

Dear Provincial and Territorial Sport Organizations,

The Shooting Federation of Canada is pleased to announce the long awaited release of the all-new, National Coach Certification Program (NCCP) Instructor Beginner (IB) rifle, pistol and shotgun context and courses that replace the old Level 1 Technical in each discipline. Work is underway on the Competition Development context which, once approved by the Coaching Association of Canada (CAC), will replace the old NCCP Levels 2 and 3 combined for all shooting disciplines.

What does this mean for your province or territory? The Shooting Federation of Canada (SFC) has selected and trained Master Coach Developers (MCD) in each of the three shooting disciplines. These Master Developers have a key role to play in the education of Learning Facilitators across Canada. You, the provincial/territorial sport organization (P/T), are responsible for the training of your own Learning Facilitators using SFC qualified Master Coach Developers. Information on the teaching of Learning Facilitators is standard among all sports in Canada, and once your P/T has trained Learning Facilitators, you will then be able to host NCCP coach courses using the most up-to-date curriculum.

Existing trained and certified coaches in your P/T under the old "NCCP" will be required to upgrade and obtain "Professional Development" points to retain coach status. We are currently working on these processes and will be sending out information as soon as it is ready. The new program is very extensive and it is highly recommended that any Level 1 who is actively coaching take the SFC Instructor Beginner course to become familiar with the latest advancements.

The base course fee for Instructor Beginner is \$100.00 per participant, payable to the Shooting Federation of Canada. The fee for an IB Evaluation is \$75.00, also payable to the SFC. Course materials will no longer be provided in printed form but rather in electronic format and must be ordered a minimum three weeks in advance of any scheduled facilitation to allow for mailing. Participants will be expected to sign a waiver stating that they will not further distribute SFC materials.

MCDs brought in by the P/T to deliver a Learning Facilitator course must be covered for the cost of travel, accommodation, paid a meal per diem and an honorarium of \$350.00 per day of instruction. These fees are the responsibility of the host province or territory. Learning Facilitators must maintain their Shooting Federation of Canada membership in order to deliver the program. Coaches seeking an Evaluation must have a current SFC membership at the time of the evaluation.

What follows is the new criterion for becoming a Learning Facilitator, a Coach Evaluator and a Coach under the new SFC IB context and program. We hope that this synopsis is informative to your organization. Please do not hesitate to contact Chantel Spicer, SFC Volunteer Coaching Coordinator by email to [chantelspicer@shaw.ca](mailto:chantelspicer@shaw.ca) or by phone to (250) 418-5390 should you have any questions or concerns or wish to explore hosting a course in your region.

