

Comp Intro Portfolio Notes for Candidates

Assessment forms – athletes and head coach
review

Emergency Action Plan

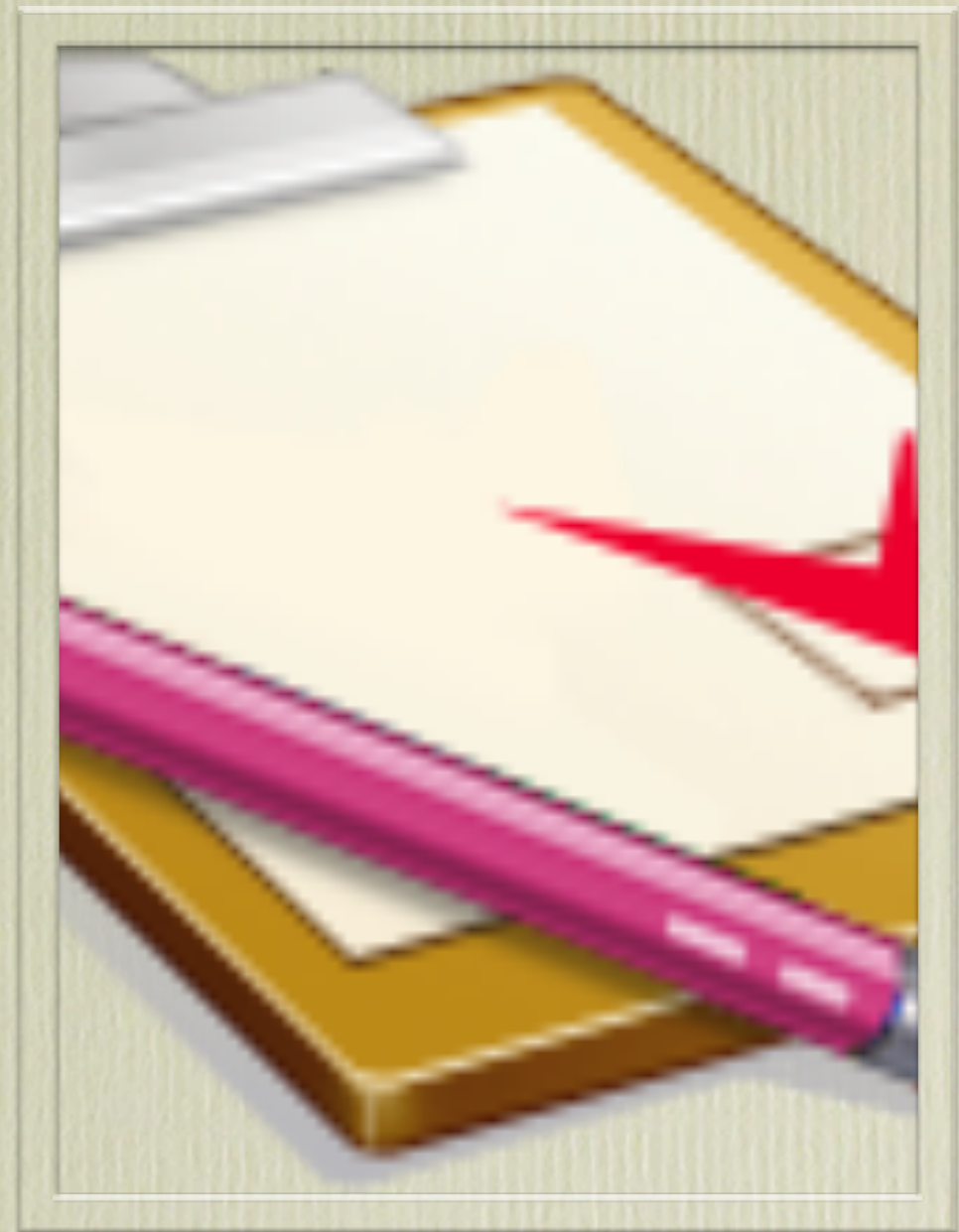
Create a Referent Model

Create a Practice Plan/Competition Plan and
Seasonal Plan

Ethical Decision on-line course

Assessment Forms

These forms need to be completed by head coaches and the athletes and placed in the portfolio



