

**NCCP LEVEL 3 PRACTICAL EVALUATION
APPLICATION FORM**

1. PERSONAL INFORMATION

Name: _____ Phone (H): _____

Address: _____ Phone (W/R): _____

_____ Fax: _____

Skate Canada #: _____ CC #: _____

Languages Spoken: _____

E-mail: _____

2. DISCIPLINE REQUESTED FOR THE ASSESSMENT
(SINGLES, DANCE, PAIRS, SYNCHRONIZED SKATING)

Discipline: _____

3. PLEASE ENCLOSE A COPY OF THE FOLLOWING:

- ☐ Current Skate Canada Coaching Membership Card
- ☐ Proof of successful completion of the Level 3 Theory Course or four of six Comp. Dev. modules
- ☐ Proof of successful completion of the Level 3 GS & Technical course
- ☐ Level 3 Practical Coaching Record Form
- ☐ Yearly Planning Instrument or proof of successful completion of the YPI (if the Level 3 technical course was completed before Jan. 1, 1996)
- ☐ Video analysis or proof of successful completion of the video analysis
- ☐ Video lesson or proof of successful completion of the video lesson
- ☐ Registration fee for the practical evaluation (cheque or Visa/MC)
 - ☐ \$350 (video evaluation)
 - ☐ \$250 (in-person evaluation) *additional fees (evaluator travel, ice-time, lessons)

☐ **Cheque**

☐ **Visa or Mastercard (Circle One)**

Card #: _____

Expiry: _____ Verification code: _____

Signature: _____

4. COACHING EXPERIENCE:

Number of years of coaching experience: _____

Date(s)	Clubs/Schools	Level of Skaters
_____	_____	_____
_____	_____	_____
_____	_____	_____

List highest competitive experience of your skaters:

Name: _____ Highest Level: _____ Year(s): _____

Name: _____ Highest Level: _____ Year(s): _____

Have you done any mentor coaching? _____ With who? _____

What level of coach? _____ For how long? _____

5. ADDITIONAL TRAINING/EXPERIENCE (e.g. Post-secondary Degree)

Signature: _____ Date: _____

Return To: Skate Canada Coaching Department
865 Shefford Rd.
Ottawa, ON K1J 1H9
Fax: 1-877-211-2372

Skate Canada Office Use Only:

Date Received: _____ Invoice No. _____

ACCOUNT NO: 4190-220-Coaches (Level 3 Practical)

LEVEL 3 CERTIFICATION REQUIREMENTS

Once a coach has completed the NCCP Level 3 Theory or competition-development multi-sport modules, and the technical courses (general subjects and discipline specific), he/she may begin working on the Level 3 practical component. Similar to ISPC, a coach must certify in the corresponding discipline as per the Level 3 technical training already completed.

Coaches do **not** have to complete the practical requirements within a specific time frame. The following are the requirements:

- ☐ Complete 4 of 6 competition-development multi-sport modules (or old Level 3 theory will be accepted)
 - Developing Athletic Abilities
 - Prevention and Recovery
 - Coaching and Leading Effectively
 - Psychology of Performance
 - Managing Conflict
 - Doping Prevention
- ☐ Complete a NCCP Level 3 general subjects course
- ☐ Complete a NCCP Level 3 technical discipline course and successful yearly planning instrument (YPI) in one of the following: singles, synchronized skating, dance, pairs.
 - ☐ Coaches are evaluated following the Technical Course through the submission of one assignment – the Yearly Plan or **Yearly Planning Instrument (YPI)**. Completion of this assignment must be successful in order for the coach to receive credit for the course.

If you are certifying in Synchronized Skating, the coach must complete the following:

- ☐ must coach a team and submit protocols from two competitions at the Novice, Intermediate, Open Junior or Senior competitive level:
 - Synchronized Skating Championships
 - Regional Synchronized Skating Championships
 - One protocol only can be from any other competition at the specified level above.

Once the above is completed successfully, the coach qualifies to complete and submit the following practical assessment portfolio:

The **Level 3 Practical Evaluation portfolio** consists of the following parts:

1. a program analysis of a skater/team's program (submitted on DVD or USB or evaluated in person),
2. a lesson of a stroking or skating skills exercise (submitted on DVD or USB or evaluated in person),
3. an on-ice technical lesson evaluation (submitted on DVD or video or evaluated in person),
4. an interview with three Skate Canada evaluators in person or by conference call.

PROGRAM ANALYSIS

The program analysis should be submitted with the application to take the Level 3 Practical Evaluation, unless this has already been completed by the applicant. The candidate submits a DVD/video of a skater/team whose program he/she has constructed and/or choreographed. The requirements for each discipline are as follows:

Singles: The program must be 3:00 minutes or longer at a Senior Silver Free Skate/Novice Competitive level or higher.

Pairs: The program must be 3:50 minutes or longer.

Dance: The program must be for a team you coach the Silver or Gold Creative Dance, Original Dance or Free Dance (Novice or higher)

OR if a couple is not available the video should show a complete set of Senior Silver or Gold Dances using one skater with a partner to perform all dances.

