

Boxing Canada - NCCP Policy and Procedures Manual



**BOXING CANADA**

**NATIONAL COACHING CERTIFICATION PROGRAM**

# **Policy and Procedures Manual**

February, 2011



Coaching  
Association  
of Canada
















National  
Coaching  
Certification  
Program

## Boxing Canada - NCCP Policy and Procedures Manual

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.

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### 1. Program Overview

- 1.1 Boxing Canada (CABA) is developing a new coach training program under the National Coaching Certification Program (NCCP). Concurrently, Boxing Canada has initiated the implementation phase of its Long Term Athlete Development (LTAD) model. These two initiatives will be integrated to provide a world-class program for developing both coaches and athletes to their maximum potential.
- 1.2 A key element in achieving a successful outcome of these processes will be the development of the tools and resources needed to deliver programs that meet the guidelines of the NCCP in the new competency-based format. This Policy and Procedures Manual defines the standards and processes in delivering coach training and development programs for Boxing in Canada. It will be a "living" document, requiring continual updating, at least on an annual basis, as each new element of the coaching and athlete development contexts and pathways is developed.
- 1.3 As of June 2010, Boxing Canada is in the final stages of context approval for its Apprentice Coach and Club Coach programs. The Competition-Development context is in its initial stages of development, and will take up to 2 years to complete.
- 1.4 In order for coaches to retain their "certified" status, they must be active for at least 1 year within a 5-year period after having received their "certified" status on their NCCP transcript.
- 1.5 Boxing Canada has adopted a program standard for all of its Learning Facilitators (LF) regardless of the context or stream in which they are involved. The policy is based on the CAC LF Handbook-"How to Develop Learning Facilitators". These policies will be integrated into this document, and will serve as reference for the standards of practice for all Master Learning Facilitators, Master Evaluators, Learning Facilitators, and Evaluators.
- 1.6 Other resources and tools will be developed to implement effectively the coach and athlete development pathways, such as an on-line training module, workshops, workbooks and portfolios. This policy will govern the identification, training, retention and evaluation of the personnel required to carry out these programs.
- 1.7 Boxing Canada recognizes and adopts the policies, goals and objectives behind the changes in the NCCP to provide for more competent coaches by conducting training using modern adult education principles such as facilitated learning, self-directed modules and the evaluation of both coaches and facilitators.
- 1.8 Entry into coach training in the Apprentice Coach and Club Coach contexts will be through programs offered by each Province or Territory.
- 1.9 In Workshops or modules delivered in person, the overall teaching format will be based on mentorship and facilitation of learning by participation. Competency based education and training is founded on the concept of learning by doing. Coaches develop and refine their skills when they are given the opportunity to apply the concepts covered in the module. The Workshops are designed to

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allow participants to practice the core skills required in each coaching context and to enable them to reflect on how they might apply what they have learned in their own programs. The Workshops will be based on developing the core competencies of valuing, interacting, leading, problem-solving and critical thinking.

- 1.10 The following minimum and maximum number of participants must be adhered to, or the workshop will not be recognized by Boxing Canada:
  - 1.10.1 Coach Training: minimum 4, maximum 20
  - 1.10.2 Evaluator Training: minimum 4, maximum 6
  - 1.10.3 Learning Facilitator Training: minimum 2, maximum 10
  - 1.10.4 Extenuating circumstances will be considered upon request
- 1.11 There will be Facilitator Guides, tools and resources developed for each context. Each module within the workshops will describe expected "learning outcomes" and the criteria and evidence on which coaches will be evaluated.
- 1.12 The responsibility for program design, definition and national standards will rest with Boxing Canada. Program delivery at the local and provincial level will be the responsibility of the Provincial or Territorial Boxing Association (P/TBA) in each province or territory, according to these program standards.
- 1.13 Boxing Canada is integrating its LTAD model into its coach education programs.
- 1.14 A P/TBA must inform CABA at least thirty (30) days in advance of any workshop to be held in its jurisdiction in order for Boxing Canada's Office to print and distribute the required materials. Within two (2) weeks after the conclusion of the workshop the MLF, ME, LF, or E must submit the NCCP Course Registration Form (CRF) and all Workshop Evaluation Forms to the P/TBA. The P/TBA must then forward the CRF to Boxing Canada, who will in turn forward the CRF to the Coaching Association of Canada (CAC). The CAC will send a confirmation number once they have received a CRF from Boxing Canada.

## 2. Coach Development Model (CDM)

- 2.1 Boxing Canada has adopted as its Coach Development Model the chart as shown in Appendix 1.