Emergency Action Plan

Designed by coaches
to help them to
respond to
emergency situations
at the pools in which
they train



EAP Needs to Cover

A designated in charge person when in an emergency

A cell phone/pool telephone

Emergency telephone numbers

Athletes medical profile

Directions to the pool so EMS can get there quickly

Location of a first aid kit

Designated on call person who assists the person in charge

EAP Checklist

EAP: Emergency Action Plan:

Location of phones are identified

Emergency numbers are listed

Advance call person and control person are
designated

Location of first aid kit is identified

Location of medical profiles per athlete are
listed

Create a Referent Model

The purpose of the referent model is to assess your ability to analyze and correct the performance of an athlete that they coach

A referent model is a framework for creating a process to detect and correct a skill error

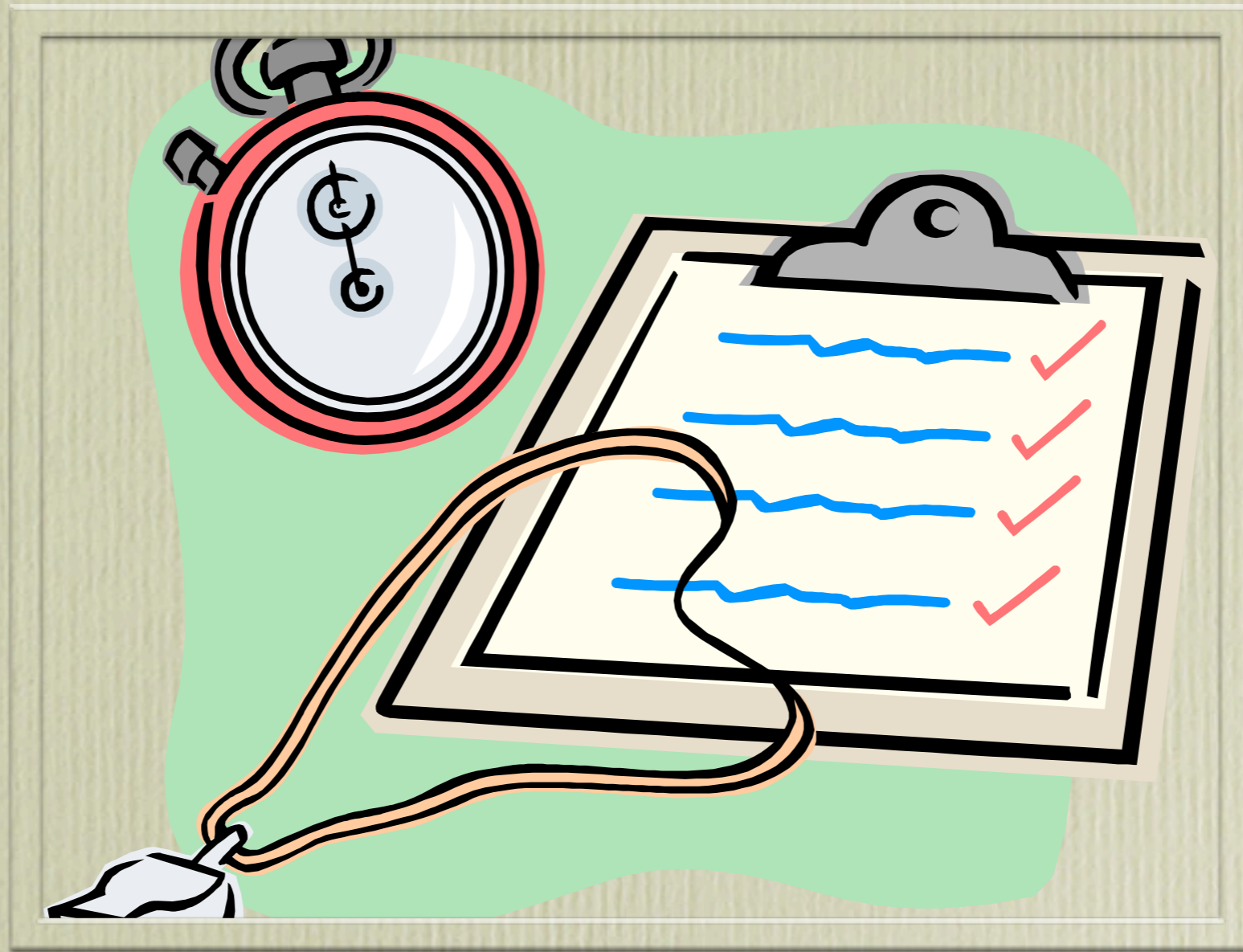
Identify a skill → identify an
outcome → identify key performance
indicators → identify potential causes or
gaps → identify common corrective
measures

