

National Coaching Certification Program Policy



Approved in February 2011

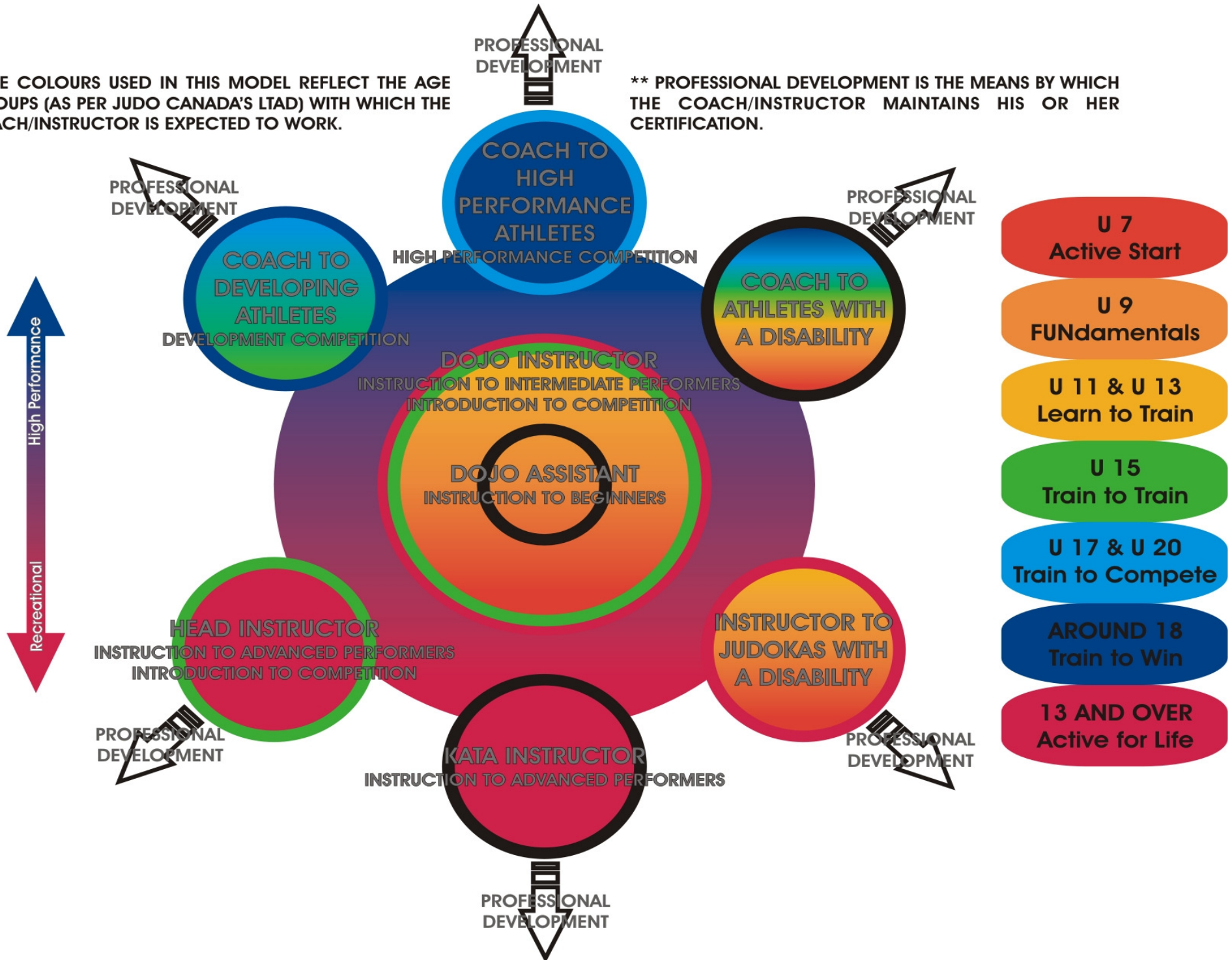
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* THE COLOURS USED IN THIS MODEL REFLECT THE AGE GROUPS (AS PER JUDO CANADA'S LTAD) WITH WHICH THE COACH/INSTRUCTOR IS EXPECTED TO WORK.

** PROFESSIONAL DEVELOPMENT IS THE MEANS BY WHICH THE COACH/INSTRUCTOR MAINTAINS HIS OR HER CERTIFICATION.



MISSION

- To provide quality coaching education, training and certification.

STRUCTURE & OPERATING POLICY

- The President of Judo Canada nominates the Chair for the National Coaching Certification Program (NCCP), and presents the nomination for the Executive Committee approval.
- The NCCP working group must meet at least once a year to attend arising business and plan for future programs.
- The NCCP Chair will appoint volunteer personnel to Ad Hoc committees on as needed basis. Appointments are based on the individual's ability to contribute. A permanent employee of Judo Canada is an ex officio member of any project depending on its spectrum.
- All recommendations, decision and policies must be ratified by the Executive Committee.

