



## COMPETITION INTRODUCTION EVALUATION REQUEST PROCESS

Candidates submit “Competition Introduction Registration Form” using the link below:

[https://ontarioartisticswimming.formstack.com/forms/comp\\_intro\\_eval\\_registration](https://ontarioartisticswimming.formstack.com/forms/comp_intro_eval_registration)

Ontario Artistic Swimming assigns an evaluator for the candidate. The candidate is responsible for each of the three items to be evaluated. The assigned evaluator will contact the candidate directly and make all arrangements to complete the tasks.

Evaluations include:

- a. Portfolio Module (Evaluation Fee \$75) – sent to the evaluator by candidate via mail and to be completed first.
- b. In-training Module (Evaluation Fee \$50) - evaluator comes to the pool to evaluate your practice\*\*
- c. In-Competition Module (Evaluation Fee \$50) – evaluator observes your coaching at a competition

The evaluator makes arrangements with the candidate for the actual evaluations. The candidate covers travel costs for the evaluator and pays the fees and travel costs to the evaluator at the start of the evaluation.

Upon either successful or unsuccessful attempts at any of the three evaluations, the evaluator must submit results (along with candidate name, date, etc) to Ontario Artistic Swimming.

\*\*Candidates will not be asked to pay more than the cost of the evaluation plus mileage (round trip) at \$0.40/km. In cases where the mileage exceeds \$50, Ontario Artistic Swimming will allow the candidate to submit a video for the In-Training evaluation. This applies only to the candidate’s first attempt to pass the module. Any subsequent evaluations after an unsuccessful attempt are not funded by Ontario Artistic Swimming; however, use of video may still apply.

## Competition Introduction – Coach Portfolio

**IMPORTANT!** Please ensure you have read and reviewed the Competition Introduction Evaluation Rubric so you are aware of the evaluation standards for Competition Introduction. This will ensure that you understand what is being evaluated, when it is being evaluated, and how you are being assessed. It will also support you in knowing how to meet and exceed standards!

### Task 1: Coach Profile + Please submit a print-out (PDF) of your NCCP Transcript as proof of completion of your required NCCP Multi-Sport Modules

General Information:	
Name:	
CAS number:	
NCCP number:	
Address:	
Phone:	
Email:	
Name of Club:	
Head Coach:	
Current Coaching Information:	
Number of years coaching:	
Level of athletes:	
Number of athletes:	
Youngest athlete's age:	
Oldest athlete's age:	
Average practice time:	
Number of practices/week:	
Number of weeks/season:	

Pre-requisite training checklist - required NCCP Multi-Sport Modules:	
Make Ethical Decisions Workshop	<input type="checkbox"/> Date completed:
Make Ethical Decisions Online Evaluation	<input type="checkbox"/> Date completed:
Making Head Way in Sport eLearning Workshop	<input type="checkbox"/> Date completed:
Emergency Action Plan (EAP) eLearning Workshop	<input type="checkbox"/> Date completed:
Sport Nutrition eLearning Workshop	<input type="checkbox"/> Date completed:
Basic Mental Skills Workshop	<input type="checkbox"/> Date completed:
Teaching and Learning Workshop	<input type="checkbox"/> Date completed:

<b>Portfolio checklist:</b>	
Task 1: Coach Profile	<input type="checkbox"/> Date completed:
Task 2: Coach Self-Assessment	<input type="checkbox"/> Date completed:
Task 3: Emergency Action Plan (using CAC template)	<input type="checkbox"/> Date completed:
Task 4: Comp Intro YTP (Excel doc) + questions	<input type="checkbox"/> Date completed:
Task 5: 4 Practice Plans (for each training phase)	<input type="checkbox"/> Date completed:
Task 6: Competition Plans (parent/athlete/coach)	<input type="checkbox"/> Date completed:
Task 7: Analyze Performance Assignment	<input type="checkbox"/> Date completed:

## Task 2: Coach Self-Assessment

Reflecting on your Competition Introduction training including the CAS Coaching Excellence profile, and your current coaching activities please answer the following questions.

**Please identify 3 areas of strength that you feel you have as a coach and how/why you have personally developed that into a strength:**

1	
2	
3	

**Please identify 3 areas where you feel you could improve and what actions you feel would help you to improve the area identified:**

1	
2	
3	

**As a developing coach, where/how do you feel you could use the most support?:**

1	
2	
3	

### Task 3: Emergency Action Plan (using CAC template)

You have completed the NCCP Emergency Action Plan (EAP) eLearning module as part of your training. Using the NCCP EAP template provided when you complete the module (fillable PDF), please complete your EAP and submit the PDF as a separate attachment with your portfolio. Image below for reference.

Completion of the Emergency Action Plan (EAP) is part of Outcome 2: Plan a Practice and Outcome 3: Provide Support to Athletes in Training. Please refer to the Competition Introduction Evaluation Rubric.

The image shows two versions of the Emergency Action Plan (EAP) form. The left version is a blank template, and the right version is a filled-out form with detailed instructions and responsibilities for both Charge and Call persons.