## 3. Description of the Coaching Contexts

- 3.1- **Apprentice Coach (generic NCCP terminology: Instruction-Beginners)** - For most new coaches, this context will be the entry point into Boxing Canada's coaching system. *Apprentice Coaches* will work under a certified Club Coach, who will play the role of a mentor. They will also attend formal coach training workshops, in order to be exposed to a variety of notions that support effective coaching. An Apprentice Coach, upon satisfactorily completing his/her training will work with participants of various age groups and ability levels who can be in the following LTAD stages: Active for Life, Fundamental, and/or Learn to Box. Some Apprentice coaches may also work with participants in the Train to Box

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stage. Apprentice coaches will be trained to teach and demonstrate the fundamental skills of Boxing, and to apply the safety measures that must be in place when coaching a demanding combat sport to youngsters, adolescents, and adults. They will also be expected to apply a sound coaching philosophy, be good role models for the participants, behave ethically, and make ethical decisions. Because Apprentice Coaches may have to assist boxers in the early stages of their competitive career, they will also be exposed to the key rules of amateur boxing and fundamental ringcraft principles.

The training of Apprentice Coaches will include two (2) workshops:

- Boxing Canada's Apprentice Coach workshop (2 full days)
- NCCP Competition Introduction multisport modules Part A

**3.2-Club Coach (generic NCCP terminology: Competition-Introduction) –** Club Coaches are the corner stone of Boxing Canada's athlete development system. Because of this critical role, they will be involved in an extensive training program. Club coaches will work essentially with the same participants as Apprentice coaches; however, they will also supervise closely the competitive development of boxers, particularly those in the Train to Box LTAD stage. Club Coaches will also assume the role of mentors for Apprentice Coaches.

All the training and certification requirements in place for Apprentice Coaches will also apply in the case of Club Coaches; in addition, Club coaches will learn how to teach more advanced skills and tactics, to apply a comprehensive performance analysis model, and to implement sound programs and activities for the physical and mental preparation of club-level boxers competing on the regional and provincial scenes.

The training of Club Coaches will include four (4) workshops:

- Boxing Canada's Apprentice Coach workshop (2 full days)
- Boxing Canada's Club Coach workshop (2 full days)
- NCCP Competition Introduction multisport modules Part A
- NCCP Competition Introduction multisport modules Part B

**3.3- Coaching contexts not yet developed -** The remaining coaching contexts under the new NCCP have yet to be developed by Boxing Canada, and will each be added to this Operations Program Manual as they are defined. Those contexts include:

**3.3.1 Community Sport- Initiation -** This context is an entry level where the coach's primary role is to run activities and programs for new participants in boxing, and to introduce them to boxing basics in a fun, safe, and self-esteem building environment, regardless of their ability. Within the LTAD model, this coaching context will be designed primarily for young participants of the FUNdamentals LTAD stages, and will also focus extensively on the development of motor abilities.

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- 3.3.2 **Competition Coach (generic NCCP terminology: Competition - Development)** - This context is for coaches who work with developing athletes in the *Train to Compete* LTAD stage. The emphasis is on refining basic skills, developing more advanced Boxing skills and tactics, and enhancing boxing-specific preparation for provincial and national level competitions. This context is designed for full-time coach.
- 3.3.3 **High-Performance Coach (generic NCCP terminology: Competition - High-Performance)** - This context is for full-time coaches working with elite athletes who have reached the *Train for Peak Performance* LTAD stage. These boxers are the best in the country, and are preparing for successful performances in international competitions, including Major Games. Programs for High-Performance athletes are both highly specialized and individualized, and are aimed at refining advanced boxing skills and tactics, as well as optimizing performances in top level competitions.
- 3.3.4 The Learning Facilitator Guides for each context will be set out in a separate manual under this program.
- 3.3.5 The Learning Outcomes, Evaluation Criteria and Evidences sought shall be set out in a separate manual under this program.

### 4. Getting There - Pathways, Challenges, and Transition Period

- 4.1 The diagram in Appendix 2 shows the pathway leading to certification in the both the Apprentice Coach and Club Coach contexts.
- 4.2 To be certified, a coach must be evaluated for all applicable program outcomes. If a candidate should fail one or more of the evaluation requirements in place for *Apprentice Coaches* or for *Club Coaches*, he or she must wait for a period of 3 months prior to taking the evaluation again. A coach may be evaluated as many times as necessary to receive the "Certified" status.
- 4.3 One of the principles of Boxing Canada's coaching development program is that it is competency based. Coaches are responsible for directing their own training and for upgrading their coaching skills in order to meet the desired outcomes and criteria applicable to the context(s) in which they coach. To this end, Boxing Canada will recognize and honour prior learning experiences, extensive experience as a boxer at a high-level, and legacy coaches (e.g. a coach from another country or retired National Team athlete) who have demonstrated coaching skills, and who wish to challenge for either the "Trained" or the "Certified" status within CABA's system, without following all the steps of the pathways as shown in Appendix 2.

