



MEMO

To : All Provincial & Territorial Associations and Cycling Centers

From : Mathieu Boucher, Director, Development

Date : July 27, 2010

Object : "Challenge" evaluation for NCCP Ready to Race Introduction to Competition Context

This memo outlines the current process and fees for attempting "challenge" evaluation for certification in the NCCP Ready to Race! Introduction to Competition context. The process is subject to change as we continue to develop the program with our PSO partners.

About "Challenge" Evaluation for Certification:

All coaches, to be certified in NCCP competition-stream contexts (e.g. Introduction to Competition) are required to successfully complete an evaluation process. Usually this follows completion of the learning workshops. If the coach feels they have all the experience, knowledge and skill to successfully complete evaluation without taking one or more workshops, they may request a "challenge" evaluation. **Coaches choosing this option should understand they face a higher risk of not being successful in the evaluation.**

Evaluation in Ready to Race! Introduction to Competition has three parts:

- (a) Successful completion of the Make Ethical Decisions (MED) on-line evaluation at the Coaching Association of Canada (CAC) website:
<http://nccpeval.coach.ca/production/med/e/index.asp?Language=English>
- (b) Completion of a Portfolio of written work based on the content of the Ready to Race! Introduction to Competition learning workshops, which is then reviewed by an Evaluator.
- (c) Completion of a final evaluation at a competition.

Process for "Challenge" Evaluation

1. The coach applies for challenge evaluation by sending the challenge form (attached) and fee to the CCA office. The Director of Development reviews the form and makes recommendations to the applicant. At this point, on receiving the recommendations, the applicant may (a) withdraw his/her application and receive a refund of fees or (b) decide to proceed with the evaluation.
2. If the coach decides to proceed, the CCA will send a Ready to Race! Coach Portfolio booklet to the coach (paper or electronic copy at the coaches' request). The CCA will also appoint an Evaluator and provide this contact information to the coach. The coach has 60 days from the date the Portfolio is sent to complete it and send it to the designated Evaluator.
3. When the Portfolio work is rated "complete" by the Evaluator, and when the coach has achieved a successful MED result, he/she may proceed to final evaluation. The coach and CCA will identify and agree on a competition at which the coach may be evaluated,



and then an Evaluator will be appointed. This must occur within one year of the coaches' initial application.

4. When the coach successfully completes the final evaluation, he/she is eligible for certification as a Ready to Race! Introduction to Competition coach.
5. Upon certification, all Ready to Race! Introduction to Competition coaches have three years to complete prescribed professional development tasks and activities to maintain certification.

How Does Evaluation Work?

- (a) First complete the Make Ethical Decisions (MED) on-line evaluation is completed at the Coaching Association of Canada (CAC) website:
<http://nccpeval.coach.ca/production/med/e/index.asp?Language=English>
Please note that this portion is mandatory and is conducted exclusively at the CAC website. Coaches should follow the instructions carefully. On completion the coach is given a percent score. The coach has two attempts to attain a successful score, after which he/she must take a MED workshop prior to attempting the evaluation again.
- (b) Complete a Portfolio of written work based on the content of the Ready to Race! Introduction to Competition learning workshops is then reviewed by an Evaluator. The Evaluator may either rate the Portfolio complete and return it with comments (successful result) or rate it incomplete and return it for revisions. In this case the coach has 30 days to make the changes and have the Evaluator rate the Portfolio "complete".
- (c) Completion of a final evaluation at a competition. To proceed to the final evaluation, the **MED result must be successful and the Portfolio must be complete**. In the final evaluation, the Evaluator will observe the coach interacting with his/her athletes and will look for specific coach competencies (actions, behaviors, and skills). If the coach meets all minimum standards, the Evaluator will hold a debriefing discussion with the coach and mark the coach as "passed". If the coach is below standard in any evaluated area, the Evaluator inform the coach and provide constructive feedback, and the coach will have to re-attempt evaluation at a later date.

How Do I Know What is Being Evaluated?

The Ready to Race! Coach Portfolio contains examples of the evaluation forms which will be used by the Evaluator. The forms clearly show the minimum standard for each task. The objective of evaluation is not to "fail" the coach but to provide additional learning and feedback to help you become a better coach. At the same time, you must meet the minimum standards and must complete evaluation within the specified time to become a certified coach.

What is the Fee?

The current fee for "challenge" evaluation is \$175. This covers the work of the Evaluator in assessing the Portfolio and in conducting the final evaluation, as well as administrative costs.



Cycling Ready to Race! Introduction to Competition NCCP - "Challenge" Evaluation Application

Prêt pour la course! Programme NCCP d'initiation à la compétition- Application « Défi » de l'évaluation

Contact information / Information personnel

Date _____

Name / Nom _____

CC number / # PNCE _____

Address / Adresse _____

City / Ville _____

Zip Code / Code postal _____

Provinces / Province _____

Education / Études

University / Université _____

NCCP certification / Niveau de certification _____

Other qualifications / Autres qualifications _____

Years of coaching expériences / Années
d'expériences comme entraîneur _____

why you are applying for « challenge »
evaluation / Pourquoi appliquez-vous pour
"défier" l'évaluation _____

Payment / Paiement _____ Signature _____

We will continue to keep our partners informed as this work progresses.

Mathieu Boucher

Canadian Cycling Association

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