

NCCP FREQUENTLY ASKED QUESTIONS

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1.0 Instruction-Beginner – Information for Coach Candidates

1.1 What is the plan for Pre-Level 1?

Pre-Level 1 is being converted to the new NCCP and will be in place we hope by the end of 2007. Alternatives to Learn to Dive have been added, as well as theory components.

We plan to submit this context to the Coaching Association of Canada (CAC) in the spring of 2007 to obtain conditional approval.

A plan for training of Learning Facilitators and Evaluators is being developed. Schedules for training have not yet been determined, however we will work with the clubs and provincial sections to make this a reality.

CAC does not cover the cost of training for Learning Facilitators or Evaluators. Provincial sections will need to explore with the provincial multi-sport centres what costs may be covered.

Current Pre-Level 1 course conductors will need to take this new training. Only those who are also Competition-Introduction Learning Facilitators or Evaluators will be exempted from taking the training. Competition-Introduction LFs and evaluators will be grandfathered in at the Instruction-Beginner Level.

Note that translation of this context into French is only funded by CAC once conditional approval is granted, so materials will only be available at first in English.

Please see Section 4.0 for further information for LFs and provincial sections.

1.2 How long is the course for Instruction-Beginner?

The course can be held over one weekend.

1.3 What are the course costs?

Course costs vary by province, however are typically less than \$150. The fee covers the cost of the course manual, pool and classroom time, and a fee for the instructor. The fees are designed to be kept as low as possible.

A minimum number of participants is usually required.

1.4 What are the pre-requisites for a coach candidate to take the Instructor-Beginner course?

Coach candidates must be at least 16 years of age under NCCP rules. No other pre-requisites are needed. Experience as a diver or lifeguard are considered assets.

1.5 I am certified in Pre-Level 1. What do I need to do to convert to the new system?

There are two steps that need to be completed. Certified Pre-Level 1 instructors will need to confirm to Diving Canada through their provincial section that they wish to maintain their current status, and they will need to successfully complete the on-line Making Ethical Decision module through the Coaching Association of Canada. Only those who complete this module will have their status converted to the new system. Otherwise these instructors will need to take the course and be evaluated in order to be certified at the Instructor-Beginner level.

1.6 What is involved to become certified at this level?

The candidate needs to:

- attend the course;
- complete a workbook following the course;
- complete the on-line Making Ethical Decisions Module;
- be successfully evaluated at a practice

1.7 Will I need to recertify at this level?

Yes, all instructors will need to recertify every 5 years to maintain their certification. This can be done by taking at least one professional development activity during the five year period that will be recorded in the NCCP database.

Examples of professional development activities include:

- training course in the next level of certification (e.g. take the Competition-Introduction training);
- complete courses in another sport;
- become a learning facilitator or evaluator for the Instruction level;
- technology or business management courses;
- first aid course;
- etc.

2.0 Competition-Introduction – Information for Coach Candidates

2.1 How long is the course for Competition-Introduction?

The course typically runs over two consecutive weekends. However, the provincial section may decide to run the course over a number of different days or evenings, provided the number of hours equals the same number of hours over two weekends. For example:

- some sports run the first part on one weekend and the second part one or two months later (similar to how the theory Level 1 & 2 courses are now split into Part A and B);
- some sports run their course one evening per week for about 12-14 weeks;
- consecutive Saturdays also seem to work, so that participants (and facilitators) don't lose their whole weekend.

The needs of participants who may be traveling from out of town will need to be considered. The key here is that this can be flexible, provided the number of hours and course requirements are met.

2.2 What are the course costs?

The recommended course cost is \$375. This fee covers what used to be four different courses Level 1 technical, Level 2 technical, Level 1 theory, Level 2 theory. Course costs vary by province for theory, but seem to average between \$80 and \$100. A fee of \$375 is not unreasonable for the amount of material being covered.

Some flexibility can be built into the payment schedule; for example a coach could pay half the cost for the first weekend, then the second cost if the weekend is held only a month or six weeks later.

The cost of the evaluation is separate. The recommended fee for evaluation is \$150.

2.3 What does a Level 1 certified coach need to do to get certified at the Competition-Introduction Level? What about Level 2 coaches?

Coaches who are fully certified at Level 2 (meaning they have completed Levels 1 & 2 technical, Levels 1 & 2 theory and Level 1 & 2 practical) do not need to take the Competition-Introduction course or be evaluated.