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4.4 In order to challenge for "Certified" or "Trained" status, a candidate must do the following:

4.4.1 A coach with approval of his or her P/TBA (signature required) must send in a request to CABA in written form indicating which context-stream they are challenging, and why they should receive the status of "Certified" or "Trained";

4.4.2 In the case of application for "Trained" status the coach must have received training in Making Ethical Decisions (MED) through the NCCP, or complete the MED training within a five (5) year period;

4.4.3 In the case of application for "Certified" status, the coach must complete the on-line ([www.coach.ca](http://www.coach.ca)) MED evaluation within a five (5) year period.

4.5 During the transition period to a competency-based model, equivalencies will be granted to coaches trained or certified under the "Old/Levels-based" NCCP. Coaches will be granted equivalencies for Levels 1 and 2 credits achieved under the "old" system. The recognition policy is shown in Appendix 9. All coaches receiving equivalencies as "Certified" must complete the Make Ethical Decisions online evaluation within a five (5) year period.

4.6 Coaches under the "Old Level" NCCP will have their transcripts automatically updated. Coaches receiving equivalencies must maintain their certification as per the "New" NCCP standard listed in section 13 of this manual.

4.7 The Coaching Association of Canada has not yet set a policy for the transition of Level 3, 4, and 5 coaches. Coaches wanting to pursue their Level 3, 4, and 5 must contact the Boxing Canada office. The following standards will be applied until further notice:

4.7.1 Level 3 Theory has been abolished and has been replaced by Competition- Development multi-sport modules

4.7.1.1 Coaching and Leading Effectively

4.7.1.2 Managing Conflict

4.7.1.3 Psychology of Performance

4.7.1.4 Developing Athletic Abilities

4.7.1.5 Leading a Drug Free Sport

4.7.1.6 Prevention & Recovery

4.7.2 These Competition- Development multi-sport modules are currently being offered by the Provincial and Territorial NCCP delivering agencies.

4.7.3 Boxing Canada's Level 3 Technical program is currently being reviewed, but is still being offered

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4.7.4 For the Level 3 Practical, application forms must be requested from Boxing Canada and completed. A Coach must complete the following:

- 4.7.4.1 5 years of coaching experience
- 4.7.4.2 Submission of an annual training plan

4.7.5 Level 4 and 5 Tasks:

- 4.7.5.1 (1) Energy Systems
- 4.7.5.2 (2) Strength Training
- 4.7.5.3 (3) Performance Indicators (Boxing Canada specific)
- 4.7.5.4 (4) Nutrition
- 4.7.5.5 (5) Environmental Effects
- 4.7.5.6 (6) Recovery and Regeneration
- 4.7.5.7 (7) Psychological Preparation for Coaches
- 4.7.5.8 (8) Psychological Preparation for Athletes
- 4.7.5.9 (9) Advanced Skills Training (Boxing Canada specific)
- 4.7.5.10 (10) Biomechanical Analysis (Boxing Canada specific)
- 4.7.5.11 (11) Strategy and Tactics (Boxing Canada specific)
- 4.7.5.12 (12) Planning and Periodization
- 4.7.5.13 (13) Analyzing Performance (Boxing Canada specific)
- 4.7.5.14 (14) Training Camps (Boxing Canada specific)
- 4.7.5.15 (15) Competitive Tours (Boxing Canada specific)
- 4.7.5.16 (16) Long-Term Athlete Development
- 4.7.5.17 (17) Leadership Skills
- 4.7.5.18 (18) Enhancing Coach Performance
- 4.7.5.19 (19) Sport System
- 4.7.5.20 (20) National Team Program (Boxing Canada specific)

4.7.6 In order to achieve the Level 4, a Coach must complete Tasks #8, #9, #11, #12 and #14, in addition, to 7 other Tasks of his or her choice, for a total of 12. Once a Coach completes the Level 4, he or she may register for any of the remaining 8 Tasks in order to achieve Level 5. The 8 Boxing-specific Tasks are offered through Boxing Canada, whereas the multi-sport Tasks are offered through the National Coaching Institutes (NCIs) or through the Coaching Association of Canada (CAC).

