



# **COACH CERTIFICATION POLICIES & PROCEDURES**

MAY 31, 2012

## **STRUCTURE OF THE NEW NCCP:**

NCCP workshops are designed to meet the needs of all coaches, from the first-time community coach to the head coach of a national team. As a competency based program, certification is now based on what you can do, as opposed to just what you know. This new certification system also differentiates between coaches who are “trained” and “certified”, to ensure coaches are participating in training opportunities as well as being evaluated on what they have learned. As part of the program, all coaches (regardless of sport or context) are trained in ethical decision-making and sport safety.

<b>LEVEL OF CERTIFICATION</b>	<b>WHO THEY CAN COACH</b>	<b>COMPETENCIES LEARNED</b>	<b>LTPD ALIGNMENT</b>
<b>Introduction to Squash</b> Certified Squash Instructor or Certified Squash Assistant	Beginner Players	<ul style="list-style-type: none"> <li>• Coach roles and responsibilities</li> <li>• Lesson formats</li> <li>• Forehand &amp; backhand</li> <li>• Practices and drills</li> <li>• Basic tactics and court movement</li> <li>• Individual and group lesson planning</li> <li>• Organization and club programming</li> <li>• Micro teaching</li> </ul>	Active Start Stage Fundamentals Stage Learn to Train Stage Active for Life Stage
<b>Intermediate/Introduction to Competition</b> Certified Intermediate Instructor or Certified Club Coach	Intermediate Players	<ul style="list-style-type: none"> <li>• Intermediate strokes</li> <li>• Court movement</li> <li>• Strategies and tactics</li> <li>• Match performance</li> <li>• Practice coaching</li> </ul>	Learn to Train Stage Train to Train Stage Active for Life Stage
<b>Competition Development</b> Certified Provincial Coach	Coach Advanced athletes, high caliber players	<ul style="list-style-type: none"> <li>• Programming</li> <li>• Individual and group assessments</li> <li>• Annual Training Plans</li> <li>• Technical/Tactical training sessions</li> <li>• Competition</li> <li>• Analyzing technical/tactical performance</li> <li>• Match analysis</li> </ul>	Train to Train Train to Compete Active for Life

Level 4/5	Coach national caliber, professional / international athletes	<ul style="list-style-type: none"> <li>• Energy Systems</li> <li>• Strength Training</li> <li>• Performance Factors</li> <li>• Nutrition</li> <li>• Environmental Factors</li> <li>• Recovery and Regeneration</li> <li>• Psychological Preparation</li> <li>• Advanced Skills</li> <li>• Biomechanical Analysis</li> <li>• Advanced Strategy</li> <li>• Planning and Periodization</li> <li>• Training Camps</li> <li>• Competitive Tours</li> <li>• LTAD</li> <li>• Leadership and Ethics</li> <li>• Self-Awareness and</li> </ul>	Train to Compete Stage Train to Win Stage
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		Personal Management <ul style="list-style-type: none"> <li>• Canadian Sport System</li> <li>• National Team Program</li> </ul> *dependent upon coach choice/enrollment	Active for Life Stage
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**NOTE:** All coaches certified in Canada must complete and pass the NCCP “Making Ethical Decisions” online evaluation (<http://www.coach.ca/elearning-s13846>) which is offered at no cost.

#### **UNDERSTANDING THE NEW & OLD NCCP PROGRAMS:**

Coaches certified through the old NCCP system who have received training and certification prior to December 31, 2005 will be credited in the old NCCP program. However, any new or further training, upgrading of certification, challenges or certification will be credited in the new NCCP program.

#### **COACHING EQUIVALENCY & ACCELERATION FOR SQUASH PROFESSIONALS OVERVIEW:**

In creating a coaching Equivalency & Acceleration policy for Squash Canada certified coaches, the aim is to allow professionals, past players and coaches from other countries now employed in Canada to access the certification programs at advanced levels. This process will address the current problem of foreign trained coaches working in Canada but not obtaining certification of equivalent standards. Coaches achieving certification through Squash Canada’s Equivalency & Acceleration processes will be recognized as certified (trained or evaluated) coaches through NCCP. The Equivalency & Acceleration process will allow coaches to be integrated into the Canadian Coaching System without having to spend time on the coaching certification that would be more or less irrelevant with their past experiences. **The focus of the Equivalency & Acceleration process is ensuring quality control at the coaching level. Individuals are granted justified certification, while maintaining some standard of excellence for the athletes they are working with.**

##### **Who is this for?**

This process will be beneficial for professionals, past players and foreign coaches who are aspiring to coach in Canada.

