

Task Name / MSM Assignments	Document to find Task	Page	Task Description	Completed YES / NO	Date
Emergency Action Plan - in Competition	Rifle Portfolio Evaluation Tool #2	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 Programme	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		

MSM needed to continue to Workshop #2			These must be completed when <b>Portfolio #2</b> is submitted		
Managing Conflict	Assignments during MSM workshop		on-line evaluation		
Leading Drug-Free Sport	Assignments during MSM workshop		on-line evaluation		
Psychology of Performance	Assignments during MSM workshop		Handed in to SFC Evaluator		

MSM needed to continue to Evaluation			These may/may not be completed when Portfolio is submitted		
Performance Planning	Assignments during MSM workshop		Handed in to SFC Evaluator		
Advanced Practice Planning	Assignments during MSM workshop		Handed in to SFC Evaluator		
Coaching & Leading Effectively	Assignments during MSM workshop		Handed in to SFC Evaluator		
Prevention & Recovery	Assignments during MSM workshop		Handed in to SFC Evaluator		
Developing Athletic Abilities	Assignments during MSM workshop		Handed in to SFC Evaluator		
Manage a Sport Programme	Assignments during MSM workshop		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 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)		
	<b>All elements must be present for certification</b>		<b>Complete Incomplete (circle)</b>

## PORTFOLIO EVALUATION

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

**Part 3b MICRO-CYCLES****Scoring Guide:** 1: Needs Improvement, 2: Meets Standard, 3: Exceeds Standard

	<b>The Coach is able to . . .</b>	<b>Mark/ Debrief</b>	<b>Comments</b>
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.		
<b>Certified: Total score range of 16-24 points</b>			

**Part 3c FINAL PHASE PREPARATION (last 2 weeks preceding most important competition)  
TAPER****Scoring Guide:** 1: Needs Improvement, 2: Meets Standard, 3: Exceeds Standard

	<b>The coach is able to . . .</b>	<b>Mark/ Debrief</b>	<b>Comments</b>
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"> <li>➤ Training volume is reduced</li> <li>➤ Sufficient volume of high intensity training is maintained</li> <li>➤ Fatigue generated in training sessions is reduced</li> <li>➤ Frequency of training sessions is maintained</li> <li>➤ Activities performed are specific to the athlete's event</li> </ul>		
5	Identify a specific strategy to manage sleep, nutrition, hydration and mental preparation in the two weeks preceding the identified competition		
<b>Certified: 10-15</b>			

## PORTFOLIO EVALUATION

## 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		
<b>5 of 7 element must be present for certification</b>			

## 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.		
<b>4 of 6 elements must be present for certification</b>			

Continued

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		
<b>For Certification: 1 evidence from each area and 10 of 13 overall</b>			

Coach Surname:	First Name:	NCCP #:	CC
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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		

**Recommendation**

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