

# Evaluation: a step-by-step guide

Once coaches have acquired the necessary knowledge and experience within their respective context:

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

They are now ready to 'request an evaluation' which is the final step in order to earn the designation of 'certified' coach.

\*\*\* A coach may choose to go 'directly to evaluation' for both the Club and Performance Coach context. If a coach is not successful, they will be required to complete the course before requesting another evaluation.

In order to complete this process, please reference the following guidelines:

## 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 (NCCP) number

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

<https://thelocker.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: Selecting and registering for an evaluation

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

Click 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 in the case that you do not have all the prerequisites, it will also show you the price to go directly to evaluation.

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

Fees: RJTW \$45, Sport Coach \$210, Club Coach \$295, Performance Coach \$500.

\*\* The 'direct to evaluation' option is meant to help those with a certification from another country or someone with equivalent experience 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 at the portfolio stage, they will be required to complete the course for the context before attempting another evaluation. The evaluation will remain "active" and the coach will not have to pay again for the evaluation. If the coach is not successful at the observation stage, the coach may be required to pay an additional amount for the evaluator's time, at the discretion of Athletics Canada or the provincial branch.

#### Step 5: Portfolio

Complete and upload all required documents for the portfolio and submit them to your evaluator. The submit button will only appear when 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 envelope 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 up, the coach can submit a video of the practice. The camera should film the practice uninterrupted and should be far enough away as to not disturb the practice. A coach will wear a wireless mic that 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 and then a date for the Competition observation will be set.

### Step 7: In-Competition Observations

The final step of the evaluation is the in-competition observation (Performance Coach only). 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.

\*\*\* Steps 5, 6 and 7 can be completed in any order if completing them in the recommended order will result in undue delays.

### 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.

Coaches must also complete Multi-Sport Module online evaluations depending on the context:

- [Making Ethical Decisions Online Evaluation](#) (all contexts)
- [Leading Drug-Free Sport Online Evaluation](#) (for Performance Coach only)
- [Managing Conflict Online Evaluation](#) (for Performance Coach only)

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

