



Competition - Development Shotgun Portfolio #2 Evaluation Tool



Task Name / MSM Assignments	Document to find Task	Page	Task Description	Projected Task Due Date	Completed Incomplete	Date
Emergency Action Plan – in Competition	Shotgun Portfolio Evaluation Tool	2	Part 1b 9 tasks			
Annual Plan		3	Part 3a tasks 1-10			
	Micro-cycles	4	Part 3b tasks 1-8			
	Final Phase Taper	4	Part 3c tasks 1-5			
Manage a Sport Program	5 of 7 element must be present for certification	5	Elements 1-7			
Coach Leadership Skills Plan	5 of 7 element must be present for certification	5	Part 5a Elements 1-6			
Psychological Preparedness	1 evidence from each area	6	Part 5b Goal-setting 1-3; Debrief Performance 1-2			
	Coach Workbook	51-52 56-63	All remaining exercises			
Workshop #2 Assignments	Coach Workbook	64-67	Coach Department			
	Coach Workbook	35-47	1 Trap drill <u>or</u> 4 Skeet drills			

MSM needed to continue to Workshop #2		These must be completed when Portfolio #2 is submitted				
Making Ethical Decisions	Assignments during MSM workshop		on-line evaluation			
Managing Conflict	Assignments during MSM workshop		on-line evaluation			
Leading Drug-Free Sport	Assignments during MSM workshop		on-line evaluation			
Psychology of Performance						

MSM needed to continue to Evaluation		These may/may not be completed when Portfolio #2 is submitted				
Performance Planning	Assignments during MSM workshop					
Advanced Practice Planning	Assignments during MSM workshop					
Coaching & Leading Effectively	Assignments during MSM workshop					
Prevention & Recovery	Assignments during MSM workshop					
Developing Athletic Abilities	Assignments during MSM workshop					
Manage a Sport Programme	Assignments during MSM workshop					

SHOTGUN PORTFOLIO #2 EVALUATION

Coach Surname:	First Name:	NCCP #:	
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Note to Evaluator: Transfer totals to Summary page for final overall assessment

Part 1b Emergency Action Plan IN COMPETITION

	The coach is able to . . .	Check List	Comments
1	Identify the location of telephones (land or cell phones)		
2	Identify the list of the Emergency phone numbers		
3	Identify the location of medical profiles for each athlete if applicable		
4	Identify the location of fully stocked first-aid kit identified		
5	Identify the call person and the control person		
6	Identify First Aid personnel (if present)		
7	Identify evacuation route		
8	Directions to reach the activity site are provided		
9	Protocol for securing firearms during an emergency (if applicable to the discipline)		
	<u>All</u> elements must be present for certification		Complete Incomplete (circle)

SHOTGUN PORTFOLIO #2 EVALUATION

Coach Surname:	First Name:	NCCP #:	
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Part 3a ANNUAL PLAN

	The coach is able to . . .	Check List	Comments
1	Present an annual plan that outlines the following:		
2	The plan must be developed for a specific athlete		
3	Weeks in the programme		
4	Loading		
5	Competitions		
6	Training Priorities		
7	Peak(s)		
8	Baseline Testing and re-testing Dates	physical	
8a	Administered by a family doctor or other professional	vision	
8b	Administered by a family doctor or other professional	medical	
8c		technical	
8d	Tournament simulation, etc.	field tests	
8e	Psychological preparedness (see Part 5b)	mental	
9	Recovery Periods		
10	Phases of training (general prep, specific prep, competition, transition/recovery) – specific dates should be outlined		
	<u>All</u> elements must be present for certification		Complete / Incomplete (circle)

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Part 3b MICRO-CYCLES

Scoring Guide: **1:** Needs Improvement, **2:** Meets Standard, **3:** Exceeds Standard

