



PORTFOLIO EVALUATION

Portfolio – Micro-cycles

Scoring Guide: 1: Not sufficient, 2: Needs Improvement, 3: Meets Standard, 4: Exceeds Standard

The Coach is able to . . .	Mark/ Debrief	Comments
Provide 1 micro-cycle each from Specific Preparation and Competition phases of training		
Identify where micro-cycles fit into the annual plan		
Plan activities are appropriate to the identified phase of the training plan		
Demonstrate that the training sessions in the micro-cycle are sequenced to account for anticipated fatigue levels (i.e. endurance activities are not done before speed), recovery between workouts and competitions		
Demonstrate that recovery and regeneration practices are built into the weekly plan		
Demonstrate that training activities are appropriate for the age and training experience of the athlete (SFC LTAD guidelines are followed)		
Plan training for the following areas (speed, strength endurance, balance , aerobic conditioning , flexibility and skill) so they are correctly developed and maintained for the specific event group		
Develop physical, technical and mental skills progressively, leading to the effective execution of the event in competition.		
Needs Improvement: 8-21 Certified: 21-32		

Portfolio – Final Phase Preparation (last 2 weeks preceding most important competition)

Scoring Guide: 1: Not sufficient, 2: Needs Improvement, 3: Meets Standard, 4: Exceeds Standard

The coach is able to . . .	Mark/ Debrief	Comments
Produce the micro-cycles for the last 2 weeks preceding the key competition for the year. The plan must be developed for a specific athlete		
Identify the key competitions for the year in the annual plan.		
Identify competitions where final phase preparation will be tested		
Describe the competition/training activities for the last two weeks preceding the most important competition identified in the annual plan		
Adapt activities for tapering and peaking using the following principles: Training volume is reduced; Sufficient volume of high intensity training is maintained; Fatigue generated in training sessions is reduced; Maintenance/slight reduction in the frequency of training sessions; Activities performed are specific to the athlete's event		
Identify a specific strategy to manage nutrition, hydration and mental preparation in the two weeks preceding the identified competition		
Needs Improvement: 6-15 Certified: 16-24		



PORTFOLIO EVALUATION

Portfolio – Manage a Sport Program

The coach is able to . . .	Checklist	Comments
Provide a communication tool which outlines the philosophy and the outcomes of the program		
Demonstrate how athlete's privacy is considered and communication only includes relevant stakeholders.		
Provide a schedule of training and competition to athletes, parents, assistant coaches and other stake holders (IST)		
Identify expectations for behavior and commitment and consequences for breeches in behavior		
Show a plan for logistics for away competitions (travel arrangements, food, chaperones, etc.)		
Present a plan to meet periodically with athletes (and other stakeholders – parents/club officials if applicable) to athlete progress (based on testing, workouts and competition results)		
Present evidence of a debriefing session or interview with the athlete (and other stakeholders – parents if appropriate) to discuss goals and progress towards them		
5 of 7 element must be present for certification		

Portfolio – Leadership Plan

The leadership plan . . .	Checklist	Comments
Implements a team-building strategy.		
Assists the athletes or the group of athletes learn the skills, tactics, or strategies.		
Assist athletes or the group in the process of achieving their goals.		
Fosters collaboration by building trusting relationships.		
Strengthens others by assisting them with self-determination and strategies to increase their confidence.		
Provides a clear and concise message that athletes and their supporters understand.		
5 of 7 elements must be present for certification		



PORTFOLIO EVALUATION

Portfolio – Focusing Plan

The coach is able to . . .	Checklist	Comments
Visualisation		
Identify the visualisation exercise that are planned throughout the season		
Identify the visualisation exercises that are planned for use in competition settings		
Identify the specific visualisation activities in the Debrief as needed, for example: examples of visualisation activities include visualising a daily activity, an element of performance, an entire event, etc.		
DISTRACTION CONTROL		
Demonstrate that arousal control exercises are planned throughout the season.		
Demonstrate that arousal control exercises are planned for use in competition settings.		
Identify the specific arousal control activities in the Debrief.		
Demonstrate that the arousal control plan is realistic		
GOAL SETTING		
Demonstrate the use of performance and outcome goal-setting and coping strategies in their program		
Demonstrate that the athletes that have done the goal setting, not the coach		
Demonstrate their plan to review the goals throughout the season		
Show that the goals are specific and measurable		
Debrief Performance		
Demonstrate his / her plan for debrief of the athletes performance.		
Identify key questions they would ask as part of the debrief (see examples that follow this table)		
For Certification: 1 evidence from each area and 10 of 18 overall		

Scoring Summary

	Required for Certification	Coach Score
Emergency Action Plan	Pass	
General Portfolio Overview	Pass	
Annual Plan	Pass	
Micro-cycles	21-32	
Final Phase Preparation	16-24	
Manage a Sport Program	5	
Leadership Plan	5	
Focus Plan	10	
Arousal Control	Pass	
Coping Strategies	Pass	

/END