##### **What does the Equivalency Process Involve?**

This process is designed for foreign coaches in Canada who have obtained certification from another country. Foreign coaches must be an official resident of Canada to qualify for the equivalency process. Canadian squash coaches reaching a world standard (International Touring Coach Policy) may also achieve equivalency.

The Equivalency process involves policies:

- **SECTION A:** Canadian Coaches Certified Under the Old NCCP Requesting Equivalency in New NCCP
- **SECTION B:** Internationally Certified Coaches Working in Canada
- **SECTION C:** International Touring Coach Certification for World Class Players & Non-Certified Coaches

##### **What does the Acceleration Process Involve?**

This process is designed to allow current and former professional athletes and full time coaches to fast track the standard coaching certification due to their extensive experience in sport.

The acceleration process involves policies:

- **SECTION D:** Acceleration Program for Players and Non-Certified Coaches

### **Exceptions to the Equivalency & Acceleration Processes:**

All coaches must complete the Make Ethical Decisions Module (NCCP requirement), regardless of their equivalency or acceleration program. Coaches to be certified, as Competition Development Coaches will also be expected to complete the Manage Conflict & Leading Drug Free Sport Modules set forth by the NCCP (NCCP requirement).

***NOTE: Coaches at any level will not be exempt from completing these modules according to the NCCP regulations***

<b>Equivalency &amp;/or Accelerated Coaches (Certification to be obtained)</b>	<b>NCCP Requirements</b>
<b>Introduction to Squash</b>	<ul style="list-style-type: none"><li>• Multi-sport Modules – Part A – NCCP</li><li>• Fulfill Squash Canada requirements as indicated in the evaluation process</li></ul>
<b>Intermediate/Introduction to Competition</b>	<ul style="list-style-type: none"><li>• Multi-sport Modules – Part A &amp; B – NCCP</li><li>• Fulfill Squash Canada requirements as indicated in the evaluation process</li></ul>
<b>Competition Development</b>	<ul style="list-style-type: none"><li>• Comp-Dev Making Ethical Decisions (online module) - NCCP</li><li>• Managing Conflict – NCCP</li><li>• Leading Drug Free Sport – NCCP</li><li>• Fulfill Squash Canada requirements as indicated in the evaluation process</li></ul>
<b>Level 4/5</b>	<b>TBD</b>



## **POLICY FOR APPLYING FOR ACCELERATION AND/OR EQUIVALENCY** (As of May 30<sup>th</sup>, 2012)

Each potential candidate wishing to apply for acceleration or equivalency must apply in writing to Squash Canada and submit the following information:

- **Completion & Verification of the necessary NCCP requirements** (Multi-sport Modules)
- Must be a minimum of 19 years of age or older
- Must be a full time professional coach or player with a minimum of 5 years of full time coaching experience in a professional or club setting
- **Cover Letter** – indicating their intention to apply for acceleration or equivalency and acknowledgement that the candidate is willing to complete any necessary training or evaluation as deemed necessary by Squash Canada coaching expert group (Master Learning Facilitator or Evaluator).
- **Résumé / CV or Portfolio** – Indicating playing, coaching and professional experiences of the candidate
- **University / School Transcripts** – if applicable (achieving certification)
- **Certification Documentation** – past/current certification (in Canada or internationally)
- **2 Reference Letters of Recommendation** – from provincial/territorial squash association, national or international federation, past / current employers, students or parents
- **Member in Good Standing** - Must be a member in good standing of Squash Canada and their respective provincial/territorial squash association
- **Must be a Landed Immigrant or Canadian Citizen**
- **Pay the required certification fee** - \$TBD

Applicants must send applications to:

**Executive Director, Squash Canada**  
c/o Squash Canada  
#401 – 2197 Riverside Drive  
Ottawa, Ontario, K1H 7X3

### **NOTE(S):**

1. It is the responsibility of the applicant to supply all relevant information in order to assist Squash Canada in making their decision.
2. Upon receipt of the application, Squash Canada will notify both the individual and the provincial & territorial squash association (by email) of his/her status & final decision to grant equivalency and/or acceleration and final approval for certification.
3. Squash Canada reserves the right to do the following with potential candidates / applicants:
  - a. Applicant has fully met the requirements of certification and approve the applicant's application or grant certification
  - b. Applicant has partially met the requirements of certification and requires additional training and/or evaluation in order to grant certification
  - c. Applicant does not meet the requirements of certification and is recommended to enroll in the appropriate certification course
4. Squash Canada will enter all the appropriate information into The Locker (Coaching Association of Canada database)

