

Instructor Beginner Certification Checklist

The purpose of this checklist is to outline the basic steps needed to reach certification at the Instructor Beginner level. Further details and explanation of processes is available at

<http://fencing.ca/wp-content/uploads/General-Evaluation-Guide-for-Coaches-FInal-EN-1.pdf>

STEP 1 - Training Required

| Training | Method | Source/Provider |
|---|---------------|------------------------------------|
| Make Ethical Decisions | Online | Coach NB |
| Teaching and Learning | Online | Coach NB |
| Planning a Practice | Online | Coach NB |
| Fencing Coaching Foundations | Online | CFF/FENB |
| NCCP Fencing - Instructor Beginner 1 | In person | FENB |
| NCCP Fencing - Instructor Beginner 2 | In person | FENB |
| First Aid Certification | In person | Saint John Ambulance or equivalent |
| Criminal Record Check | N/A | City Police Dept or RCMP |
| Safe Sport or Respect in Sport | Online | Coach NB |
| Coaching Athletes with a Disability (recommended) | Online | Coach NB |

STEP 2 - Request Evaluation

- Submit a request for evaluation to FENB
- Build a Portfolio
 - Pdf copies of first aid certificate and criminal record check
 - Lesson plan for a 10-12 minute individual lesson
 - Practice plan for a 45-60 minute practice (to include warm-up, footwork training, partner training and cool-down)
 - Emergency Action Plan
- Submit portfolio to Coach Developer for evaluation
- Pay Evaluation fee if required

STEP 3 - Pre-Brief

- Meet with Coach Developer to discuss logistics of formal observation. Date, location, time.
- Discuss objectives for the lesson/practice
- Confirm lesson plans
- Evaluator must explain the process of the evaluation, emphasizing the observation.
- Review evaluation tools, outcomes, criteria and standards of certification

STEP 4 - Formal Observation

- Coach Developer will observe the 2 lessons (individual, and group practice)
- Coach Developer may get close to the action while not affecting the practice/lesson
- Coach Developer will be looking and listening for indicators of Coach's performance without coaching or directing.

STEP 5 - Debrief

- Coach Developer will provide feedback on the observation including criteria met
- Coach has the opportunity to respond to feedback and ask questions
- During the debrief, the Coach and Developer create the Action Plan together
- Create Action Plan
 - Establish short-term and long-term goals
 - Define steps to take to accomplish these goals
 - Evaluator's assessment of coach's ability to meet the required criteria using the CFF achievement scale

STEP 6 - Reporting

- Developer to provide the Coach with a formal record of each step of the evaluation
 - Portfolio assessment
 - Summary of formal observation
 - Copy of Action Plan
- Developer to complete appropriate NCCP Course Registration Form
 - Coach and Evaluator's information including NCCP #'s
 - Accurate DOB for both Coach and Evaluator
 - Context or stream in which the evaluation occurred
 - Submit completed forms to FENB
- FENB to create Evaluation Event using The Locker and submit for approval by the CFF and Coach Canada

Further Information

Templates and detailed descriptions of each step are available here. <http://fencing.ca/wp-content/uploads/General-Evaluation-Guide-for-Coaches-Final-EN-1.pdf>

- 1) CFF Training Module Evaluation Request Template
- 2) Practice Evaluation Overview: Coach Profile
- 3) Pre-brief and Portfolio Evaluation Checklist
- 4) NCCP Coach/Instructor Observation: Debriefing Template
- 5) NCCP Coach/Instructor Observation: Action Plan Template
- 6) NCCP Coach/Instructor Observation: Final Evaluation