MANDATE OF THE NCCP

1. Management of the Judo Canada's NCCP in accordance with policies of the Coaching Association of Canada (CAC) and Sport Canada.
2. Designing a framework for awarding/establishing equivalencies from the old to the new NCCP.
3. Maintain a record of NCCP Provincial/Territorial access to the CAC Database.
4. Designing a framework for awarding/establishing equivalencies for coaches with other qualifications (i.e. foreign coaching credentials).
5. Development of a framework for introduction of the Competency Based Education and Training for Coaches in Judo in accordance with the principles of the Long Term Judoka Development Model (LTDM).
5. NCCP technical component-development and revision
 - Develop the technical and practical components of the competitive and instructional streams.
 - Update the NCCP technical manuals as required.
 - Improve the delivery of the NCCP technical courses.
 - Conduct seminars to train and certify Learning Facilitators.
 - Ensure the development and implementation of Level 4/5 judo specific tasks.
 - Provide for the training and the upgrading of technical course facilitators.
 - Develop supplementary teaching resource materials (texts, graphics, reference list, video, overheads...)
 - Develop and deliver professional development courses.
6. Policy Formation & Interpretation
 - The NCC Program Chair, in cooperation with the National Office, ensures that the approved policy is applied in a timely, fair and equitable fashion.
 - The NCCP working group reviews and evaluates policy.
 - The NCCP working group oversees the implementation of competitive and instructional streams, Technical, Practical and Learning Facilitator training by

- communicating closely with the Provincial/Territorial Associations.
 - The NCCP Chair promotes and designs incentives for individuals to be involved in the NCCP.
 - The working group nominates the National Master Facilitator(s) for Judo Canada, who has the responsibility to train Provincial/Territorial Master Facilitators.
 - Designate Master Facilitators upon approval by the NCCP Chair, train Learning Facilitators in their respective jurisdictions on as needed basis.
7. Coaching/Instructing Programs
- Design coaching education/training system that promotes principles of the Long Term Judoka Development Model (LTDM).
 - Design a coaching development system that integrate the NCCP with programs offered at the National Coaching Institutes (NCI).
 - Ensure that NC coaching and instructing programs are ensuring that certified individuals are respecting the developmental needs of all participants.
8. School Teacher development
- Design and Co-ordinate a teachers' professional development program for Judo.
 - Offer resources on the teaching of specific judo techniques and related subjects.
 - Co-ordinate the distribution of teaching resource material.
9. Administration
- Ensure that the funding application is submitted to the CAC consultant.
 - Ensure that all NCCP courses are advertised in Judo Canada NCCP calendar and thus sanctioned by the National Sport Governing body.
 - Ensure all projects are completed on time and within budget.
 - Submit all documentation, reports, etc. as required by Sport Canada and the Coaching Association of Canada (CAC).
 - Ensure the NCCP policies, programs and activities are communicated to Provincial/Territorial Associations, & Provincial Chairpersons of the NCCP Committees.
 - Supervise the Provincial/Territorial delivery system of the NCCP.
 - Ensure the committee is represented at all seminars or meetings where Judo Canada NCCP input is required.
 - Ensure that old records are maintained to verify equivalency.
 - Ensure that the expiry date of old certification is communicated across Canada.
 - Assist with the maintenance of coach and course facilitators records on the National Database.
10. Human Resource Management
- The NCCP Chair or designate may be asked to participate in the interview process for the national coach or contract employee of Judo Canada.
 - Evaluate the performance of staff involved in the NCCP/Education process and submit accurate recommendations.
 - Support and encourage the professional development of coaches and instructors.
 - Improve the level of professional coaching.
 - Promote the development of Canadian coaches, instructors and Education Professional.

GENERAL GUIDELINES

- The Dojo Assistant and Dojo Instructor courses will offer integrated learning experiences where the theory and the technical components are combined into one module.
- The coach/instructor must have passed the online “Making Ethical Decisions” component before the practical evaluation.
- In case the coach/instructor in training is not able to pass the online Making Ethical Decision (MED) test, they will have to take the MED module offered by Provincial/Territorial sport governing bodies
- The Practical components of one coaching designation must be completed before credit can begin for the Practical component of the next coaching designation.
- The new certification is valid for 5 years, as per the standards set by the Coaching Association of Canada.
- Maintenance of certification is accomplished by:
 - Professional development activities as defined by the NCCP committee.OR
 - Re-evaluation
- If the certification is allowed to expire, the coach must be evaluated once again before his certification can be re-established.

ASSISTANT (DA)**INTEGRATED THEORY AND TECHNICAL COURSE****Overview:**

The DA training requires completion of the following three professional development modules:

- Making Ethical Decision, Safety and Liability – 6 hours module in class
- Teaching & Learning Judo: Fundamental, Technical and Mental skills. – 10 hours module on tatami.

These two modules may be delivered in one 16 hours long course

The DA Learning Experience prepares the participant to be a DA responsible for assisting safe, educational training sessions for judo players of all stages of development, with an emphasis on participants under 13 years old. It is recommended that the DA works under the supervision of a level 2 certified instructor or a certified DI. Dojo Assistants under the age of majority must work under the direct supervision of a certified instructor.

Prerequisites:

- ☑ Minimum age of 16.
- ☑ Minimum rank of Green belt with a working knowledge of the judo techniques included in the DA program and as identified by the Judo Canada Kyu syllabus.
- ☑ For Green, Blue and Brown belt, a letter of recommendation from the sensei stating that the participant meets the technical requirements.

NOTES :

- The DA Workbook 1 is completed by the DA during the learning experience and must be made available to the evaluator in case an evaluation for the DA is requested.
- To challenge the DA course, please see Section 5 of this policy.