## **EVALUATION PANEL:**

All potential candidates for Canadian certification will be evaluated via an evaluation panel consisting of:

- Squash Canada's Staff *Member or a member of the Squash Canada Board of Directors (Ex-Officio)*
- (3 - 5) Squash Canada Coaching Consultant, Master Learning Facilitator or appoint coaching expert (former national coach and/or coaches who have been involved with the sport specific manual/module writing).

## **ROLE & RESPONSIBILITIES OF THE EVALUATION PANEL (BEGINNING TO END):**

1. Applicant (Candidate) applies to Squash Canada and submits payment along with the necessary documents as indicated in the Applying for Acceleration and/or Equivalency indicated in this document
2. Squash Canada Staff – Reviews all the necessary documents
3. Evaluation panel reviews the documents (via conference call) and determines if the applicant has either:
  - a. Met all the requirements for the applicable acceleration or Equivalency, or
  - b. Requires additional information (via phone interview) – to determine if the applicant (Candidate) requires additional training or evaluation in order to meet Squash Canada certification standards, or not met acceleration / equivalency standards indicated in this policy
4. If it is deemed the applicant (Candidate) requires additional training or evaluation, the evaluation panel will determine the necessary steps to complete certification. The evaluation panel will also appoint the certification evaluator (Master Learning Facilitator or Evaluator) to provide assistance to the candidate to obtain certification
5. Once the applicant has met all the requirements of equivalency and acceleration – Squash Canada will notify both the individual and their respective provincial/territorial squash association that certification has been granted.
6. Squash Canada will enter the appropriate information into The Locker (Coaching Association of Canada database) to be included on the candidate's transcript.



## **ACCELERATION & EQUIVALENCY POLICIES**

### **SECTION A: EQUIVALENCY & UPGRADING OF CANADIAN COACHES CERTIFIED UNDER THE OLD NCCP SYSTEM**

Squash Canada will recognize coaches previously certified through the old NCCP in the new NCCP database by utilizing the following process:

<b>OLD NCCP CERTIFICATION</b>	<b>EQUIVALENCY GRANTED IN NEW NCCP CERTIFICATION SYSTEM</b>	<b>STEPS TO COMPLETE EQUIVALENCY IN NEW NCCP CERTIFICATION</b>
<b>Level 1 – Fully Certified</b>	<i>Certified Squash Instructor</i>	<ol style="list-style-type: none"> <li>1. Fill out the Application Form</li> <li>2. Completion of the MED (must pass)</li> </ol>
<b>Level 2 – Fully Certified</b>	<i>Certified Intermediate Instructor &amp; Trained Club Coach</i>  <i>To be fully Certified as Club Coach (Evaluated) – Applicant must submit additionally #4 &amp; 5)</i>	<ol style="list-style-type: none"> <li>1. Fill out the Application Form</li> <li>2. Completion of the appropriate workbook / mini-course as determined by Evaluation Panel</li> <li>3. Completion of MED (must pass)</li> <li>4. Analyzing Performance – Group or Individual detection and correction of errors evaluation</li> <li>5. Support to Athletes in Training – Group or Individual Intermediate Lesson Evaluation</li> </ol>
<b>Level 3 – Fully Certified</b>	<i>Certified Club Coach &amp; Trained Provincial Coach</i>  <i>To be fully Certified as Provincial Coach (Evaluated) – Applicant must submit additionally #3 and #4, and successfully complete #5</i>	<ol style="list-style-type: none"> <li>1. Fill out the Application Form</li> <li>2. Completion of the appropriate workbook / mini-course as determined by Evaluation Panel</li> <li>3. Plan a Practice – Training Session Planning (written)</li> <li>4. Design a Sport Program – Annual Training Plan (written)</li> <li>5. Comp – Dev Multi-Sport Modules – online evaluations</li> </ol>

**All applying coaches will be responsible for paying the applicable fee which will cover the (reference materials, coach workbook and evaluation toolkits) from Squash Canada for \$50.00 + applicable evaluator fees (\$25 - \$35) per hr.**