Synchronized Skating: The video must feature a Novice, Intermediate, Open, Junior or Senior competitive team free program that you coached **and** choreographed.

THE PROGRAM SHOULD EXEMPLIFY YOUR BEST WORK!

GENERAL REQUIREMENTS FOR ALL VIDEOS (except Senior Silver and Gold Dances)

The following must accompany the video when submitted:

- ☐ rationale for the choice(s) of music; sources of music and the rationale for the edits;
- ☐ rationale for the selection, placement and order of the elements;
- ☐ rationale for selection of content and a hand drawn diagram of the specific steps in the footwork sequence(s);
- ☐ an outline of the steps taken to create the program;
- ☐ a description of the circumstances under which the program was taped (Was it a competition? Is this the beginning, middle or end of the season? etc.)
- ☐ a hand drawn diagram of the program pattern - use a separate page or clear transparency for each section of the program. (Identify all elements and field moves as well as the direction of travel).
- ☐ skaters' strengths and weaknesses

REQUIREMENTS FOR VIDEO OF SENIOR SILVER OR GOLD DANCES ONLY

The following must accompany the video when submitted:

- ☐ Comments on the skater;
- ☐ Comments (both positive and negative) on the performance;
- ☐ Comments (both positive and negative) on the dance;
- ☐ Discussion of specific points of emphasis, stroking, dance patch, difficult steps, partnering positions, tracking and unison etc.;
- ☐ A description of the circumstances under which the dancers were taped (Was it a test situation? Is this the beginning, middle or end of the season?)

In cases where a music-editing specialist is used, the following must also be provided:

- ☐ A letter from the specialist outlining the input of the coach
- ☐ A copy of the rough-cut program, if one was provided

- ☐ An outline explaining the information provided to the specialist, how long the process took, whether or not you were present during the editing, and the techniques used.

In addition, consider the following:

- it is suggested that all videos be taken from a **judge's point of view** at an elevated location on the short axis of the rink. Coaches, however, will not be penalised if the use of this camera angle is not possible.
- the camera angle should be such that the skater's **entire body** can be seen at all times.
- the skater must be on **clear ice**.

The program analysis must be to a satisfactory Level 3 standard (Sr. Silver/Novice Competitive level or higher), as defined in the Level 3 general subjects and technical manuals. All of the written detail must be provided for this program.

***All program analysis submissions must include a declaration from the parents of the skater(s) outlining how long the coach has worked with the skater, the contributions made to the music and choreography of the program, and the percentage of lessons received from the coach.**

STROKING OR SKATING SKILLS LESSON

One 10-15 minute skating skills exercise, part of a skating skill exercise or the turns in the skating skill exercise or a stroking lesson is to be submitted on video, DVD or evaluated in person. The lesson must be of a skating skills or stroking exercise/lesson at the Senior Silver/Novice Competitive level or higher. For Synchronized Skating, the lesson may include a step sequence.

Please note any submission that is not clear or does not meet the minimum requirements below will be returned to the sender unmarked. The candidate will thus be required to resubmit the video and the marking fee.

For the lesson...

1. At the beginning of the video the coach should introduce himself/herself and make a brief introductory statement which answers the following (limit the total time to 5 minutes or less):
 - ☐ name
 - ☐ highest level of coaching (test or competitive)
 - ☐ coaching philosophy
 - ☐ coaching strengths
 - ☐ coaching future strengths (i.e. current challenges)
 - ☐ discuss the purpose of the lesson

AND

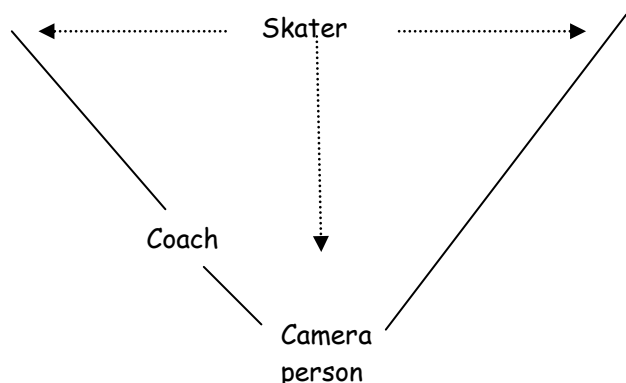
Introduce the skater and provide the following information:

- ☐ name and age of the skater/team
- ☐ level of the skater/team
- ☐ how long the skater/team has been working on the skill
- ☐ skater/team strengths and future strengths

2. Involve the skater (s) in the lesson (i.e. let the skater (s) provide feedback). Ensure appropriate skating time (i.e. skaters are not standing around too long).
3. While the skater/team is skating, the coach should take the opportunity to clarify/mention appropriate teaching points and recognize errors. The camera does not need to be on you as long as you can be heard.
4. The lesson should be at the Senior Silver/Novice competitive test level or higher. Teach the correct technique and steps. If you are working with a Synchronized Skating team, incorporate the teaching of skills to individuals and unison skills in the lesson.
5. Conclude each lesson by briefly explaining if the purpose of the lesson was accomplished: what worked, what didn't, if and how you deviated from the lesson plan and why, what you would do differently next time.