However, if they are missing any of the Level 2 components, then they must be evaluated for Competition-Introduction, including completion of the on-line Making Ethical Decisions Module. It is highly recommended that they also take the course, but it is not mandatory.

For coaches who are Level 1 certified, or only have partial Level 1, they must take the course and be evaluated, and complete the on-line Making Ethical Decisions Module.

2.4 I am already fully certified at Level 2 (or 3 or 4). How do I convert to the new system?

Coaches already certified at Level 2 or higher will need to complete on-line Making Ethical Decisions module to be grandfathered into the new system.

These need to be completed by the end of 2007 for Level 4/5 coaches. A date has not yet been confirmed for Level 2 and 3 coaches but is anticipated to part way through 2008. ***Coaches who have not completed these by that time will lose their certification.***

After that the coach will have 4 years to re-certify, and maintain the equivalency, as discussed above.

2.5 What is the process to challenge for certification at the Competition-Introduction Level?

The coach will need to purchase all the materials for the course, rather than attending the course, but must still participate in a full evaluation. The coach can arrange for an evaluator through the provincial section. The coach must pay for the evaluation.

The evaluation includes:

- completion of the Preliminary Workbook and Coach Workbook;
- completion of the on-line Making Ethical Decisions Module;
- blind evaluation at a competition;
- evaluation at a practice (either in person or by video tape);
- achieve the practical component of 200 hours of coaching, and having one diver achieve the national standard at a competition.

2.6 What are the pre-requisites for a coach to take the Competition-Introduction course?

Any coach who is at least 16 years of age and is certified Pre-Level 1 can attend this course. National team divers are no longer exempt from taking Level 1 technical, and will no longer be exempt from taking the Pre-Level 1 once it changes to the new NCCP (Instruction Beginner). This is due to the amount of theory being added to the course.

See Appendix A for pre-requisites for each level of certification.

2.7 Is there still a practical component at the Competition-Introduction Level?

Yes, the coach must have a minimum of 200 hours coaching the sport, and must have one diver achieve the national standard at a competition.

See Appendix A for practical requirements for each level of certification.

2.8 How does re-certification work? When is the deadline?

Coaches will not lose their current certification, but they do need to re-certify every 4 years by participating in at least one professional development activity during the 4 year period. This will apply to all levels of certification, from Pre-Level 1 through Competition-Introduction to Level 4/5.

Examples of professional development activities include:

- training course in the next level of certification (e.g. if Level 3 certified, take a Level 4 task);
- sit on a Diving Canada committee;
- attend the CAC Sport Leadership conference;
- complete courses in another sport;
- become a learning facilitator or evaluator;
- technology or business management courses;
- first aid course;
- etc.

Any activities taken now will count towards re-certification. The deadline for re-certification is not yet determined, as the NCCP database has not yet been set up for this purpose.

2.9 What happens if I lose certification?

To re-certify, you will have to go through a full evaluation to re-new your certification, at your own cost. This is the same as the challenge process as listed above.

2.10 Who can evaluate?

Any Diving Canada certified evaluator can evaluate (or two trained, but not yet certified, evaluators). The Learning Facilitator who conducted at the course cannot conduct the evaluation. It must be done by someone who was not involved with the course.

3.0 Levels 3, 4 and 5

3.1 What is the plan for Levels 3, 4, and 5?

Level 3 will be converted to the Competition-Development context, including both technical and theory, starting in 2007, and Levels 4 and 5 to the Competition-High Performance context.

Coaches will not lose their current certification at these Levels, but will have to re-certify every 4 years to be converted into the new system.

3.2 What are the pre-requisites for a coach to take Competition-Development?

To take Competition-Development, coaches must meet one of the following:

- be certified at Competition-Introduction;
OR
- be fully certified at Level 2 (technical + theory + practical) AND complete three of the modules from Competition-Introduction:
 - Making Ethical Decisions (online evaluation);
 - Plan a Practice;
 - Design a Sport ProgramOR
- have a university degree in coaching

3.3 How long will current Level 3 technical and theory courses be available?

Level 3 theory courses will be phased out in 2008.

At least one more level 3 technical course will be offered, most likely in the fall of 2007.

3.4 Do Canada Games coaches still have to be Level 3 certified for the 2009 Canada Games?

Yes, Canada Games Council re-visited this late last year and determined that coaches from all sports must be either fully certified at Level 3 (theory + technical + practical) or Competition-Development.