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### 5 Staffing the Learning Process

- 5.1 Boxing Canada, in cooperation with P/TBAs, will identify and designate a roster of personnel to carry out the objectives of the new NCCP. These personnel include:
  - 5.1.1 Boxing Canada staff liaison
  - 5.1.2 P/TBA liaison (appointed by each P/TBA)
  - 5.1.3 Master Learning Facilitators (*MLFs*)
  - 5.1.4 Learning Facilitators (*LFs*)
  - 5.1.5 Evaluators (*Es*)
- 5.2 Boxing Canada will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of valuing, leading, interacting, problem-solving and critical thinking skills.
- 5.3 Boxing Canada staff liaison will be responsible for coordinating the activities of the coach and athlete development frameworks and planning process and report to Boxing Canada management. This staff member will be responsible for managing the communication plan and reporting on the progress of development efforts to stakeholders within Boxing Canada.
- 5.4 The P/TBA liaison will be responsible for the same activities within the provincial or territorial associations. They will act in a leadership role within the province/territory and will monitor the progress of coaching development programs, reporting to the Boxing Canada liaison any difficulties, recommendations for improvement or challenges related to implementing the new programs. They will manage and coordinate the activities of the human resources for this program within the P/TBA.
- 5.5 All personnel tasked with carrying out the objectives and programs related to coach training and development will be required to sign a Code of Conduct adopting the principles of the NCCP and respecting the objectives and mission of "Better Coaches, Better Athletes"; a sample of such Code is attached as Appendix 3.
- 5.6 All personnel tasked with carrying out the objectives and programs related to coach training and development, including course definition, design and development will be required to enter into copyright assignment agreements with Boxing Canada, and to respect the copyright terms of use related to Coaching Association of Canada (CAC) and the National Coaching Certification Program (NCCP).
- 5.7 All MLFs, MEs, LFs, and Es must fill out the application form in Appendix 4. Details of the application procedure for each "Learning Coaches" are outlined in the subsequent sections pertaining to each role.

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### 6. Master Learning Facilitators

- 6.1 A Master Learning Facilitator, also known as an "MLF", is the person who trains Learning Facilitators, or LF's. To become a MLF, a person must have contributed to the development of Boxing Canada's context coaching program (e.g., helped in the design the Club Coach context) or meet all the applicable prerequisites identified.
- 6.2 Boxing Canada will develop a roster of MLFs to conduct the training of individuals identified by their provincial or territorial associations as suitable candidates to lead coach training workshops and modules. Boxing Canada's goal is to have, as a minimum, a core group of MLFs in each major region of the country (Atlantic Canada; Québec; Ontario; Prairies; BC). In cases where it would not be possible to have a MLF in each province or territory, an accredited MLF from the "core group" would be designated to work with a particular P/TBA in the process of developing local human resources.
- 6.3 MLF candidates will be recommended by each P/TBA. Boxing Canada will review the qualifications of the MLF candidates and approve their acceptance. MLFs must attend any required training sessions and successfully complete the MLF Training assignments. It will be the responsibility of Boxing Canada, in conjunction with the P/TBA, to conduct MLF training. The MLFs will then be authorized to conduct LF training on behalf of the P/TBA in specific contexts.
- 6.4 Upon completion and verification of the training and skill sets, MLFs will be assigned to conduct training in specific coaching contexts. Such assignments and designations will be approved by Boxing Canada.
- 6.5 MLFs with the following skill sets will be sought:
  - 6.5.1 Experience in training or instructional methods, preferably in adult education setting;
  - 6.5.2 Experience in delivery of boxing technical training to adults;
  - 6.5.3 Knowledge of NCCP coach training paradigm.
- 6.6 Prerequisites for MLFs will be the following:
  - 6.6.1 Full Level 3 certification in Boxing under existing NCCP system
  - 6.6.2 Attendance at a MLF training session;
  - 6.6.3 Have 5 years of experience as an LF;
  - 6.6.4 Have received positive evaluations as an LF;
  - 6.6.5 Have successfully completed the Make Ethical Decisions online evaluation (90% +);
  - 6.6.6 Are trained or educated in an area related to coaching or coach education;
  - 6.6.7 Have experience in coaching the sport of Boxing.

