

NCCP Gymnastics Foundations

COACH EVALUATION Guide

*A guide to becoming a Certified Gymnastics
Foundations coach*



STEP 1: Building your Coaching Portfolio

WHAT IS A COACHING PORTFOLIO AND HOW DO YOU MAKE ONE?

Your Coaching Portfolio is a collection of documents, and must include ALL the following:

- Completed Evaluation Application Form**
- **If you completed GF Theory ONLINE, NCCP Emergency Action Plan eLearning Module (proof of completion)**
- Make Ethical Decisions online evaluation (proof of completion)**
 - *You learned how to Make Ethical Decisions in your Gymnastics Foundations Theory course. To be a Certified Gymnastics Foundations coach, you have to complete an online module to confirm that you have learned how to Make Ethical Decisions. To complete the Make Ethical Decisions online evaluation go to www.coach.ca, log-in to the Locker and select the “eLearning” option from the drop-down menu on the right hand side of the screen.*
- Emergency Action Plan**
 - *You may submit your club’s EAP or the EAP you designed during your Gymnastics Foundations Theory course.*
 - *Your EAP must include: the phone location, emergency phone numbers, address of the training facility, address of the nearest hospital and /or medical clinic, specific directions to the training facility, location of medical files, location of first aid kit, identification of call and charge persons as well as their emergency /first aid qualifications.*
- 1 lesson plan**
 - *You learned how to Plan a Lesson in your Gymnastics Foundations Theory course.*
 - *Make sure your Coach Evaluator knows if this is the lesson plan you will use during your observation or if you will provide another one.*
- Completed Program Description form**
- Completed Coaching Profile form**

Evaluation Application Form

Send this form + payment + completed portfolio to your Provincial/ Territorial Gymnastics Federation

Last name: _____ First name: _____

Address: _____
Street including apartment number City P/T Postal Code

Phone: _____ Email: _____

NCCP number: _____ Club Name: _____

Club Location: _____
City Province/Territory

Club Phone: _____ Club Email: _____

Gymnastics Foundations Courses completed:

Introduction course: Date & location: _____

Theory course: Date & location: _____

Gym-sport course: Date & location: _____ Sport: _____
Gym sports include: Acrobatic, Active Start, Aerobic, Artistic, Rhythmic, Trampoline

Following the completion of the Gymnastics Foundations courses listed above, I have been building my coach competencies in a practical work environment working under the supervision and direction of:

Supervisor: _____
Full name Title

SUMMARY OF PRACTICAL EXPERIENCE:

I have been coaching for _____ (weeks/months/years) Hours coaching per week _____

Signature of Supervisor: _____ Date: _____

With this application, I signify my intention to complete the Gymnastics Foundations Coach Evaluation.

Coach's signature: _____ Date: _____

Portfolio Contents:

- Make Ethical Decision online evaluation proof of completion
- Emergency Action Plan
- 1 lesson plan
- Completed Program Description form
- Completed Coaching Profile form

Program Description Form

1. What are the logistics of your program?
(available space, equipment and time - refer to GF Theory)?

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2. Who are your participants? (age/stage, gender, number, special needs)

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3. What are you trying to accomplish (what you hope the participants will achieve)?

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Coaching Profile Form

On the form below, rate your level of confidence on a scale from 1 (low) to 5 (high).

How confident do you feel in your ability to:



Planning:	1	2	3	4	5
Plan warm-up and cool-down activities					
Plan gymnastics games					
Plan activities to develop physical abilities					
Plan activities to develop motor abilities					
Plan activities to develop the FMPs					
Plan circuit-type activities to maximize the time and space available					
Plan activities that are fun, challenging and safe, and ensure continuous activity					
Develop a lesson plan					
Teaching:	1	2	3	4	5
Teach warm-up and cool-down activities					
Teach gymnastics games					
Teach activities that develop physical and motor abilities					
Teach activities that develop the FMPs/basic skills					
Teach circuits that are safe and that maximize the time and space available					
Teach activities that are fun, challenging, safe and ensure continuous activity					
Assess gymnasts' progress and provide feedback					

STEP 2: Lesson Observation

WHAT IS A LESSON OBSERVATION AND HOW DO YOU PREPARE FOR IT?