A successful completion of a module requires:

- ☑ For the “Ethical Decision...” module the on line Making Ethical Decision evaluation.
- ☑ For the “Teaching & Learning.... “ module, the candidate needs to complete a Skill Acquisition Template for an assigned technique. This template must be delivered to the facilitator for review within six (6) weeks of this learning experience.

To achieve the “In Training DA” status

- ☑ Shodans, graded in Canada after January 01, 2011 will be credited with the “Basic Judo Technical with Teaching/Learning theory” module, which will qualify them for the “In Training” DA.
- ☑ after a successful completion of any of the two identified above Professional Development modules

To achieve the “Trained DA” status

Practical Evaluation:

Prerequisites:

- ☑ Successful completion of DA learning experience or successful completion of the two modules specified above
- ☑ Successful completion of the online “Making Ethical Decisions” component.

To achieve the “Certified DA” status

Once the Trained status is achieved, the candidate may undergo a Formal Evaluation.

If an evaluation is requested the candidate will receive the DA evaluation templates. It is recommended that the candidate gets familiar with the evaluation criteria, and then acts as an Assistant Instructor at the club level for a minimum of 60 hours before undergoing a formal evaluation.

Candidates will be evaluated as per the formal evaluation standards of the DA course by an accredited DA evaluator (see the Instructor Evaluator Guide on Judo Canada Website).

Forms of evaluation

- By an arranged meeting at a mutually convenient time between the candidate and the evaluator
- When in person evaluation is logistically difficult, by submission of a DVD/recorded video of a live practice

INSTRUCTOR (DI)**INTEGRATED THEORY AND TECHNICAL COURSE**

Overview:

The DI training requires completion of the professional development modules required for the Dojo Assistant training, plus the following three Professional development modules:

- Lesson and Season Planning and basic nutrition – in class 8 h. module
- U7/U9 Active Start and Fundamentals Judo Programs – 10 h. module on tatami
- U11/U13 – Learn to Train – 10 h. module on tatami

These three modules may be delivered in one 24 hours long course

The DI course provides the participant with knowledge to instruct technical, physical, and mental aspects of judo. The course prepares the participant to be a club instructor responsible for providing judokas with the basic physical literacy skills with emphasis on children under the age of 13; and judo skills as described in the Judo Canada syllabus; and to introduce young judo adepts to competition.

Prerequisites:

- Minimum age of 19.
- Minimum rank of Brown belt with a working knowledge of the judo techniques included in the Judo Canada Kyu syllabus.
- A letter of recommendation from the sensei stating that the participant meets the technical requirements.
- Trained DA.

NOTE : To challenge the DI course, see Section 5 of this policy.

A successful completion of a module requires:

- For the “Session and Season...” module the completion of the exercises in the Workbook.
- For the “U7/U9” module, the candidate needs to prepare a season plan for either U7 or U9 with at least two different session plans. These plans must be delivered to the facilitator for review within six (6) weeks of this learning experience.
- For the “U11/U13” module, the candidate needs to prepare a season plan for either U11 or U13 with at least two different session plans. These plans must be delivered to the facilitator for review within six (6) weeks of this learning experience.

To achieve “ In Training DI” status

- All eligible candidates who received a “trained” DA status, plus completed at least one Professional Development Course specified in the Dojo Instructor curriculum.

To achieve the “Trained DI” status**PRACTICAL EVALUATION**

Prerequisites:

- Minimum rank of Shodan.
- Successful completion of the online “Making Ethical Decision” for candidates who did not meet this requirement yet. (i.e. are Level 1 NCCP in the previous system).
- Successful completion of all three professional development activities specified in the Dojo Instructor curriculum.

To achieve the “Certified DI” status

Once the Trained status is achieved, the candidate can undergo a Formal Evaluation. It is recommended that the candidate gets familiar with the DI evaluation criteria and then instructs in a club for a minimum of 120 hours before undergoing a Formal Evaluation.

Evaluation as per the format in the Dojo Assistant course.

COACH – DEVELOPING COMPETITOR (Comp.Dev)

– in replacement of a former Level 3 NCCP

Competition Development courses are under Judo Canada’s (AND not Provincial/Territorial) jurisdiction.

Courses are offered generally in July; every odd year in English and on every even year in French.

Courses are limited to 20 candidates.
additional courses may be put in place if demand justifies it.
Minimum number of participants is 10.

MULTISPORT MODULES are offered by Provincial Sport Organizations and are outside Judo Canada’s jurisdiction. These 6 modules are:

- Development of Athletic Abilities;
- Injury Prevention and Recovery;
- Conflict Resolution;
- Drug Free Sport;
- Psychology of Performance and
- Coaching and Leadership.

These modules are obligatory for candidates for the Coach of Developing Competitor. These modules are delivered over 6 days in a multisport environment and can not be integrated into Sport Specific format.

TECHNICAL COURSE

Overview:

Coach of Developing Competitor _ prepares the individual to be a coach responsible for the

yearly training and monitoring of developing athlete in preparation for provincial/national competition.

The Judo Technical part of the Coach of Developing Competitor includes two modules:

- Performance Factors Analyzis – 16 hours in class (2 h.) and on the mat, weight training and field module;
- Performance Planning - 8 hours in class module;

Prerequisites:

- ☑ Minimum age of 21.
- ☑ Minimum rank of Shodan with a working knowledge of the judo techniques included in the Judo Canada syllabus (up to and including Shodan).
- ☑ Trained DI (or old Level 2).
- ☑ A letter of recommendation from the provincial/territorial association stating that the participant works with Developing Competitors at the Provincial level; and meets the technical requirements.
- ☑ Completion of the Multisport Comp.Dev modules.

