

Task Name	Document to find Task	Page	Task Description	Projected Task Due Date	Completed Incomplete	Date
Emergency Action Plan – in-Practice	Pistol Portfolio Evaluation Tool #1	2	8 tasks			
Coach Philosophy	Evaluation Tool #1	2	Complete Part 2a			
Portfolio General Overview	Evaluation Tool #1	3	Complete Part 2b			
Psychological Preparedness	Evaluation Tool #1	5	Part 5b Visualisation 1-3; Arousal Control 1-4			
	& Coach Workbook	66-74	6.1-6.6 All exercises completed			
Workshop #1 Assignments	Coach Workbook	05-28	Analyze Performance–3 Events			
	Coach Workbook	35-42	Athlete Inventory			
	Coach Workbook	48-58	1 General Drill			
	Coach Workbook	59-64	2 Event-specific drills			
	Coach Workbook	77	Role of the Coach Scenario			

MSM needed to continue to Workshop #2		These may or may not be completed when Portfolio #1 is submitted				
Managing Conflict	Course assignment		on-line evaluation			
Leading Drug-Free Sport	Course assignment		on-line evaluation			
Psychology of Performance	Course assignment		Handed in to SFC Evaluator			

MSM needed to continue to Evaluation		These may or may not be completed when Portfolio #1 is submitted				
Performance Planning	Course assignment		Handed in to SFC Evaluator			
Advanced Practice Planning	Course assignment		Handed in to SFC Evaluator			
Coaching & Leading Effectively	Course assignment		Handed in to SFC Evaluator			
Prevention & Recovery	Course assignment		Handed in to SFC Evaluator			
Developing Athletic Abilities	Course assignment		Handed in to SFC Evaluator			
Manage a Sport Programme	Course assignment		Handed in to SFC Evaluator			

PORTFOLIO EVALUATION

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

Part 1a **Emergency Action Plan IN PRACTICE**

	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 athlete		
4	Identify the location of fully stocked first-aid kit		
5	Identify the call person and the control person		
6	Identify evacuation route		
7	Directions to reach the activity site are provided		
8	Protocol for securing firearms during an emergency (if applicable to the discipline)		
	<u>All</u> elements must be present for certification		Complete Incomplete (circle)

For final evaluation

Part 1b **Emergency Action Plan IN COMPETITION**

Part 2b GENERAL OVERVIEW

	The coach is able to . . .	Check List	Comments
1	Identify the athlete's performance level (and age when working with youth).		
2	Identify the timelines of the practice (warm up, main part, cool down etc.)		
3	Explain the description of the training group (number of athletes, training site, number of group sessions a week...)		
4	Uses athlete's goals in order to develop an Annual Plan		
5	Demonstrates basic knowledge of equipment adjustment and repair.		
6	Provide a competed annual plan (written summary, explain any abbreviations used)		
	All elements must be present for certification		Complete Incomplete (circle)

For final evaluation

Part 3a ANNUAL PLAN

Part 3b MICRO-CYCLES

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

PART 4 MANAGE A SPORT PROGRAMME

Part 5a COACH LEADERSHIP SKILLS PLAN

Part 5b PSYCHOLOGICAL PREPAREDNESS PLAN

	The coach is able to . . .	Check List	Comments
	VISUALISATION		
1	Create a realistic visualisation plan.		
2	Identify the visualisation exercises that are introduced and implemented throughout the plan, for use in competition		
3	Identify the specific visualisation activities in the Debrief as needed for example: visualising a daily activity, an element of performance, an entire event, etc.		
	AROUSAL CONTROL		
1	Create and demonstrate a realistic arousal control plan		
2	Demonstrate that reliable arousal control exercises are planned throughout the season.		
3	Demonstrate that reliable arousal control exercises are planned for use in competition settings.		
4	Identify the specific arousal control activities for the athlete Debrief.		

Coach Surname:	First Name:	NCCP #:	CC
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SCORING SUMMARY

PART		Required for Certification	Coach Score
1a	Emergency Action Plan IN PRACTICE	Complete all	
2a	Coaching Philosophy	Complete all	
2b	General Portfolio Overview	Complete all	
5b	Psychological Preparedness Plan - Visualisation	Complete all	
	Psychological Preparedness Plan – Arousal Control	Complete all	
	6.1-6.6 All exercises completed findings		
	Analyze Performance - 3P		
	1 General Drill		
	2 Position-specific drills		
	Role of the Coach Scenario completed		

Recommendation

	Another evaluation needed		Credit towards certification
Evaluator Summary			
Signed		Date	
Evaluator	Surname		First Name