**Left Form (Blank Template):**

- Header: EMERGENCY ACTION PLAN (EAP) | Date: \_\_\_\_\_
- Event: \_\_\_\_\_ | Location: \_\_\_\_\_
- Charge Person: \_\_\_\_\_
- Call Person: \_\_\_\_\_
- Backup: \_\_\_\_\_
- Backup: \_\_\_\_\_
- Backup: \_\_\_\_\_
- Backup: \_\_\_\_\_
- Important Addresses: \_\_\_\_\_
- Emergency Phone Numbers: \_\_\_\_\_
- Site or Facility (Address, City, Province): \_\_\_\_\_
- Emergency Services: \_\_\_\_\_
- Nearest Hospital (Address, City, Province): \_\_\_\_\_
- Facility Manager or Superintendent: \_\_\_\_\_
- Additional Location Information: \_\_\_\_\_
- Other: \_\_\_\_\_

**Right Form (Filled Out):**

- Header: EMERGENCY ACTION PLAN (EAP) | Date: \_\_\_\_\_
- Event: \_\_\_\_\_ | Location: \_\_\_\_\_
- Directions to site/facility: \_\_\_\_\_
- Charge Person Responsibilities**
  1. Conduct an initial assessment of the injury.
  2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
  3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
  4. Record the injury using their club's accident report form.
- Call Person Responsibilities**
  1. Call for emergency help.
  2. Provide all necessary information to dispatch.
    - The facility location
    - The closest access door to the injured participant
    - The nature of the injury
    - A description of first aid that has been performed
    - Other medical information, such as allergies or medical conditions
  3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
  4. Wait by the entrance to direct the ambulance.
  5. Call the participant's emergency contact person.
  6. Assist the charge person as needed.
- REMINDEES**
  - You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
  - When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
  - Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

**Task 4: Competition Introduction YTP Template (you must use the Comp Intro YTP excel template introduced in the Comp Intro workshop) and follow-up questions**

Submission of the YTP and follow-up questions is part of Outcome 1: Design a Sport Program. Please refer to the Competition Introduction Evaluation Rubric to ensure you meet or exceed all standards.

**Part 1**

Complete the Competition Introduction YTP Template (Excel document) for the athletes you are coaching. Ensure you complete ALL tabs in full (Seasonal Goals, Monthly Goals, Weekly Goals, Practice Goals, Practice breakdown by phase, YTP, Figures - BPs, and Figures - Transitions). Submit the Excel file as a separate attachment with your portfolio.

**Part 2**

Please complete the follow-up questions.

**Question 1:** Please also fill out the two charts below. You should also add this as a tab in your YTP. Note: do not give athlete’s actual names (for privacy). You can just write Athlete A, Athlete B, etc.

Athlete	Birthyear	Age	Gender*	Developmental stage**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*\*Male; Female; trans or transgender person; two-spirit; nonbinary, agender or gender-neutral*

*\*\* To determine the development stage of your athletes, you need to track their growth spurt or use the Self-Assessment of Puberty questionnaire (Appendix 3 in CAS LTAD 2.1 Framework, pg. 79 or 80)*

Within your group of athletes, are there differences in the following areas?

Height?	<input type="radio"/> Yes	<input type="radio"/> No
Skill level?	<input type="radio"/> Yes	<input type="radio"/> No
Level of experience?	<input type="radio"/> Yes	<input type="radio"/> No
Social/emotional maturity?	<input type="radio"/> Yes	<input type="radio"/> No
Developmental stage?	<input type="radio"/> Yes	<input type="radio"/> No

**Question 2a:** Try determining the ratio of training to competition opportunities within your program. Note: this is a learning and development exercise not a right/wrong answer.

**Step 1** - Calculate the number of **competition days** by examining the total number of competitions you have identified. Each event is considered one competition day. For example, if there are two events on one day (for example figures and team), count them as two competition days AND as a second example, if your team has 3 events (figures, team prelims, and team finals) over a two-day tournament, count this as 3 competition days.

**Step 2** - Calculate (ok if this is an estimate) the total number of days/practices that would be dedicated to **competition specific training** - meaning practices that are focused on competition preparation vs developing skills - that means run-throughs, full figures, competition simulation, etc. These practices would only be present in the **main competition phase** of your YTP.

**Step 3** - Calculate the total number of days you have scheduled for **training (practices)**. Count each practice/training session as one training day. If by chance there are two training sessions on one day, count them as two training days.

**Step 4** - Divide the total number of competition days by the total number of training days, multiplied by 100. Subtract this number from 100 to get the ratio of training to competition. For example:  $100 - [(10 \text{ competition days} / 25 \text{ training days}) \times 100] = 60\%$

1	LTD stage of my team is:	
2	My total number of competition days (step 1):	
3	My total number of competition specific training days (step 2):	
4	Add competition + comp specific training days (row 3 + row 4):	
5	My total number of training days (step 3):	
6	Competition days (row 4) divided by training days (row 5) equals:	
7	X 100:	
8	Number above subtracted from 100 equals (%):	

**Question 2b:** How does this compare with the training to competition ratio in the CAS LTD Framework for the LTD stage you are working with? (Refer to the training metrics charts – L2T p.34, T2T p.39 in the CAS LTD Framework).

