada (AC) number

Make sure you that are registered with Athletics Canada through your provincial branch and know your Athletics Canada (AC) number.

<https://www.trackie.com/members/lookup.php>

## Step 2: Find your coach certification (CC) number

You will also need to be registered with the Coaching Association of Canada and know you coach certification (CC) number.

<https://nccp.coach.ca/Account/Login>

## Step 3: Sign up for a portal account

Once you have both your AC and CC numbers, you are ready to create your free account in the Athletics Canada - Coaching Portal. Click on the following link <https://athletics.ca/coach/> to return to the portal and register for your account. Upon saving your information, you are free to explore the site.

#### Step 4: Select and register for an evaluation

To select the context in which you want to be evaluated and pay for your evaluation, click on ‘Status’ in the tabs at the top of the page. This will take you to a list of evaluation options.

By clicking on the “+” beside the name of the context, the box will expand to show the two or three stages of your evaluation process.

In the first box you will see your price for the evaluation or if you do not have all the prerequisites, it will also show you the higher price to go directly to evaluation.

At this time click on **register** and you will have the option of paying either fee. Upon receiving payment, an evaluator will be assigned.

\*\* The ‘direct to evaluation’ option is meant to help those with a certification from another country, or someone with equivalent experience, to fulfill the NCCP criteria. If a request for ‘direct to evaluation’ is declined, evaluation fees will be refunded minus a \$50.00 administration fee.

\*\*\* If the ‘direct to evaluation’ option is granted and a coach is not successful, he will be required to complete the course for the context before attempting another evaluation.

#### Step 5: Portfolio

Complete and upload all required documents for the portfolio and submit them to your evaluator. The submit button will only appear once you have completed all the documents.

The evaluator can see your documents every step of the way in case you require a little assistance. You can always send your evaluator an e-mail by clicking the little envelop by your name on the main status page.

#### Step 6: Practice Observation

After receiving approval for your Portfolio, the evaluator will assign a date for your Practice Observation. When it is difficult for the evaluator and coach to meet, the coach can submit a video of the practice. The camera should film the practice uninterrupted and should be far enough as to not disturb the practice. A coach will wear a wireless mic to provide the sound. This video is a great tool and should be used in the debrief to provide feedback. All debrief



notes will be documented on the portal by the evaluator. Then a date for the Competition observation will be set.

\*\* Club Coach Observations should be done at a Provincial Championship or one that requires similar preparation and in competition support.

\*\*\* Performance Coach Observation should be done at a National Championship or one that requires similar preparation and in competition support.

\*\*\*\* A list of alternative opportunities will be provided for Performance Coach

### **Step 7: In-Competition Observations**

The final step of the evaluation is the in-competition observation. This should include a prebrief, in-competition observation and debrief after which the evaluator will “credit towards certification’ or ‘recommend another evaluation’. In either case, an action plan should be developed and given to the coach, providing feedback for future growth.

### **Step 8: Final approval for certification**

After the evaluator credits the coach with certification, the PSO or NSO overseeing the context, will approve the evaluation and the event will be uploaded to The Locker to be added to the coach’s portfolio.

For any questions of feedback, please send an e-mail to [Coaching@athletics.ca](mailto:Coaching@athletics.ca).