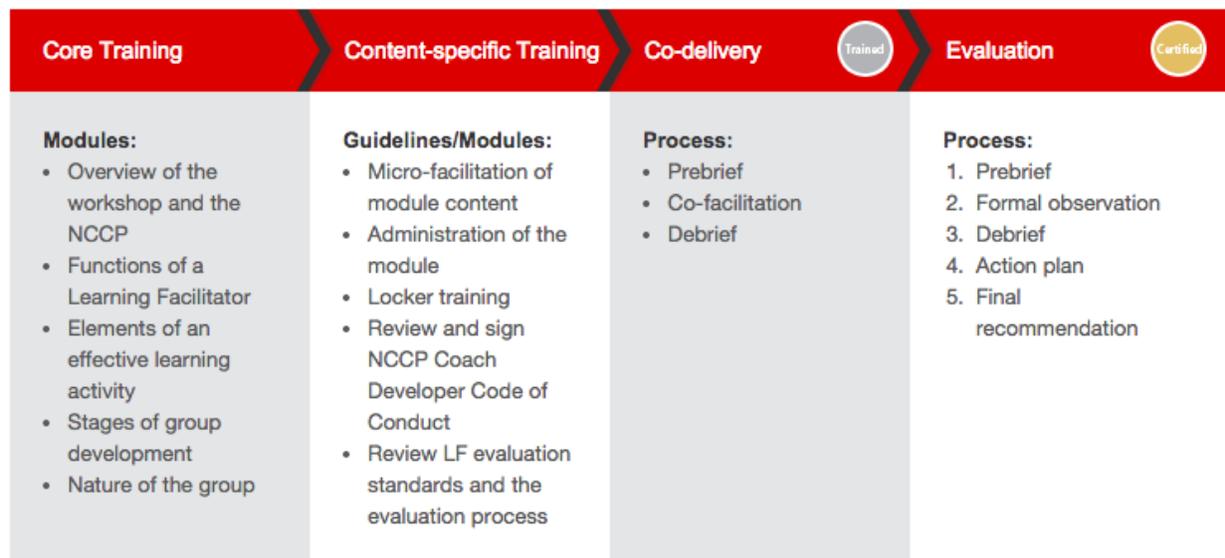
# Learning Facilitator

Every NCCP workshop is led by a trained Learning Facilitator (LF) who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants.

The goal of an LF is to effectively facilitate sessions that result in the development of coaches who are able to demonstrate their abilities and meet the standards established for certification. An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

## How to Become a Learning Facilitator

All Learning Facilitators complete the following steps:



For more information please visit: <http://www.coach.ca/learning-facilitator-p156718>.

## Selecting Learning Facilitators

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators.

It is recommended that Learning Facilitators are:

- Trained or certified in the context they are delivering in;
- Good communicators: have the ability to speak clearly and communicate professionally;
- Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
- Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- Good organizers: are well prepared, organized, and professional;
- Also: approachable, ethical, responsible, and self-confident.

It is recommended that Learning Facilitators have the following sport-specific experience, background, and abilities:

- Recognised as a national or provincial leader in coaching education
- Excellent facilitation skills

- Sound, advanced technical knowledge of the discipline's equipment (i.e. firearms)
- Strong advocate of the new NCCP
- Positive attitude and ability to work constructively with others
- Previous teaching/facilitating experience
- Instruction – Beginner or Level 2 certified coach with a minimum 5 years coaching experience in a specific shooting discipline
- Completion of Multi-Sport Module A: (MED, Plan a Practice and Nutrition) and MED on-line evaluation.

## **Responsibilities of the Learning Facilitator**

### **1. Planning, Preparation and Follow-up**

- communicates with host organisation to establish parameters of workshop
- communicates with host organisation and SFC to ensure all candidates are SFC members
- arrives at workshop venue prepared with necessary materials and equipment
- inspects workshop venue, including range, to ensure equipment is appropriate, in place and functioning correctly
- completes and distributes administrative material at the completion of the workshop

### **2. Leading and Communicating**

- draws clear links between each learning activity and the desired coaching outcome
- presents situations clearly and guides participants through the problem solving process
  - allows participants to solve the problems presented in the workshop
  - identifies key issues in a given situation and structures the environment to permit a process of guided discovery
  - allows instructors to attempt to solve a problem before exposing them to a referenced solution
  - checks for understanding of the presented material
- manages group discussions by:
  - ensuring all participants are working on task
  - reminding participants to use their present coaching situation as a point of reference
  - ensuring that all participants have the opportunity to discuss and exchange ideas
  - structuring the time and environment to ensure that there are little or no periods of inactivity
  - limits interventions to answering questions, clarifying a task, referencing material or providing instruction
  - generating enthusiasm in the assigned activities
  - working collaboratively with participants to generate ideas
- intervenes in group discussions only in the following situations:
  - the discussion is off topic

- the discussion is being led by one person
- the conclusions being reached are incorrect (contrary to the reference material)
- the group is at an impasse
- the group is ready for the next task
- attempts to learn the names of all participants, and addresses each participant by his/her name
- listens actively and effectively
- articulates ideas clearly and concisely
- draws on the prior experience of the group

### **3. Valuing and Modelling**

- Understands and clearly articulates the NCCP Code of Ethics
- Understands and clearly articulates the philosophy of the NCCP
- Uses non-discriminatory, non-sexist and inclusive language
- Shares attention among all participants in the workshop
- Develops a working relationship with participants and demonstrates an awareness of the leadership role of a LF
- Promotes the value and quality of NCCP certification
- Promotes personal and professional development for instructors
- Willing to accept constructive criticism
- Willing to provide feedback toward the ongoing development of the workshop materials
- Assesses others fairly and accurately
- Seeks to continue improving LF skills, and pursues ongoing development opportunities
- Behaves in a professional manner throughout the workshop
- Dresses appropriately for facilitating a workshop