PRACTICAL EVALUATION

Prerequisites:

- ☑ Minimum rank of Nidan.
- ☑ Certified DI (or old Level 2).
- ☑ Successful completion of the online “Making Ethical Decision” for candidates who are old Level 2.
- ☑ Successful completion of all Judo Specific Comp.Dev. modules.
- ☑ Coach athletes competing at the provincial or national level for 240 hours. Credit for practical hours begins only after completion of the Comp. Dev. Multisport and Judo Specific Modules

Evaluation:

The evaluation includes implementation and critical reflection on the yearly planning instrument designed and approved in the Performance Planning Module. Coaching skills assessment by Judo Canada or other authorized evaluator(s).

1. Assessment by standard track: 240 hours of coaching after the completion of Comp. Dev. Multisport and Judo Specific Modules (the candidate must submit documentation). Coaching hours must have begun with the start of the sporting season and include a maximum of 20 hours in practicum at provincial and national level competition with examples of feedback provided to athletes (minimum of 10 matches). Coaching at one provincial/national competition is equal to a maximum of 4 hours.
2. Judo resume including: rank, athletes trained, level of coaching, competitors and results.
3. Yearly planning instrument (could be the same as prepared for the Performance

- Planning Module for at least 1 athlete (of 16 years or older) or the candidate him/herself. The YTP must include samples of microcycles included within the season, with a specific description of objectives set for these training units.
4. One specific Technical /Tactical skill identified for correction must be described and a specific training program for a correction of this skill must be included in the Yearly Training Program. The correction program must span for the required length of time within the season and must show measurement procedures to assess progress of the training.
 5. The documentation will be reviewed by designated facilitator or evaluator and the recommendations to be ratified by a Judo Canada staff.

Formal in competition evaluation by a trained evaluator – format TBD.

Self-evaluation

- Written evaluation as to how the principles learned during the Comp. Dev. Learning experience have been applied in coaching and training programs with the athletes. Comment on the success of implementation and provide recommendations on how to improve.
- The feedback accumulated from coaching hours in competition must be submitted with the critical reflection on the YPI.

The evaluation process must be successfully completed within 24 months after completion of the Technical course.

A maximum of two attempts will be allowed to successfully complete the evaluation. After two failures, the participant will be asked to re-take the learning experience again.

LEVEL 4 & 5

Delivered only by NCIs in cooperation with Judo Canada; Judo Canada's recommendations are necessary for approval into the NCI; Judo Canada's recommendation does not imply that the coach will be working with the national team.

JUDO CANADA PROGRAM**Overview:**

The level 4/5 program prepares candidates for application of professional standards of coaching. Level 4/5 is designed on a 20-task credit system of which 12 must be completed for Level 4 certification and remaining 8 task for Level 5 certification.

Prerequisites:

Minimum age 24. Minimum rank Sandan . Candidates must be fully certified at Level 3, recommended to Judo Canada by his/her Provincial Association and approved by the Judo Canada NCCP chair prior to enrolling in the Level 4/5 program.

LIST OF TASKS

Task 1	(generic)	Energy System
Task 2	(generic)	Strength
Task 3	(judo-specific)	Judo Thesis on a topic to be approved by Judo Canada
Task 4	(generic)	Nutrition
Task 5	(generic)	Environmental Factors
Task 6	(generic)	Recovery and Regeneration
Task 7	(generic)	Mental Preparation for Coaches
Task 8	(generic)	Mental Preparation for Athletes
Task 9	(judo-specific)	Practical Coaching of advanced Techniques and Skills
Task 10	(judo-specific)	Analysis Of Advanced Biomechanical Principles in Dynamic Situations of Opposing Forces
Task 11	(judo-specific)	Practical Coaching of Advanced Strategies & Tactics.
Task 12	(generic)	Periodization
Task 13	(judo-specific)	Performance Factors
Task 14	(judo-specific)	Practical Coaching - Training Camp
Task 15	(judo-specific)	Practical Coaching - Competitive Tour
Task 16	(generic)	Long-term Development Plan for Athletes
Task 17	(generic)	Leadership
Task 18	(generic)	Enhance coaching performance
Task 19	(generic)	Understanding the Canadian Sport System
Task 20	(judo-specific)	Plan, implement and evaluate National Team Program

LEVEL 4 CERTIFICATION PREREQUISITES

The nine compulsory courses for Level 4 are:

Generic Tasks	1, 2, 7, 8, and 12
Judo-specific tasks	9, 11, 14 and 15

The remaining three courses are to be selected from the 20 task list. Exception to compulsory courses may be made under exceptional circumstances.

An oral defence of all tasks must be made to a panel of experts with a minimum of two identified by Judo Canada. The panel must include a representative from the NCI and the Chair of the NCCP.

EQUIVALENCIES FOR SPECIFIC TASKS:

Equivalencies for sport specific tasks may be considered by the Judo Canada NCCP only after the candidate successfully completes generic tasks # 1 and 12 .

LEVEL 5 CERTIFICATION PREREQUISITES

Remaining 8 tasks listed above.