Your Lesson Observation is an opportunity for a Coach Evaluator to observe you while you are coaching a gymnastics lesson. The Coach Evaluator is not expecting a perfect lesson. Their role is to support you and provide feedback to you that will help you grow as a coach.

Here are some tips to help you get ready for your Lesson Observation:

- Check with your club supervisor when you set the date and time for your Lesson Observation.**
- Plan 15 – 20 minutes prior to your lesson time to pre-brief with the Coach Evaluator with time for pre-lesson organization**
 - *The pre-brief gives you a chance to speak to the Coach Evaluator about any concerns, considerations or changes you may have to your planned lesson.*
- Plan 30 minutes following the class to debrief.**
- Make sure your Coach Evaluator knows if you are using the Lesson Plan submitted in your portfolio. If you are using a different Lesson Plan, make sure the Coach Evaluator has a copy before the Lesson Observation date.**
- The Coach Evaluator wants to observe you coaching a gymnastics lesson that you would usually coach.**

Filming Your Lesson

If a Coach Evaluator cannot observe you coaching a gymnastics lesson in person, you will need to submit video footage of you coaching a gymnastics lesson.

Videotaped Lesson Evaluation

Your video footage must include the following:

Filmed introduction (1 to 2 minutes maximum)

- *At the beginning of the video, you must introduce yourself (state your name, the club where you are working, the time you have spent working with these gymnasts, the gymnasts' age and their level).*
- *Do this ahead of time so it does not interfere with your pre-lesson preparation.*

Filmed lesson (length of the lesson)

- *Start filming 5 minutes before the arrival of the gymnasts so the Evaluator can see you preparing for the class.*
- *Stop filming 5 minutes after the class is over so the Evaluator can see you 'cleaning' up after the class (if you do not have to coach another class immediately).*
- *You must film the gymnasts' arrival in the gym, the entire lesson, and the gymnasts' departure from the gym.*
- *Your footage needs to include all 5 parts of the lesson (Introduction, Warm-up, Main part, Cool-down and Conclusion).*

Filmed self-evaluation (1 to 3 minutes maximum)

- *At the end of the video, you must briefly explain what worked, what didn't work, and what you would do differently next time.*
- *If you deviated from your lesson plan you must explain how and why.*
- *Do this at a later time if you have back-to-back classes or if you need to collect your thoughts or write down some notes, so your self-evaluation is clear and concise.*

Your footage will be returned to you unmarked if:

- If your voice is not clearly heard or understood.
- If the Lesson portion has been edited without explanation (see Filming Procedures)
- If it does not capture most of the interactions between you and the participants
- If it is incomplete (missing the introduction and the self-evaluation).
- It cannot be played.

If your video footage is returned to you unmarked:

- You will need to re-film it and resubmit it at your expense. If your footage was returned because it could not be played, you will not have to pay an additional fee.
- If your video footage was returned for any other reasons, you may be required to pay additional fees.

Part 2: **Filming Procedures**

To assist you in producing quality video footage, we suggest that you consider the following when you film:

- The film of the Lesson itself must be unedited** - if you have a planned break (snack or drink) you must indicate the start of the break on the film (before turning the camera off) and you must indicate the end of the break on the film (after turning the camera on). This can be done by the coach or the camera person.
- Your voice must be clear and audible at all times.** This means that the camera cannot be too far from you. You should ask a parent or another coach to film if your gym is big or if you move around a lot. You can also use a portable microphone.
- Background noise, including music, should be minimal.** You may need to prep the other coaches in the gym so they can help keep the noise level down as much as possible.
- The camera must be held steady.** This is best done using a tripod, which can be moved, or by placing the camera on a steady surface.
- The camera must focus on the coach and participants throughout.** You will need to make sure that the camera angle is wide enough to capture you and the participants as they complete the different activities you have planned. The camera person should stand behind and to the side about 8 to 10 feet away from you. The camera angle must be able to capture the demonstrations, discussions and performances of the gymnasts. If you move, the camera person also needs to move.