### **4. Programme and Subject Matter Expertise**

- Understands and can clearly articulate the structure of the NCCP and the SFC NCCP Coach Development model
- Understands and can clearly articulate the coaching outcomes for which the workshop was designed
- Is able to assess where participants fit within the SFC coaching model, and to give advice on further coaching development
- Can apply the content of the reference material in a practical sense
- Can relate the safety issues in Shooting
- Can relate the athletic abilities to the requirements of Shooting
- Understands the growth and development guidelines as they relate to Shooting, using the SFC's LTAD model phases for this context
- Understands the stages of skill development in Shooting in the I-B Context

## 5. Technology

- Is familiar with and can use technologies, overhead projector, computer-projected image technologies and computer/internet system if appropriate

### Core Training

Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

### Content-specific Training

Content-specific Training is a mandatory component of training for Learning Facilitators. Content-specific Training will include a micro-facilitation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training.

Content-specific Training will also include:

- Content-specific Training is a 2-3 day training to prepare Learning Facilitators for the content they will deliver.
- Micro-facilitation of program content

### Co-delivery

All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own.

Co-facilitation should occur within 6 months of Content-specific Training.

Co-facilitation is part of training and therefore the person being trained will not be paid.

A Learning Facilitator candidate may be required to co-facilitate a workshop a number of times before facilitating a workshop on their own.

### Evaluation

All Learning Facilitators must be evaluated to become certified Learning Facilitators.

Learning Facilitators should be evaluated within two years.

Learning Facilitators will be evaluated *either in person (ideal) or by video submission*.

Learning Facilitators will be evaluated against the CAC Learning Facilitator Outcomes, Criteria, and Evidence.

All Learning Facilitators must complete the Make Ethical Decisions online evaluation.

### Maintenance of Certification

All Learning Facilitators are required to attain 20 Professional Development (PD) points over 5 years to maintain their certification. Professional Development points will be discussed with each province as we are still working on finalizing this phase of the implementation.