## SECTION B: EQUIVALENCIES FOR INTERNATIONALLY CERTIFIED COACHES

Squash Canada will allow internationally certified coaches to earn the equivalent of Squash Canada's certification provided the candidate meets the following criteria:

1. Meet the requirements specified in the Applying for Acceleration and/or Equivalency section indicated in this policy
2. Applicant has a minimum of 5 or more years of full time coaching experience in a professional / club setting
3. Completion of the necessary requirements of NCCP: Appropriate Make Ethical Decisions (NCCP – online) + Managing Conflict, Leading a Drug Free Sport (for Provincial Coach / Comp Development Certifications)
4. Candidates will agree to be evaluated for a specific area if it is deemed necessary for granting equivalency by the Evaluation Panel

### EQUIVALENCY CHART – INTERNATIONAL COACHES

Squash Canada will recognize coaches who have obtained international coaching certifications. The certifications Squash Canada will recognize are: England Squash, Australian Squash, European Squash Federation, Asian Squash Federation. Squash Canada may consider a certification from another international federation on a case by case basis, provided full documentation is provided (i.e., Courses taken, description, # of hours of training received, evaluation procedures).

#### International Certification – Prior to December 31, 2002 who were certified under old level systems

INTERNATIONAL CERTIFICATION (LEVELS)	RECOGNIZED BY SQUASH CANADA
Level 1	Squash Canada Instructor – Certified
Level 2	Squash Canada Intermediate Instructor – Certified
Level 3	Squash Canada Club Coach – Certified
Level 4/5	Squash Canada Provincial Coach - Certified

#### International Certification – After January 1<sup>st</sup>, 2003

INTERNATIONAL CERTIFICATION (LEVELS)	RECOGNIZED BY SQUASH CANADA
Level 1	Squash Canada Instructor - Certified
Level 2	Squash Canada Club Coach - Certified
Level 3	Squash Canada Provincial Coach – Certified
Level 4/5	Squash Canada Provincial Coach Certified and <b><i>candidate eligible to apply for entry into NCCP Comp Dev. Advanced Gradation at NCI (Old Level 4/5 program)</i></b>

NOTE: To receive the International Equivalency the applicant must also complete the minimum NCCP Multi-Sport requirements for the level of certification they are requesting:

- **Comp-Development Making Ethical Decisions** (online module) – NCCP
- **Managing Conflict** – NCCP
- **Leading Drug Free Sport** – NCCP



## SECTION C: INTERNATIONAL TOURING COACH CERTIFICATION FOR WORLD CLASS PLAYERS & NON-CERTIFIED COACHES

### ELIGIBILITY & CERTIFICATION PROCESS:

The purpose of the International Touring Coach designation is to recognize the achievements of world-class players, and those with demonstrated practical coaching experience but do not have certification, but wish to support and provide leadership for Squash Canada's National Team Athletes. Squash Canada will recognize the playing and coaching experience and knowledge gained by world-class players who are capable of producing world-class players in Canada.

Candidates wishing to apply for the **International Touring Coach Certification and receive designation as a certified Provincial Coach (Comp-Dev context)** must meet the following eligibility requirements outlined in Section A or B. Applicants must be approved by the evaluation panel to complete certification.

#### **i. International Player (must achieve a minimum of 1 standard for consideration)**

1. Have achieved a Top 30 PSA / Top 20 WSA ranking OR
2. Have represented Canada or another national federation at the Senior World Team Championships, which finished in the Top 6 OR
3. Achieved a Top 16 finish in the Men's or Women's Event at the World Open or Commonwealth Games Medal – in singles

#### **ii. International Coaching Experience (must achieve a minimum of 1 standard for consideration)**

1. Lead a Senior Level National Team (Head Coach) at a World Championship to a Top 6 finish or better OR
2. Clearly demonstrate a proven track record as a high performance coach who has developed and/or coached players at high international standard (Top 30 PSA / Top 20 WSA) ranking for more than 10 years full time OR
3. Coach a player to a Top 4 World Junior Individual Title, Top 8 World Open or Commonwealth Games Medal in singles

**NOTE: Candidates not meeting these requirements may still apply for consideration and Squash Canada Evaluation Panel will reserve the right to accept a player provided they can, clearly demonstrate on a case by case basis, their competence as an International Coach capable of improving Squash Canada High Performance Program**