**Question 2c:** Identify strategies you are using to improve alignment of the development of athletic abilities, figure skills and routine skills with CAS LTD standards (refer to CAS LTD Framework and your Competition Introduction Coach Workbooks).



## **Task 5: Four (4) Practice Plans, one per each phase of training**

Submission of the four (4) practice plans is part of Outcome 1: Design a Sport Program. Please refer to the Competition Introduction Evaluation Rubric to ensure you meet or exceed all standards.

Submit four (4) practice plans in total - one plan for each of the phases:

- General Preparation Phase
- Specific Preparation Phase
- Pre-Competition Phase
- Main Competition Phase

You may choose to complete your four (4) practice plans in the YTP Template using the practice plan template provided OR you may choose to complete in the Coach Portfolio document. It is your choice - please just ensure it is clear for the evaluator.

- ⇒ Please see the CAC Practice Plan template on the next page (this was also provided in the Competition Introduction workshop materials - and is the same in the Excel YTP Template).
- ⇒ Be sure to clearly add a label or heading to your plan that indicates which phase it is for: General Preparation, Specific Preparation, Pre-Competition, or Main Competition.

# CAC Practice Plan Template

Practice plan:							
<b>Team:</b>		<b>Date:</b>		<b>Time: from</b>		<b>to</b>	
<b>Age/Level:</b>							
<b>Location:</b>		<b>Objective:</b>					
<b>Equipment needed:</b>							
<b>Introduction</b>							<b>Key message/safety</b>
<b>Warm-up</b>							<b>Key message/safety</b>
							<b>Equipment needed</b>
<b>Main part</b>							<b>Key message/safety</b>
							<b>Equipment needed</b>
<b>Cool-down</b>							<b>Key message/safety</b>
<b>Conclusion</b>							<b>Key message/safety</b>

## **Task 6: Competition Plans (parent/athlete/coach)**

Submission of competition plans is part of preparation for Outcome 4: Support the Competitive Experience. Please refer to the Competition Introduction Evaluation Guide (Formal Observation of Competition) and Competition Introduction Evaluation Rubric to ensure you meet or exceed all standards.

For this task you will need to complete the 3 questions below, as well as provide the competition plan documents that you would:

- a) Provide to parents - your "Competition Plan for Parents" (schedule, directions, instructions, equipment reminders, your team's goal for the competition, etc.)
- b) Provide to your athletes - your "Competition Plan for Athletes" (schedule, instructions, equipment needed, what your goals/objectives are, etc.)
- c) Prepare for yourself as your detailed competition coaching plan - your "Coaching Competition Plan" (schedule, land and water warm-up plans/details, equipment, goals/objectives, recovery, debrief, etc.)

You may cut and paste these plans into the Coach Portfolio on the following pages or you may provide them as attachments to your Portfolio, please just ensure it is clear for the evaluator and that each plan is clearly titled for Parents, Athletes and Coaching.

<b>Question 1: Describe the type of training you will do the week before the competition.</b>
<b>Question 2: What will you focus on during the competition</b>
<b>Question 3: What will you do after the competition to debrief with the athletes?</b>

## Task 7: Analyze Performance Assignment

Submission of this assignment is part of Outcome 5: Analyze Performance. Please refer to the Competition Introduction Evaluation Rubric to ensure you meet or exceed all standards.

Submit two videos with your portfolio (as separate attachments or via link to a google drive or Dropbox, etc.) of one of your athlete's performing two types of skills (one figure skill and one routine skill) and answer the following questions for each video submission. Ensure you have the athlete and their parent's permission to use their video for your portfolio submission. The video will only be seen by the evaluator. You can refer back to your Module 8: Analyze Performance Coach Workbook as a resource.

Name of figure skill being performed:	
<b>What</b> is the error? (major/minor)	
<b>Why</b> is it happening? Can you detect a root cause?	
<b>How</b> will you fix it? Remember to use the correction methods outlined in Module 8.	
What would you say to the athlete? Write out exactly what you would communicate to the athlete.	
What athletic abilities should be trained in order to further develop and improve this skill?	
What types of drills and activities will you assign to help develop and improve the gap?	

Name of routine skill being performed:	
<b>What</b> is the error? (major/minor)	
<b>Why</b> is it happening? Can you detect a root cause?	
<b>How</b> will you fix it? Remember to use the correction methods outlined in Module 8.	

<p>What would you say to the athlete? Write out exactly what you would communicate to the athlete.</p>	
<p>What athletic abilities should be trained in order to further develop and improve this skill?</p>	
<p>What types of drills and activities will you assign to help develop and improve the gap?</p>	