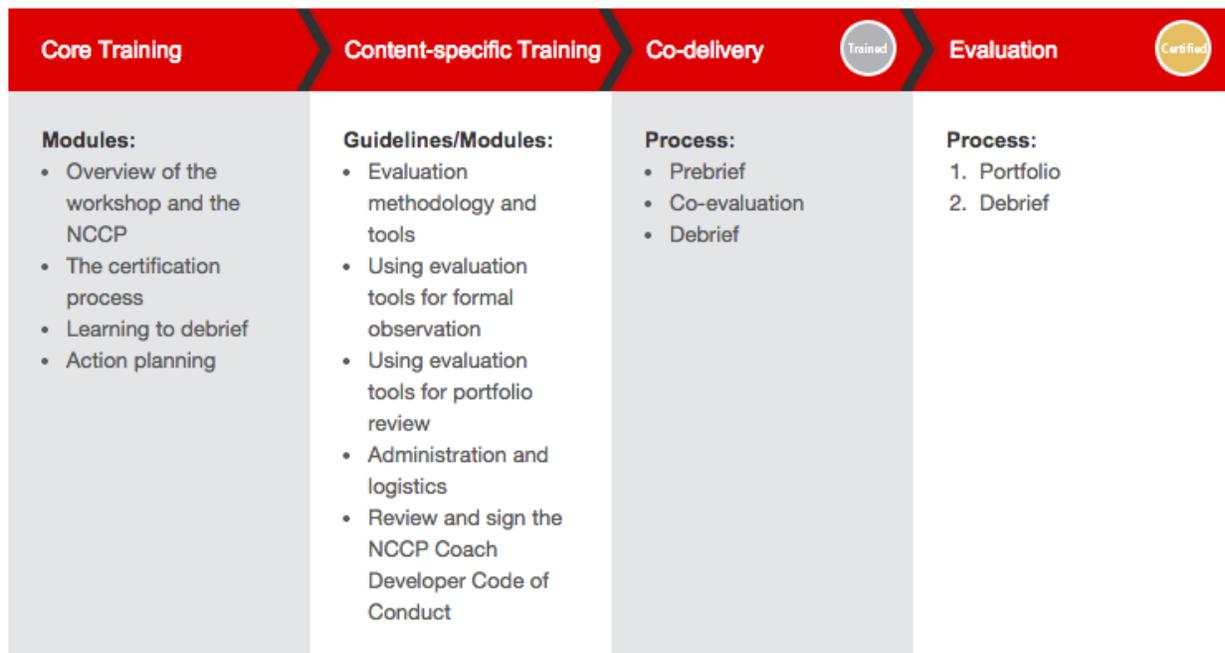
# Coach Evaluator

A Coach Evaluator's role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidence that comprise the evaluation tools that establish NCCP standards for coaches of a particular sport context.

Coach Evaluators act as ambassadors of the NCCP and as a resource to coaches seeking to augment and validate their coaching abilities.

## How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:



For more information please visit: <http://www.coach.ca/coach-evaluator-p156721>.

## Selecting Coach Evaluators

The success of any evaluation program rests to a large degree on the quality of the individuals selected as Coach Evaluators. Clearly, it is critical that quality control be exerted when appointing someone as a Coach Evaluator, as not everyone possesses the experience, skills, or attitudes to be effective in this position.

It is recommended that Coach Evaluators have:

- a minimum of 3 years of coaching experience in the context in which evaluation takes place;
- successfully completed the NCCP Make Ethical Decisions training and/or evaluation requirements;
- credibility with their peers;
- high ethical standards and leadership skills;
- a desire to see the coach certification system as well as the sport grow;
- time and energy to commit to the evaluation process;
- proven guiding and facilitation skills;

- the ability to be critically reflective and ask questions; and
- the ability to listen actively to the candidate.

Although desirable, it is not critical that the Coach Evaluator have a higher position and significantly greater coaching experience than the candidate.

It is recommended that Coach Evaluators have the following sport-specific experience, background, and abilities:

- Same as LFs noted in 4.2.2

### **Core Training**

Core Training for Coach Evaluators is a mandatory component of training for Coach Evaluators. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

### **Content-specific Training**

Content-specific Training is a mandatory component of training for Coach Evaluators. Content-specific Training will include a micro-evaluation component, using sport-specific evaluation tools.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* during Content-specific Training.

Content-specific Training will also include:

- Content-specific Training is a 3-4 day training to prepare Coach Evaluators for the tools they will use in evaluation.

### **Co-delivery**

All Coach Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own.

Co-evaluation should occur within <x weeks> of Content-specific Training.

Co-evaluation is part of training and therefore the person being trained will not be paid.

A Coach Evaluator candidate may be required to perform co-evaluation a number of times before performing an evaluation on their own.

### **Evaluation**

All Coach Evaluators must be evaluated to become a certified Coach Evaluator.

Coach Evaluators should be evaluated within two years.

Coach Evaluators will be evaluated by submitting a portfolio.

All Coach Evaluators must complete the Make Ethical Decisions online evaluation.