LEVEL 4/5 EVALUATION

According to standards agreed upon between the National Coaching Institute and Judo Canada.

An oral defence of all tasks must be made to a panel of experts with a minimum of two identified by Judo Canada. The panel must include a representative from the NCI and the Chair of the NCCP.

MAINTENANCE OF CERTIFICATION PROCESS

1. The certification is valid for 5 years
2. Ethical Decision Making on –line course must be taken by all certified coaches at least once every 5 years.
3. To qualify for certification maintenance, the candidate must be active in the sport
4. To maintain his certification, the candidate must meet conditions specified in the Professional Development chapter below
5. If the professional development requirement is not met, the candidate will have to be re-evaluated in order to maintain his certification.
6. All records of Professional development participation and hours must be submitted by the facilitators/course conductors or P/T NCCP Chairs to Judo Canada, where the development activities records are kept.

PROFESSIONAL DEVELOPMENT

Implementation date: TBC- once the CAC database is able to record this information.

Professional development is required for coaches to renew “Certified” status in any context or gradation. Professional development requirements must be completed by the end of the period for which the certification is valid.

Judo Canada will determine whether coaches are required to complete professional development to renew “Trained” status.

Coaches are required to obtain a minimum number of Professional Development credits, dependent upon the context in which they are certified, and the Judo Canada determined period within which they must renew their certification.

	Minimum Professional Development credits required
Context (includes any gradation)	Certification validity is 5 years
Assistant	10 points
Instructor	20 points
Coach - Competition – Development	30 points

Professional Development credit is available in all of the following activity categories, within the limits described:

	Activity Category	Points	Limitations
Sport-specific	Active coaching	1 point/year for every season coached 1 point/year for Learning Facilitator or Evaluator activity	To a maximum of 5 points
	NCCP activity	5 points/module	No maximum or minimum
	Non-NCCP activity – Technical clinics and courses sanctioned Nationally	3 points for ~ a minimum of 3 of an activity. One activity can not be claimed for more than 3 points, regardless of its length.	No maximum or minimum
	Coach self-directed activity	3 points for the valid certification period – I.e. Saint John Ambulance;	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/module	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum for a single activity.	To a maximum of 50% of required PD credit for the context in a certification renewal period
	University Courses	TBD	

CAC will maintain, for the benefit of the NCCP Partners, a national list of multi-sport NCCP and non-NCCP activities that are eligible for Professional Development credit along with the corresponding credit for each activity.

Judo Canada will maintain and publish a list of activities that are eligible for Professional Development credit along with the corresponding credit for each activity. The list will identify:

- All sport-specific NCCP and non-NCCP activities for which the sport's coaches can claim credit.
- Any sport-specific NCCP or non-NCCP activities offered by another sport that the NSO chooses to recognize as Professional Development.
- All NCCP multi-sport activities.
- All non-NCCP multi-sport activities from the national list that the NSO chooses to recognize as Professional Development.

Judo Canada may designate a specific activity or activities as mandatory Professional Development in any context, but must also provide coaches in that context the opportunity to choose other activities to complete the remaining required professional development for the certification renewal period.

A coach must complete the required Professional Development within the valid certification period to renew their certification.

Only those professional development credits entered in a coach's record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.

Any of the NSO, P/TSO, P/TCR or individual coach may enter a Professional Development record in the NCCP Database; however the NSO will determine which of these means can be used in their sport to enter data on the Database.

All non-NCCP activity related to renewal of certification and Professional Development data entered on the Database will be subject to a user-pay system.

Certified (Renewed) status will be given only to those coaches who accumulate the required professional development credits with the current certification renewal period.

Failure to accumulate the required professional development credits within the specified time causes the coach's status to be changed to Certified (Not-Renewed).

Judo Canada will have the professional development policy approved as part of the Context Approval Process (CAP) for the context. The list of approved Professional Development activities will be published within a year of the CAC Database is functional at the Professional Development level – the old NCCP certified coaches are transferred into the new system.

A coach who completes the required Professional Development credits after the end date of the period for renewal of certification will achieve Certified (Renewed) status but the subsequent period for renewal of certification will begin on the original date by which the required Professional Development credits should have been complete.

Glossary:

Non-formal learning is any organized educational activity outside of the NCCP that provides learning opportunities for coaches. Examples include coaching conferences, seminars, apprenticeship programs, workshops, and clinics.

Informal learning is the lifelong process of acquiring knowledge, skills, attitudes, and insights through daily experiences and exposure to coaching and sport. Informal learning happens in a wide variety of settings including, previous experience as an athlete, informal mentoring, day-to-day coaching experiences, and interaction with peer coaches and athletes.

Self-directed learning occurs when the coach reflects upon their technical, practical, and critical coaching issues and determines how to overcome practical coaching dilemmas. Self-directed learning makes use of a wide variety of materials, including coaching and sports science manuals, books, journal articles, videos, and Internet sources, etc., that were created for the purpose of enabling learning.

Season of coaching is the normal coaching period for a context in a sport. It could be a partial year or a full year.