	The Coach is able to . . .	Mark/ Debrief	Comments
1	Provide 1 micro-cycle each from Specific Preparation and Competition phases of training		
2	Identify where micro-cycles fit into the annual plan		
3	Plan activities are appropriate to the identified phase of the training plan		
4	Demonstrate that the training sessions in the micro-cycle are built into the plan for anticipated fatigue levels, recovery between workouts and competitions and reflect the annual plan's goals		
5	Demonstrate that recovery and regeneration practices are built into the weekly plan		
6	Demonstrate that training activities are appropriate for the age and training experience of the athlete (SFC LTAD guidelines are followed)		
7	Plan training for the following areas (strength endurance, balance, aerobic conditioning, flexibility, skill and response time when applicable) so they are developed and maintained correctly for the shooting discipline		
8	Develop physical, technical and mental skills progressively, leading to the effective execution of the event in competition.		
Certified: Total score range of 16-24 points			

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Part 3c FINAL PHASE PREPARATION (last 2 weeks preceding most important competition)

TAPER

Scoring Guide: 1: Needs Improvement, 2: Meets Standard, 3: Exceeds Standard

	The coach is able to . . .	Mark/ Debrief	Comments
1	Identify the key competition(s) for the year in the annual plan.		
2	Identify competitions where final phase preparation will be tested		
3	Produce the micro-cycles for the last 2 weeks preceding the key competition for the year, describing the competition/training activities.		
4	Adapt activities for tapering and peaking using the following principles: <ul style="list-style-type: none"> ➤ Training volume is reduced ➤ Sufficient volume of high intensity training is maintained ➤ Fatigue generated in training sessions is reduced ➤ Frequency of training sessions is maintained ➤ Activities performed are specific to the athlete's event 		
5	Identify a specific strategy to manage sleep, nutrition, hydration and mental preparation in the two weeks preceding the identified competition		
	Certified: 10-15		

PORTFOLIO #2 EVALUATION

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PART 4 MANAGE A SPORT PROGRAMME

	The coach is able to . . .	Check List	Comments
1	Provide a communication tool which outlines the philosophy and the outcomes of the programme		
2	Demonstrate how athlete’s privacy is considered and communication only includes relevant stakeholders.		
3	Provide a schedule of training and competition to athletes, parents, assistant coaches and other stake holders(IST)		
4	Identify expectations for behaviour and commitment and consequences for breeches in behaviour		
5	Show a plan for logistics for away competitions (travel arrangements, food, chaperones, etc.)		
6	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)		
7	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		

Part 5a COACH LEADERSHIP SKILLS PLAN

	The leadership plan . . .	Check List	Comments
1	Implements a team-building strategy.		
2	Assists the athletes or the group of athletes learn the skills, tactics, or strategies.		
3	Assist athletes or the group in the process of achieving their goals.		
4	Fosters collaboration by building trusting relationships.		
5	Strengthens others by assisting them with self-determination and strategies to increase their confidence.		
6	Provides a clear and concise message that athletes and their supporters understand.		
	4 of 6 elements must be present for certification		

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Part 5b

PSYCHOLOGICAL PREPAREDNESS PLAN

GOAL SETTING			
1	Demonstrate the use of performance and outcome goal-setting and coping strategies in their programme		
2	Demonstrate that the athlete that was involved with the goal setting, not just the coach		
3	Demonstrate the plan's goals were reviewed throughout the season		
	Show that the goals are specific and measurable		
DEBRIEF PERFORMANCE			
1	Demonstrate plan to debrief athlete's performance effectively.		
2	Identify key questions the coach would ask as part of the debrief		
For Certification: 1 evidence from each area and 10 of 13 overall			

Coach Surname:	First Name:	NCCP #:	
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SCORING SUMMARY

PART		Required for Certification	Coach Score
1b	Emergency Action Plan IN COMPETITION	Complete all	
3a	Annual Plan	Complete all	
3b	Micro-cycles	16-24	
3c	Final Phase Preparation - Taper	10-15	
4	Manage a Sport Programme	5	
5a	Coach Leadership Skills Plan	5	
5b	Psychological Preparedness Plan	10	
	Psychological Preparedness Plan – Goal-setting	4	
	Psychological Preparedness Plan – Debriefing		

<i>Recommendation</i>			
	Another evaluation needed		Credit towards certification
Evaluator Summary		NCCP #:	
Signed		Date	
Evaluator			
	Surname	First Name	