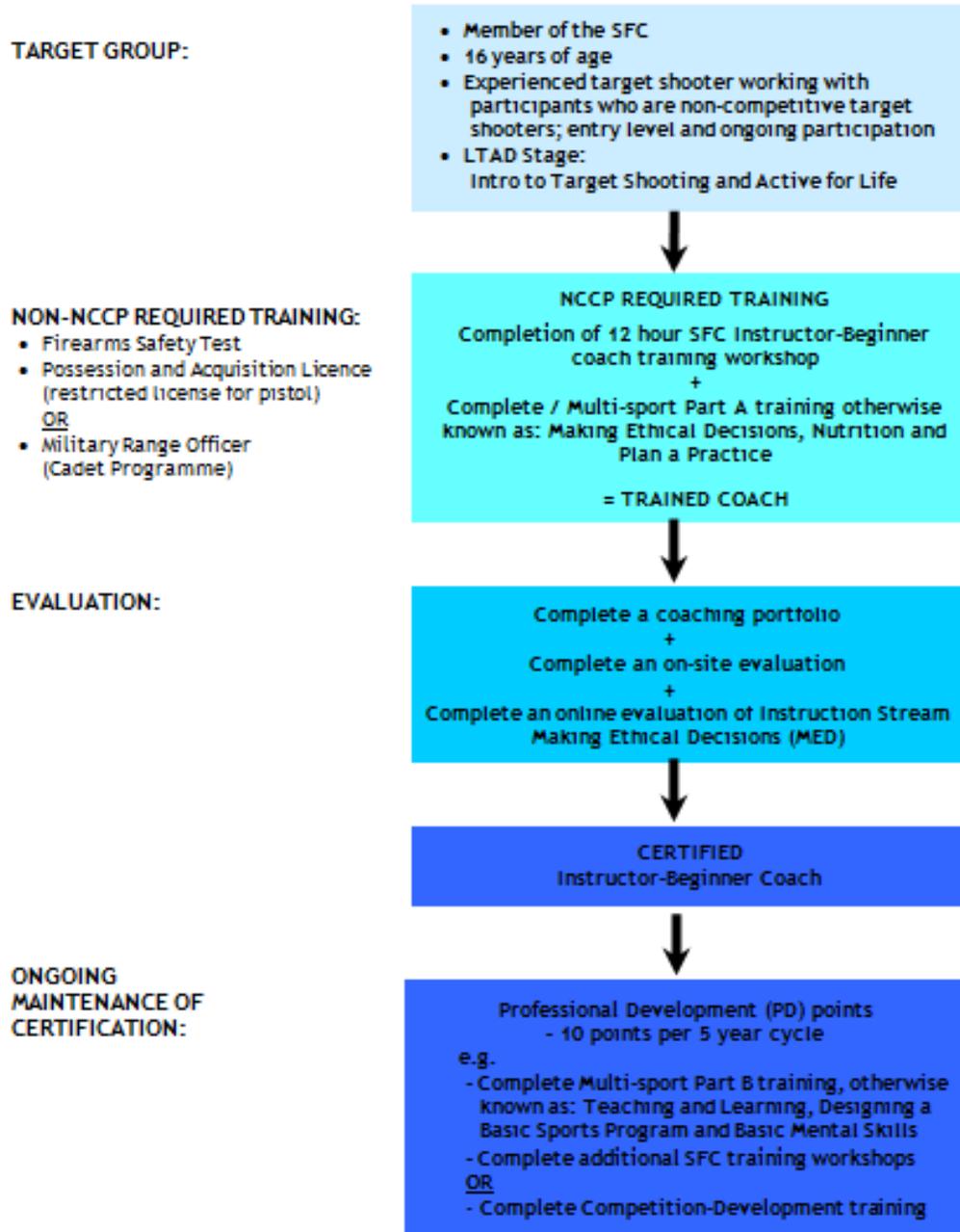
### **Maintenance of Certification**

All Coach Evaluators are required to attain 20 PD points over 5 years to maintain their certification. Professional Development points will be discussed with each province as we are still working on finalizing this phase of the implementation.

## Selecting Coaches for your provinces shooting disciplines.

The following is the coach pathway for Instructor Beginner certification. Coaches must be registered with the Coaching Association of Canada and have a valid coach certification number prior to registering.

### COACH TRAINING AND CERTIFICATION PATHWAY FOR SHOOTING SPORTS: INSTRUCTOR-BEGINNER CONTEXT



## MAKE ETHICAL DECISIONS (MED)



By successfully completing the Make Ethical Decisions workshop you will be fully equipped to handle virtually any ethical situation with confidence and surety.

MED is one of the NCCP's cornerstone workshops, and leaves coaches with no doubt as to what to do when the going gets tough.

Upon completing the MED module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications; and
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics.

## PLANNING A PRACTICE



The Planning a Practice module will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you've designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan; and
- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

## NUTRITION



After taking the Nutrition module you will be able to:

- determine if foods and beverages consumed by your athletes before, during and after training are adequate;
- offer suggestions for more suitable food and beverage alternatives when necessary; and
- gain a better understanding of the best way to promote healthy food choices that are consistent with basic sport nutrition principles to both athletes and their parents.