THE LEARNING FACILITATOR AND EVALUATOR PATHWAY

Assistant and Instructor courses

Eligibility

- Must meet minimum age, experience and qualification eligibility criteria as defined in the Judo Canada NCCP policy.
- Must be recommended by Provincial/Territorial Judo Association



Dojo Assistant Learning Facilitator/Evaluator

- Must be trained and after the due process, certified DA Learning Facilitator
- Must trained as DA/Instructor Evaluator
- Must assist in delivery of a Dojo Assistant Learning Experience or it's modules.
- Must arrange and deliver a Dojo Assistant Learning Experience.
- May evaluate candidates for a Dojo Assistant.
- Must update the CAC database accordingly.
- Maintenance – must conduct one Learning Experience at a minimum once every two years.



Dojo Instructor – Coach Introduction to Competition Learning Facilitator/Evaluator

- Must be trained and after the due process, certified DI Learning Facilitator
- Must trained and after the due process, certified DA/Instructor Evaluator
- Must take the Judo Canada Training Course for Instructor/Introduction to Competition Learning Facilitators/Evaluators
- Must arrange and deliver a Dojo Instructor Learning Experience.
- Must evaluate candidates for a Dojo Instructor.
- Must update the CAC database accordingly.
- Maintenance – must conduct one Learning Experience at a minimum once every two years.

Learning Facilitator for Coach of a Developing Competitor

- Master Facilitators for Canada are designated as LF's for the Comp. Dev.
- Must be recommended by Judo Canada
- Must be certified DI learning Facilitator
- Must have taken Multi-sport C
- Must take the Judo Canada Learning Facilitators Course for Coach of a Developing Competitor.
- Must arrange and deliver a Competition Development Learning Experience.
- Must evaluate candidates.
- Must update the CAC database accordingly.
- Maintenance – must conduct one Learning Experience at a minimum once every two years.

National and Provincial/Territorial MASTER Learning Facilitators

- A nomination for a National Master Learning Facilitator is made by Judo Canada.
- A nominated for a Provincial/Territorial Master Learning Facilitator is made by Judo Canada.
- Only a Certified Learning Facilitator (as of now DI - but the minimum requirement will increase with progression of implementation of the new NCCP), may be nominated.
- Master Learning Facilitators/Evaluators will be able to mentor on one on one basis, new Learning Facilitators/Evaluators on as needed basis. An individual training program of new Learning Facilitators must be approved by Judo Canada.

LEARNING FACILITATOR - RESPONSIBILITIES

Learning Facilitators/Conductor are those individuals who will be leading Technical NCCP courses and as such will:

Responsibilities:

1. Be responsible to deliver the courses as outlined in the Technical and LF/CC Manuals.
2. Prepare as necessary.
3. Attend training opportunities as indicated by the MLF
4. Must send the all course forms to the provincial NCCP chair and must keep a copy of the forms used for personal records.

LEARNING FACILITATOR – ASSISTANT AND INSTRUCTOR

COURSES or MODULES IDENTIFIED FOR THE DA and DI TRAINING

To obtain accreditation as a DA / DI Course Facilitator (CF) in Judo, the candidate must meet the following requirements:

1. Minimum age 24.
2. Minimum rank Nidan
3. Recommendation from the Provincial Association to Judo Canada for acceptance
4. Minimum level 3 NCCP certified; or a university degree in physical education / kinesiology or equivalent background and experience.
5. Must have passed the online “Making Ethical Decisions” component
6. A Master Facilitator recognized by Judo Canada will train and evaluate the Course Facilitators to complete their certification.
7. The material used during the DA/DI course will only be the CAC and Judo Canada approved materials. The material must be ordered from Judo Canada at least three weeks before the date of the course.
8. Must be a certified Facilitator for Multi-Sport A and/or Multi-Sport B if it is required by the CAC.

The Course Facilitator’s certification will be maintained by delivering a minimum of one DA/DI course per 2 years and by taking a professional development activity as per Judo Canada’s requirements once every quadrennial.

LEARNING FACILITATOR COMPETITION DEVELOPMENT

The Comp Dev facilitator is an instructor, administrator and facilitator. The candidate for must meet the following requirements:

1. Minimum age 26.
2. Minimum rank Nidan
3. Nomination by Judo Canada
4. The facilitator must be fully certified at one Level above the Level in which he/she intends to be accredited.
5. The candidate must have a minimum of 4 years coaching experience as a Level 3 coach.
6. Prior a Comp Dev learning experience, the facilitator must ensure that all course materials

are distributed to the registered participants in advance of the course.

7. The facilitator must arrange for facilities; audio/visual equipment and resources etc.
8. The facilitator must arrange when required for Sport Science Specialists and judo experts to present various section of this learning experience in accordance with the policies of Judo Canada (honoraria, expense...).
9. The presentation by expert groups must be co-ordinated, and supporting material must be duplicated and distributed to the class.

The facilitator must complete all NCCP form and Judo Canada expense form (if applicable).

MASTER LEARNING FACILITATOR

To obtain accreditation as Master Learning Facilitator (MLF) the candidate must meet the following requirements:

1. For National Master Learning Facilitator the candidate must be nominated by Judo Canada.
2. For a Provincial/Territorial MLF, the candidate must be nominated by Judo Canada or Provincial/Territorial Judo Association.
3. May be designated as Master Course Facilitators for specific designation – I. e. Master Learning Facilitator for Dojo Assistant and Dojo Instructor.
4. Minimum rank Yondan ,
5. Minimum level 4 NCCP certified; or if no such candidate is available in the Province or Territory, masters degree (preferably in Human kinetics)
6. For Provincial Appointments, Master Learning Facilitator must be approved by Judo Canada.
7. The candidate must be involved in training of all aspects of judo.
8. The MLF must organise and deliver (in cooperation with Judo Canada) one professional development activity for LF per quadrennial.