Once the Candidate is has been approved for the International Touring Coach Designation, he/she will be required to complete the following to obtain certification:

1. **Attend/Audit a "Fast Track" Certification Course** (mini-course / specially designed for candidates) to provide an overview of the key elements of the Canadian Certification System as well as to tailor the curriculum of the International Touring Coach to suit the high performance needs of the candidates
2. Complete the necessary NCCP required online modules – Competition Development Stream:
  - a. **Comp-Development Making Ethical Decisions** (online module) – NCCP
  - a. **Managing Conflict** – NCCP
  - b. **Leading Drug Free Sport** – NCCP
3. (OPTIONAL – at the discretion of the Evaluation Panel) Complete only one Sport Specific Requirement (Evaluations):
  - a. **Annual Training Plan** – candidate submits a yearly training plan
  - b. **Training Session Planning** – candidate submits testing methods for all performance factors, sampled of micro-cycle planning sheets for each training phase, and training session samples for all performance factors, along with an Emergency Action Plan
  - c. **Program Management** – candidate submits a checklist for organizing and managing a group of juniors traveling to a team event/championship, along with a pre-event memo for parents/guardians

## SECTION D: ACCELERATION PROGRAM FOR PLAYERS AND NON-CERTIFIED COACHES

The Acceleration program allows experienced coaches and players the possibility of accessing the Squash Canada Coaching Certification program. This has often been referred to as “Challenging”. Squash Canada will accelerate candidates into the Competition Development Certification Program based on candidates' qualifications. Candidates will by-pass the entry-level certification process, however in order to obtain certification the candidate must meet the full evaluation requirements of the certification they are trying to obtain.

### **ELIGIBILITY:**

To be eligible for Squash Canada's Acceleration Program a candidate must possess the following characteristics:

#### **For Players without Certification: (Minimum of 1 standard)**

- Current or former member of Squash Canada National Squad (Senior Squad) for more than 3 years
- Been ranked in the Top 100 PSA / 70 WISPA
- Be nominated for Sport Canada AAP (SR1/SR2/SR/C1) carding

#### **For Non-Certified Coaches:**

- Coaches with proven track record in developing athletes domestically or internationally may apply for acceleration on a case-by-case basis. Squash Canada's evaluation panel will consider:
  - The # of years full time the candidate has coached
  - The athletes and level of coaching the candidate has coached/developed
  - The playing background of the coach
  - The potential of the candidate to achieve higher certification levels or coach provincial/national teams

### **CERTIFICATION PROCESS:**

1. Any person wishing to apply for acceleration may apply in writing to Squash Canada and pay any applicable fees directly to Squash Canada
2. The evaluation panel will determine whether the candidate has been approved or not approved based on the qualifications of the candidate provided
3. Approved candidates will enroll in the applicable certification course granted to the applicant (candidate) and will receive training (attendance is 100% mandatory); Squash Canada will appoint a learning facilitator and/or evaluator to deliver the training and evaluations to the candidate
4. Acceleration candidates must complete all necessary requirements to complete certification these will include:

Provincial Coach or Comp. Development Certification
<ul style="list-style-type: none"><li>• Completion of the appropriate workbook &amp; attend the training weekend (100% attendance)</li><li>• NCCP requirement: Completion of the Making Ethical Decisions Module</li><li>• NCCP requirement: Completion of the Managing Conflict session</li><li>• NCCP requirement: Completion of Leading a Drug Free Sport session</li><li>• Competency: Plan a Practice – Training Session Planning (written)</li><li>• Competency: Design a Sport Program – Annual Training Plan (written)</li><li>• Competency: Program Management (written)</li></ul>

5. Once the candidate has received training, he/she will be evaluated for the certification they are trying to obtain. If the candidate fails to meet the requirements for certification, the evaluator will provide recommend further training/evaluation before the candidate can achieve certification

6. Once the candidate has successfully completed evaluation, the candidate and their respective provincial & territorial squash association will be notified that certification has been granted
7. Squash Canada will submit the appropriate information to the Coaching Association of Canada for entry into the database.

**POST ACCELERATION AND/OR EQUIVALENCY PROCEDURE**

Squash Canada will gather the appropriate information and materials, and submit to The Locker (Coaching Association of Canada database), to ensure the certification is credited to the candidate's transcript.