

Task Name	Document to find Task	Page	Task Description	Completed YES / NO	Date
Emergency Action Plan - in Practice	Rifle Portfolio Evaluation Tool #1 & Coach Workbook	2	8 tasks		
Coach Philosophy		2	Complete Part 2a		
Portfolio General Overview		3	Complete Part 2b		
Psychological Preparedness		5	Part 5b Visualisation 1-3; Arousal Control 1-4		
		74-84	6.1-6.6 All exercises completed		
Workshop #1 Assignments	Coach Workbook	05 28	Analyze Performance – 3P		
	Coach Workbook	34-46	1 General Drill		
	Coach Workbook	47-71	2 Position-specific drills		
	Coach Workbook	87	Role of the Coach Scenario		

MSM needed to continue to Workshop #2			These may or may not be completed when <b>Portfolio #1</b> 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 <b>Portfolio #1</b> 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
----------------	-------------	---------	----

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)		
	<b>All elements must be present for certification</b>		<b>Complete    Incomplete (circle)</b>

For final evaluation

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

PORTFOLIO EVALUATION

Part 2a COACH PHILOSOPHY

The coach is able to . . .	Check List	Comments
Submit an athlete-centered coaching philosophy in writing, demonstrating the significance of high-quality coach-athlete interaction <i>in the space provided below</i>		
<b>All elements must be present for certification</b>		<b>Complete    Incomplete (circle)</b>

My Coach Philosophy

## 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 completed annual plan (written summary, explain any abbreviations used)		
	<b>All elements must be present for certification</b>		<b>Complete    Incomplete (circle)</b>

## 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
	<b>VISUALISATION</b>		
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.		
	<b>AROUSAL CONTROL</b>		
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.		

<b>Coach Surname:</b>	<b>First Name:</b>	<b>NCCP #:</b>	<b>CC</b>
-----------------------	--------------------	----------------	-----------

**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		

i.

**Recommendation**

	<b>Another evaluation needed</b>		Credit towards certification
<b>Evaluator Summary</b>			
Signed		Date	
<b>Evaluator</b>	Surname		First Name