Filming Procedures

- The voice of the coach should be audible at all times. This means that the camera cannot be too far from the coach. It is recommended that the cameraperson be a member or another coach from your club so that they can wear skates. This will allow you to move around a little more during the lesson.
- It is up to you to ensure that the video is clearly audible. If necessary it is expected that a portable microphone would be rented. In cases where the coach cannot be clearly heard and understood, the video will be returned unmarked and will need to be re-filmed.
- Background music/noise should be minimal.
- The camera should focus on the coach and skater during any discussions.
- The camera should use a wide-angle shot to capture the skater as he/she performs the skill.
- The film must be unedited.
- The end result needs to provide the Marker with a clear and cohesive view of the lesson given.



****Have the cameraperson stand behind and to the side of the coach about 8-10 feet away. The camera should be able to film the discussions and also the performance of the skills. If the coach moves, the cameraperson also needs to move.***

THE TECHNICAL LESSON

The technical lesson will be taught on-ice in front of at least one evaluator (or submitted by video/DVD).

1. The coach should bring a skater/team with him/her.
2. Each coach will be on the ice for approximately 20-30 minutes in total and will work with the evaluator for 15-30 minutes each as follows:

The coach should begin by identifying the elements(s) to be worked on. The coach teaches a technical lesson (only one evaluator is required for the technical lesson) and is evaluated based on the following criteria:

- ☐ ability to assess level of skater
- ☐ clear, concise, organized instructions
- ☐ detection and correction of errors
- ☐ appropriate teaching progressions
- ☐ appropriateness and timing of feedback
- ☐ active skating time of athlete(s)
- ☐ appropriate considerations for safety
- ☐ listening skills
- ☐ appropriateness of teaching style
- ☐ suitability and level of the technical information given

5–10 minute Warm-up (for the in person evaluation only)

The coach works with the skater/team privately and identifies the skill. Together they decide what technical element(s) will be covered in the lesson with the assessor. In most cases there should be a variety of elements.

Singles: The free skating elements(s) selected should be from the Novice Singles Competitive tests or the Senior Silver Free Skating test or higher. Elements must include at least one jump (minimum of double flip/lutz or axel) and one spin (flying or combination).

Pairs: The pair skating elements should be selected from the Novice, Junior and Senior Competitive tests.

Dance: The dance technical lesson should be devoted to elements (i.e. dance spin/lift/turns) in the compulsory/competitive dances.

Synchronized Skating: The Synchronized Skating lesson should be devoted to Synchronized Skating elements, manoeuvres and/or choreography/ transitions at the Novice to Senior Competitive level. Note: Session plans should be prepared and provided to the evaluator prior to the on-ice session.

THE INTERVIEW

Three evaluators will perform the interview (in person or by conference call), with one lead interviewer. Success will be determined by a 2/3 pass ratio. The interview will consist of a 30-50 minute question and answer period, followed by a private discussion and decision by the evaluators and a 10 minute follow-up discussion with the Level 3 candidate.

In preparation for the interview, coaches will need to review the NCCP Level 3 Theory and Technical manuals and the Skate Canada test update manuals if appropriate and be prepared to discuss the Cumulative Points Calculation (CPC) judging system.

Coaches will be asked questions on the following topics:

Coaching Background/Philosophy/Ethics
Yearly Planning/CPC Judging System
Skating Skills/ Stroking/Step sequence
Technical Skills
Skill Analysis & Biomechanics
Music, Choreography & Expression
Psychology / Motivation / Team Building
Physical Preparation
Safety

For the interview, there will be you and three evaluators. The evaluators will try to make you feel comfortable and the evaluation should proceed as an interview would. One of the evaluators may be from a different discipline. All evaluators may ask you questions and carry on a conversation with you. Generally only one evaluator will be asking you questions while the others are taking notes. Try to relax and enjoy the interview, this should be a positive learning experience.

Follow-up Discussion Period

Each coach will have about 10 minutes of private discussion with the evaluators. During this time, the evaluators will discuss the overall evaluation and provide the coach with any further comments or suggestions.

Evaluation Form

Each coach that takes the Practical Evaluation will be given a Level 3 Practical Evaluation Form to complete following the evaluation. It is strongly recommended that the coach complete and submit the evaluation form to the Skate Canada Coaching Department to provide feedback on the practical evaluation process. This will ensure continuous improvement in the delivery of the course and materials provided.

RETRYING A PORTION OF THE LEVEL 3 PRACTICAL EVALUATION

The coach may be required to retry a portion(s) of the Practical Evaluation. If a coach has to retry the interview or on-ice lesson, it can be repeated as soon as they require, however, if it is failed a second time, it is recommended that the coach wait at least 3 months to retry it. During this time he/she can either complete an apprenticeship (details to be determined) or retake the Level 3 Technical course. If an apprenticeship is chosen, the master coach will receive a fee for this service to be paid for by the candidate. There should be an additional administration fee for this process and all costs are the responsibility of the coach.

The Skate Canada Coaching Department coordinates Level 3 Practical Evaluations. To apply for the Level 3 practical evaluation, contact the Skate Canada at 1-888-747-2372 x 2491 or by email at coaching&programs@skatecanada.ca