Master Learning Facilitator must deliver a minimum of one of each NCCP Learning Experiences for each context/level for which they are designated, per quadrennial

ADMINISTRATIVE ROLES AND RESPONSABILITIES

To guarantee that the Certification Program functions as smoothly as possible without duplication of effort, a recommended structure of roles and responsibilities for the administrators of the program at the Provincial Association level has been developed.

It is designed on the premise that the continued growth of Judo will eventually require that the work load be spread over more volunteers in an effort to prevent placing too many demands on a few individuals.

The structure defines the roles of the National Office, the Judo Canada NCCP chairman, the Provincial NCCP Chairman, and the Learning Facilitators.

The NCCP Committee for Judo Canada in consultation with the Executive of Provincial Associations will be responsible for the selection of one individual as the Provincial NCCP Chairman.

JUDO CANADA NCCP CHAIRPERSON

The National NCCP Chairman will administer and co-ordinate the implementation of the Judo Canada National Coaching Certification Program at the national level. Judo Canada NCCP Chair may be involved in the program as a Facilitator/Evaluator

Responsibilities

1. Work in partnership with the National Office to:
 - a) remain current with developments in the NCCP,
 - b) provide information and required reports on the implementation of NCCP, and
 - c) provide input into the development of the administration of the NCCP
2. Liaise with the Development Committee on NCCP matters in promoting the objectives, requirements and development.
3. Liaise with Judo Canada on available funds for NCCP courses, publicity, promotion and development.
4. Coordinate an annual publication of the National NCCP calendar specifying course dates, locations and assigned Learning Facilitators.
5. To determine the needs for training of LFs and MLF's. To evaluate the implementation of NCCP.
6. To ensure the standard of the NCCP is maintained.

PROVINCIAL NCCP CHAIRPERSON

The Provincial NCCP Chairman will administer and co-ordinate the implementation of the Judo Canada National Coaching Certification Program at the provincial level. This person may be involved in the NCCP as a LF/ Evaluator.

Responsibilities

1. Work in partnership with the National Office to:
 - a) remain current with developments in the NCCP,
 - b) provide information and required reports on the implementation of NCCP within his/her province, and
 - c) provide input into the development of the administration of the NCCP
2. Liaise with the Executive of the Provincial Association on NCCP matters in his/her province promoting the objectives, requirements and development.
 1. Ensure that a proper administrative support is provided to facilitators designated to deliver courses.
3. Liaise with the provincial government representative on available funds for NCCP courses, publicity, promotion and development.
4. Work with Master Learning Facilitators (MLF) to establish course dates, venues, and assignment of facilitators. To determine the needs for training of LFs. To evaluate the province's implementation of NCCP. To ensure the standard of the NCCP is maintained.
5. Liaise with LFs, on provincial governments activities, and provincial implementation procedures.
6. Will manage the provincial budget allocated to the provincial NCCP portfolio.
7. Provide the publicity and administration necessary to present courses.
8. Must forward all course forms received from LFs to the National Office and the National NCCP chair.

EQUIVALENCIES:

In accordance with recommendation of the CAC policy on equivalencies, Judo Canada will award the following:

1. level 1 NCCP certified coaches be granted DA certified status – Instructor to Beginners
2. level 2 NCCP certified coaches be granted DA certified status & DI certified status – Introduction to Competition, Instructor to Beginners and Instructor to Intermediate certified status.
3. coaches who took Theory AND Technical at any level, be granted a trained status at the module where both technical and theory were concluded; providing that the CAC database has this record as of the day of the transition from the old to the new NCCP.

*Judo Canada is still determining if a fee will be established for equivalency requests.

**Equivalencies for Current level 3 will be established once the CAC transition policy is in place.

PROGRAM CHALLENGE

* In the certification processes below, the NCCP committee reserves the right to review special cases.

- Challenges only exist to attain a “certified” status in the desired level. There are no challenges to attain the “trained” status.
- All program challenges must be submitted to Judo Canada with a non refundable fee. Judo Canada will select a certified evaluator.
- All challengers to DA and DI must submit a letter of recommendation from their sensei, or their Provincial/Territorial Judo Association. All challengers to level 3 must submit a letter of recommendation from their provincial association.
- All challengers must meet the prerequisites for the specific designation as defined in this policy.
- All challengers must successfully complete the Online “Making Ethical Decisions” component.
- All challengers will only have one attempt to successfully complete the challenge. After failure, the challenger will be required to take the course.
- The program challenge consists of a competency evaluation:
 - D.A. (\$200.00)
 - Must successfully complete the evaluation process as defined in this policy.
 - D.I. (\$ 300)
 - Must successfully complete the evaluation process as defined in this policy.
 - Level 3 (\$500.00)
 - Must successfully complete the evaluation process as defined in this policy.
 - An oral defence must be made to a panel of experts identified by Judo Canada at a time and location decided on by Judo Canada.

REVOKING CERTIFICATION

In certain circumstances, Judo Canada reserves the right to revoke the certification of the coach/instructor. Such circumstances include but are not limited to:

Breach of the Coach's code of conduct
Breach of the NCCP code of ethics
Breach of Judo Canada By-Laws

In cases where a formal complaint or observation is registered/shared with Judo Canada, an ad hoc committee will investigate. Judo Canada's Grievance and Appeal policy will apply.