Coaches who anticipate being selected for these Games need to ensure they complete their level 3 certification before the level 3 courses are phased out.

4.0 Learning Facilitator / Provincial Section Frequently Asked Questions

4.1 How many learning facilitators are required to conduct a course?

There should be one certified learning facilitator for every 8-10 participants. If the facilitator is not certified, then there needs to be two facilitators, no matter how many or how few participants. This applies to the Competition-Introduction and Instruction-Beginner levels.

Facilitators are “trained” after they take their training. They only become certified after giving a complete course with another facilitator present, and after having been evaluated by the accompanying facilitator.

Previous certification as a course conductor for Pre-Level 1, Technical 1 and Technical 2 unfortunately do not count towards certification for Instruction-Beginner or towards Competition-Introduction. However, certification as a conductor for theory 1 and 2 may count. Application can be made to the Coaching Certification Committee (through Anne Warburton) if you have this certification.

Visit <http://www.diving.ca/english/html/NCCP/lfreqs.htm> for additional information on Learning Facilitator and Evaluator pre-requisites.

4.2 How much pool and classroom time is needed for the course?

Instruction-Beginner:

	Pool time	Classroom time
Day One and Two	7-10 hours	6-9

Lifeguards taking the course seem to require about 10 hours of pool time and 6 hours of classroom. Divers need approximately 7 hours of pool time and 9 of classroom.

Competition-Introduction:

	Pool time	Classroom time	Trampoline belt time
Weekend One			
Friday night		4-5 hours	1
Saturday	4 hours	3 hours	1-2 hours
Sunday	4 hours	3 hours	1-2 hours
Weekend Two			
Saturday	3 hours	3 hours	2 hours
Sunday	3 hours	4 hours	1 hour

As mentioned in Section 2.0, provincial sections may decide to run a course over a number of different days or evenings, provided the number of hours equals the same number of hours as in the examples above. For example, weekend two could be run only 2 or 3 months following weekend one, the course could be run over several Saturdays, or one evening per week for 2-3 months. This ensure that the needs of participants and facilitators is taken into consideration, and allows flexibility in the planning.

4.3 What are the costs for running a course and how much are facilitators & evaluators paid?

Instruction-Beginner:

Provinces have typically run Learn to Dive courses on a cost-recovery basis, charging between \$25 for the cost of the manual only up to \$125 per person. It is recommended that this practice continue for the Instruction-Beginner context to help keep costs down for the participants. Course fees should cover materials, honorarium, classroom and pool time.

Honorariums in the past have ranged from \$250 to \$400, plus expenses, or at the coach's usual hourly fee. Honorariums will need to be adjusted slightly to include the additional time for the theory modules.

Provinces also need to determine the minimum number of participants required.

Competition-Introduction:

The table below is a sample fee structure each provincial section may wish to review. Amounts can be adjusted as needed to add in other costs such as pool time. It is important to note that a small number of participants may result in a cost overrun, however a larger number of participants will bring in some revenues.

It has been our experience to date that there is always someone at a competition who could be available to conduct the evaluation, so there should be savings in this area. The evaluator does not need to be from the same province as the coach candidate. It is possible that two different evaluators can be contracted; one to evaluate at a competition and another to evaluate at a practice session.

Course fees only :

Item	# coaches	10	8	6
Course fee \$375		\$3750	\$3000	\$2250
Materials \$50		500	400	300
LF Honorarium (covers all 4 days)		800	800	800
Database/admin @ \$25 ea		250	200	150
TOTAL		\$1550	\$1400	\$1250
Add Pool costs		\$	\$	\$
Coach travel/video costs extra.				

Evaluation fees only:

Evaluation fee \$150	\$1500	\$1200	\$900
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Evaluator honorarium competition (\$100)	100	100	100
Evaluator honorarium practice & workbook (\$100)	100	100	100
Travel for evaluator to competition & practice	1000	1000	1000
TOTAL	\$1700	\$1700	\$1700

Some sports have suggested partnering in a city to hold their course at the same time to help increase numbers of participants. The theory modules can be given to both groups, with only the sport-specific modules being held separately. It is recommended that one Learning Facilitator from each sport be present for respond to sport-specific inquiries.