RM Checklist

Coach identifies the skill and uses different resources to perfect it

Shows when intervention is necessary and what it takes in order to correct the specific skill

Coach assists athletes in reflecting on their skill and finding ways that they can self correct



Complete a Practice Plan

Practice Plan Checklist

- Follow the season plan and weekly plan
- Reflect Synchro Canada's standards and LTAD standards
- Practice is structured the activities are sequenced for time maximization
- Activities are consistent with NCCP skill development guidelines
- Planned activities are adapted to assist an athlete returning from an injury
- Planned practices include variations for different athlete abilities
- Activities integrate mental skills (goal setting, visualization)
- Risk factors are listed
- Practice goal is listed and utilized throughout the practice and objectives are listed for each activity
- The coach adapts the plan if necessary
- The plan follows the segments identified in the coaching plan template
- Coach talks about nutrition and hydration to the athlete
- Coach uses FINA handbook and recent research to reinforce performance

Create a Seasonal Plan (YTP)

Seasonal plan
attached to the email

The seasonal plan is
an overview of when
the coach will teach
each skill

Synchro Ontario,
resources– coaches
corner



YTP Checklist

Competition calendar is listed

Has a list of the athlete profiles (shown on site)

Shows development of different skills and progressions (preparation, competition, transition)

Coach uses season plan when creating practice plans

Coach lists a professional that can talk to the athletes about nutrition and injury prevention

Coach reflects on season plan and ensures it follows the LTAD norms



Competition Plan

Coach Can Use Own Form for This

Competition Plan Requirements

Competition calendar for the current year/
season

Sample of information given to the athletes
before, during, and after the competition
(pre/during and post)

A description of training activities for the
week prior to the competition

The goals for the competition
(individual athlete and team)

A possible conflict scenario occurring at a
competition and a description of how the
coach would deal with it

Competition Plan Checklist

- Includes a pre –competition plan
- Promotes fair play and drug free sport
- Athletes perform a Synchro warm up
- Identifies goals for the competition
- Ensures that the rules of the facility and competition are followed
- Plan outlines strategies and tactics for achieving desired performance
- Communicates the roles and responsibilities of other coaches, trainers, parents etc.
- Adjusts plan if there are changes to the competition schedule
- Coach is able to keep the athletes calm and focused
- Coach provides a pre competition strategy that helps the team get into a good mental state for the performance
- Ensures athletes remain hydrated
- Coach provides positive feedback and helps athletes to reflect on their performance

Make Ethical Decisions (MED) on Line

Make Ethical Decisions on-line evaluation:

The coach needs to go to

www.coach.ca

Coach Training Tab

eLearning Tab

and participate in an online module

When completed, the coach will get a
“transcript” from the Coaching association of
Canada verifying the completion of the task.