



Community Instructor Guide to Evaluation for Certification

CFF Evaluation Guide: [General-Evaluation-Guide-for-Coaches-FInal-EN-1.pdf \(fencing.ca\)](#) Please consult the CFF Evaluation Guide for a comprehensive outline of requirements and evaluation goals.

Steps to Certification:

- Submit your Request for Evaluation form
- You will be assigned an Evaluator who will arrange to receive your portfolio.
- You must submit a portfolio to the evaluator with the following contents:
 - a. Coach Profile
 - b. Emergency action plan
 - c. SafeSport proof of completion
 - d. Make ethical decisions proof of completion (online evaluation)
 - e. Provide a pdf copy of Basic First Aid certificate
 - f. Provide a pdf copy of your criminal records check
https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
 - g. Practice plan for group
 - h. Group lesson video
- Once the portfolio has been evaluated, you will be contacted by the Evaluator to conduct a 15-30mins Pre-briefing session.
 - a. The pre-brief will confirm when the formal observation will take place and review the evaluation process.
- After the formal evaluation is completed, there will be a Debriefing session in which the results of the evaluation will be discussed and an action plan developed with input from the candidate and the evaluator for future development.
- The candidate will receive a copy of the evaluation documents and the evaluator will submit the NCCP evaluation results to the OFA..
- The OFA will submit the results to the CAC Locker.

THANK YOU for your work to develop fencers and the sport of fencing in Ontario!

Re-Evaluation:

Should a coach fail an evaluation, he or she may register for a re-evaluation with the provincial fencing association. The coach will be re-evaluated only on the aspects considered "below average". A re-evaluation must occur within one year of the completion of a learning-facilitator-led workshop. Coaches may request up to three re-evaluations during this period. It is strongly recommended that a coach not be re-evaluated by the initial evaluator.

REQUEST FOR EVALUATION FORM

Date:

Location:

Name:

NCCP#:

To Whom It May Concern,

I wish to inform you of my interest in having my portfolio evaluated for the Canadian Fencing Federation coach training module indicated below:

Module: Community Instructor

Specialty or Weapon: (Select one: Foil, Epee, Sabre)

I would be grateful if you could submit my candidacy to those within the Canadian Fencing Federation in charge of evaluations. Should you require any further information or have any questions regarding my application, please do not hesitate to contact me.

Signature

Date

Email:

Phone Number:

Training Completed:

- Coach Profile
- Emergency action plan
- SafeSport proof of completion
- Make ethical decisions proof of completion (online evaluation)
- Provide a Basic First Aid certificate
- Provide a criminal records check
- https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
- Practice plan for group
- Group lesson video

Community Instructor Coach Profile Form

Coach Candidate Information

First Name:

Last Name:

CFF#:

NCPP#:

Address:

Phone:

Number of Years Coaching:

Primary Context of Athlete coached:

Name of club/institution:

Head Coach:

Coaching Context Description:

Number of athletes:

Average practice time:

Number of practices per week:

Youngest athlete's age:

Oldest athlete's age:

Number of Practices per week:

Number of training weeks per year :

Documents attached as pdfs:

- Coach Profile
- Emergency action plan
- SafeSport proof of completion
- Make ethical decisions proof of completion (online evaluation)
- Provide a Basic First Aid certificate
- Provide a criminal records check
- Practice plan for group
- Group lesson video

Emergency Action Plan Template

Emergency Phone Numbers:

911

Police Services:

Fire Services:

Paramedics:

(Charge person 1) phone number:

(Charge person 2) phone number:

Address of facility:

Address of Nearest Hospital:

Charge Person 1:

Charge Person 2:

Call Person:

In the event of an accident and/or incident the appropriate form should be filled out promptly by the charge person. Accident and incident forms can be found in [LOCATION OF FORMS]. All completed accident and incident forms should be promptly handed into the Head Coach for filing and follow up.

**To learn more about practice planning consider the “Planning a Practice” multi-sport module prior to participation in the evaluation process.

Course Calenders: [NCCP Workshop Calendar| CAC \(coach.ca\)](#) and [Events - Coaches Association of Ontario \(coachesontario.ca\)](#)

Group Lesson Plan Template

Goal/Main Idea of Practice: Specific lesson content must adhere to armband content for requested module

Duration:

Age Group:

Equipment/Pre Practice Check: (30 minutes before the start of practice)

- Required Equipment
- Inspect facilities
- Prepare Practice
- Greet each participant upon arrival

Start of Practice: (5-10 mins)

- Ask participants to gather around you (circle, etc.*)
- Briefly go through goals and activities of this practice
- Provide general instructions on safety for the activities to be done

Warm-Up: (minutes allotted)

- Include general exercises (or games) to relax muscles and raise core temperature
- Dynamic flexibility exercises
- Include brief activities known to participants that involve movements from the main part of practice
- Slowly increase intensity without over-exerting participants
- Choose fun activities (games) that will also prepare athletes for the main body of practice

Main Practice: (minutes allotted)

- Plan three or more activities (based on available time and resources) and deliver them progressively
- Include fencing-specific exercises in a group setting
- Use fencing-themed games and cooperative exercises as much as allows
- Create stations to reduce down time and queues
- Aim for the development of fundamental movements
- Aim for the development of basic sport skills

Cool-Down: (minutes allotted)

- Plan a gradual decrease in intensity
- Run fun low-intensity activities

Conclusion/Reflection: (minutes allotted)

- Offer feedback on what went well and what could be improved.
- Conclude with a team spirit activity
- Reflect on successes and next steps from practice

CFF Video Submission Protocol

- **Videos may be submitted in an avi/mp4 file.**
- **Video should be continuous, non-edited (excluding voice over)**
- **Video files should be sent to the CFF through a pre-arranged means. Dropbox, Google Drive, WeTransfer.**
- Videotaping **MUST** be done by a third party/assistant;
- Focus of the video is on the coach's competency and ability to interact with athletes, not the ability of the athletes;
- Tripods should be used whenever possible. If not using a tripod, try to keep the camera stable and steady;
- Videoing should be done in proximity where coach and athletes can be heard, wherever possible coaches should use a microphone; In the absence of a microphone, the coach must record another video different from that of the lesson, with the justification of different exercises and steps of the lesson.
- Lighting may be an issue, please maximize the amount of light possible for your video by altering your camera's shutter speed settings (see your camera's user manual for instruction);
- Minimize the use of the zoom feature – instead move camera closer if necessary;