4.4 How much time should I expect to spend on a course, in additional to the actual classroom & pool time? And what should I focus on?

The Learning Facilitator should expect to spend approximately 10 hours in preparation for the first time a course is given, plus an additional 10 hours during and following the course. This number may be a bit higher if the Facilitator does not have previous course conductor experience. The number of hours may likely be reduced each time the course is presented, as the Facilitator becomes more familiar with the material and more comfortable in a facilitator role.

Some key areas to focus on in preparation include:

- equipment and supplies needed, including course materials, course register forms, etc.;
- familiarization with the contents, as there will be a need to be an expert on the subject matter and to ensure coaches have the correct understanding of the material;
- familiarization with the learning activities and outcomes;
- understand the problem solving approach to help guide the coaches through the process to resolve the situation;
- understanding of the fit of the context within the NCCP structure and the shift toward a competency based model.

4.5 Where do we get course materials?

Each Learning Facilitator and Provincial Section has been provided with a CD for the Competition-Introduction course which contains all the materials for the binders and workbooks, and a variety of DVDs to complement the materials. The materials were provided this way to save the provinces and participants money, and save on shipping costs.

The Provincial Sections and Learning Facilitators can decide how to print the binders and who will take on this task in their own province.

CDs for Instruction-Beginner will be made available once conditional approval is obtained from CAC. As mentioned previously, under CAC policies, translation into French can only begin once conditional approval is received.

Appendix A – Pre-requisites and practical requirements for each level of certification

Level	Pre-Requisites	Practical Requirement
Instruction-Beginner	<ul style="list-style-type: none"> - Minimum 16 years of age - Must register as a Diving Canada member 	<ul style="list-style-type: none"> - 20 hours
Competition-Introduction	<ul style="list-style-type: none"> - Minimum 16 years of age AND - Registered member of Diving Canada AND - Level 1 coach OR LTD coach OR Coaching experience in a related sport OR Former or current senior national team member 	<ul style="list-style-type: none"> - For full certification, the candidate must have at least one athlete achieve the National level status (national standard). - 200 hours in diving
Level 3	<ul style="list-style-type: none"> - Registered member of Diving Canada - Level 2 certified OR Competition-Introduction certified (including certification in the trampoline portion) 	<ul style="list-style-type: none"> - Produce, maintain and improve: <ul style="list-style-type: none"> o Three (3) different National Age Group Finalists OR two (2) National Age Group Medalists; o Two (2) National Senior Qualifiers; - A minimum of five (5) years accumulated coaching (diving) experience.
Competition-Development	<ul style="list-style-type: none"> - Candidate must be certified at the Competition-Introduction Level OR - Have a university degree in coaching OR - Candidate must be certified at Level 2 AND complete three of the modules from Competition-Introduction: <ul style="list-style-type: none"> o Making Ethical Decisions (online evaluation) o Plan a Practice o Design a Sport Program 	<ul style="list-style-type: none"> - Not yet determined
Level 4	<ul style="list-style-type: none"> - Candidate must be certified at Level III NCCP - Candidate must pay the required yearly "admission" fee - Candidate must be a member in good standing with Diving Canada 	<ul style="list-style-type: none"> - Coach, analyze and correct the performance of National level junior and senior dives on all boards; - Administer and maintain a successful club based senior diving program; - Train an assistant or apprentice coach (Level I -III); - Successfully manage and coach a National Junior team to an international competition; - Produce, maintain and improve: <ul style="list-style-type: none"> o Four (4) individual Senior National finalists; o Two (2) individual Senior National medalists; - Senior carded athlete (AAP Program).
Level 5	<ul style="list-style-type: none"> - Candidate must be certified at Level IV NCCP - Candidate must be a member in good standing with Diving Canada 	<ul style="list-style-type: none"> - Manage and coach a National Senior team to a major international competition; - Produce, maintain and improve an "A" carded athlete (AAP Program) for a minimum of two (2) years.

Appendix B – Terminology

Old		New
Course Conductor	→ →	Learning Facilitator Evaluator
Master Course Conductor	→ →	Master Learning Facilitator Master Evaluator
NCCP	→	NCCP (not CBET)
Pre-Level 1	→	Instruction-Beginner
Level 1 & 2	→	Competition-Introduction
Level 3	→	Competition-Development
Level 4 / 5	→	Competition-High Performance
Theory 1	→	Part A
Theory 2	→	Part B