A certification will only be deemed valid if the coach/instructor is a member in good standing with Judo Canada.

The Course Facilitator must keep a copy of the forms for his records.

COACHING ASSOCIATION OF CANADA FORMS

PROFILE FORM (green form) – TO BE UPDATED

The PROFILE FORM to be found at: www.coach.ca

1. Completed by the coaches
2. The PROFILE FORM is handed back to the Course Conductor
3. NCCP passport number should be recorded where possible
4. If the coach has moved since his/her last course, the new address must be entered.

COURSE REGISTER FORM

to be found at: www.coach.ca

The information contained in the COURSE REGISTER - WORKING COPY must be transferred onto this NCR Form.

1. It is very important to record all information
2. Indicate whether the coach has met the course requirements
3. The LF must clearly indicate what type and level of course was taught.
4. If the Practical component was integrated into the Technical course, the LF must ensure that this is clearly indicated in the COURSE REGISTER FORM by checking both Technical and Practical boxes
5. The section requesting information of the LF, along with the NCCP passport number must be completed.

COURSE FEEDBACK FORM (To be updated)

This form records the feedback from the coaches, relative to the course content, the course delivery itself, and the performance of the Learning Facilitator(s).

JUDO CANADA FORMS

COURSE NOTICE FORM; PROFESSIONAL DEVELOPMENT FORM;

"To ensure that quality of coaching education is not compromised, the facilitator to candidate coaches ratio can not exceed 1:20 in modules that require interaction on the mat and 1:25 in modules that take place in classroom setting.

NCCP courses must be organized on the pre-registration basis only and the registration deadline must allow advanced printing and delivery of manuals to candidate coaches. The registration of candidates will be done on a first come – first served basis"

This form should be prepared by the Provincial NCCP Chairperson and distributed throughout the Province, to regional associations, clubs, schools, universities, community centres, etc. The Provincial NCCP Chairperson should also send a copy to the Master Course Facilitator.

Course Notice Form

A Judo Canada _____ National Coaching Certification Course will be held:

Location:

City:

Date:

This course is _____ long. The registration fee is \$ _____ and must be
(# of hours)
received by _____ .
(deadline for registration)

The Course Facilitator(s) will be:

Those interested in attending the course should complete the Course Registration Form and return it, accompanied by cheque or money order payable to:

For more information, please contact:

Tel:

E-mail:

Further information concerning course agenda, accommodation and necessary equipment will be forwarded upon receipt of application.

(Signature of responsible person)

REGISTRATION FORM

1. This form is to be distributed by the Provincial/Territorial Certification Chairperson to all potential participants.
2. The participant in turn will complete the appropriate information and return the form with payment to the Provincial Certification Chairperson.
3. Prior to the clinic the registration form will be forwarded to the Course Facilitator.
4. The CF will use those form to fill out the Course Register - Working Copy and, after modifications, the Course Register form to be send to the Judo Canada Office.

*include the registration form.

REGISTRATION CONFIRMATION FORM

1. This form is to be distributed by the Provincial/Territorial Certification Chairperson to all registered participants.
2. The form must confirm the registration of the participant with date, time and location of the course.
3. The form must include a course outline and the material needed (judogi, pen, etc.)
4. This form should be sent at least a few days before the course as a form of preparation and reminder.

Judo Canada recommends that prices be adjusted as per the needs of sustainability and should be controlled by P/T judo associations.

RECOMMENDED PRICE/ FEE LIST

Price List	
Learning Experience Manuals	Judo Canada member
Dojo Assistant	\$50.00
Dojo Instructor	\$60.00
Competition Development	not needed
NOTE: Shipping cost will be added to all orders.	
Formal Evaluation	\$75.00
Certification Challenge	
Dojo Assistant	\$200.00
Dojo Instructor	\$300.00
Level 3/ or	\$500.00
Coach of Developing Competitor	
Suggested Prices	
Minimum Course fees	
DA	\$120.00 (course & book) + 75.00 (evaluation)
DI	\$180.00 (course & book) + 75.00 (evaluation)
Comp dev	\$250 + 100 evaluation
Level 4/5 Task	N/A
Wages recommended for Learning Facilitator/ Professional Development Course facilitator or conductors.	\$45 to \$50/hour
Participation fees for a Professional Development Activity	<ul style="list-style-type: none"> ○ Making Ethical Decision/ Safety/Liability (MED) – \$ 60 ○ Basic Judo Technical – Teaching&Learning Judo – \$100 ○ Lesson and Season Planning; basic nutrition – \$80. ○ U7/U9 (Active Start and Fundamentals Judo Programs – \$100. ○ U11/U13 – Learn to Train Judo Programs – \$100.
NOTE: Recommendations:	
1.	Course fees may be adjusted based on the actual cost to organize the course, so that these activities are not delivered at a deficit.
2.	Fees should include the cost of manual and all costs of running the course.
3.	Provincial/Territorial associations may deliver courses at a financial

loss if such an activity is considered essential to the future development of judo in a given region.

4. Travel and accommodation expenses of invited facilitator(s) can not be included in the honoraria and must be included in the financial report from the activity.
5. Short Financial report from the activity must be completed and communicated to Judo Canada.