**Note:** Attendance at a Multi-Sport MLF training session will be highly recommended.

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### 5. Learning Facilitators

- 7.1 A Learning Facilitator, also known as an "LF", is the person who delivers the coaching workshops to the coaches. They must be seasoned boxing coaches with experience in adult education and the ability to facilitate group discussions. LF's are recommended by their provincial or territorial boxing office, and approved by Boxing Canada.
- 7.2 In order to meet the objectives of the "New" NCCP for each context, P/TBAs will have to develop and maintain a roster of LFs to deliver coach training in each context utilizing the adult learning principles advocated in the new NCCP. P/TBAs will be responsible for recruiting LFs. It will be the responsibility of the P/TBA, in accordance with the training and recruitment process as approved by Boxing Canada and using approved MLFs, to provide LF training in each context. New LF recruits will have to go through the application and development procedure as outlined in Appendix 5.
- 7.3 Upon completion and verification of the training and skill sets, LFs will be assigned to conduct coach training in appropriate context(s), as required and suitable. Such assignments and designations will be approved by Boxing Canada.
- 7.4 LFs will be sought with the following skill sets:
  - 7.4.1 Very good understanding of the Boxing Canada LTAD and its implications;
  - 7.4.2 Good understanding of and background in the full spectrum of boxing skills, particularly the skill development model applying to developing athletes of specific LTAD stages;
  - 7.4.3 Good understanding of Boxing Canada's LTAD model, and of growth and development principles related to various age groups;
  - 7.4.4 Good understanding of the boxing skills appropriate to the coaching context in which they may be trained;
  - 7.4.5 Good understanding of the principles of Ethical Decision-Making.
- 7.5 Prerequisites for LFs are shown in the attached Appendix 6.
- 7.6 Applications for LF training and designation shall be made to Boxing Canada through the P/TBA. P/TBAs may provide additional training, mentoring or upgrading for candidate as required.

### 8. Master Evaluators

- 8.1 The Master Evaluator is the one who trains Evaluators through Evaluator workshops. To become a Master Evaluator, a person must have to be part of the team that designed the evaluation procedures for a specific coaching context.

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- 8.2 Boxing Canada will develop a roster of MEs to conduct training of Es identified by the provincial and territorial associations as suitable candidates to conduct coach evaluation. Boxing Canada's goal is to have, as a minimum, a core group of MEs in each major region of the country (Atlantic Canada; Québec; Ontario; Prairies; BC). In cases where it would not be possible to have a ME in each province or territory, an accredited ME from the "core group" would be designated to work with a particular P/TBA in the process of developing local human resources.
- 8.3 The ME candidates will be recommended by each P/TBA. Boxing Canada will review the qualifications of the ME candidates and approve their acceptance. MEs must attend any required training sessions and successfully complete the ME Training assignments. It will be the responsibility of Boxing Canada, in conjunction with the P/TBA, to conduct ME training. The MEs will then be authorized to conduct E training on behalf of the P/TBAs in specific contexts.
- 8.4 Upon completion and verification of the training and skill sets, MEs will be assigned to evaluate coaches of specific context(s) as required. Such assignments and designations will be approved by Boxing Canada.
- 8.5 MEs will be sought with the following skill sets:
- 8.5.1 Experience in training or instructional methods, preferably in adult education setting;
  - 8.5.2 Experience in delivery of boxing technical training to adults;
  - 8.5.3 Knowledge of NCCP coach training paradigm.
- 8.6 Prerequisites for MEs will be the following:
- 8.6.1 Full Level 3 certification in Boxing Canada under existing NCCP system
  - 8.6.2 Attendance at an ME training session and/or help in the design of a context evaluation toolkit;
  - 8.6.3 Initially, a pool of MEs will be appointed by Boxing Canada. Once the program has been in place for a few years, MEs will be required to have 5 years of experience as Es;
  - 8.6.4 Have successfully completed the Make Ethical Decisions online evaluation (90% +);
  - 8.6.5 Are trained or educated in an area related to coaching or coach education;
  - 8.6.6 Have coaching experience in the sport of Boxing.

## 9. Evaluators

- 9.1 The Evaluator is the person who conducts the evaluation of the coach. All coaches who partake in any of the coaching workshops in the Instruction or Competition streams must be evaluated in order to be certified. For example, a coach who wishes to be certified as a *Club Coach* must have an evaluator observe one of their practices. Evaluators should possess similar traits to that of an LF, and must be recommended by their provincial or territorial office, and approved by Boxing Canada.

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- 9.2 In order to meet the objectives of the new NCCP for each context, P/TBAs will have to develop and maintain a roster of Es to conduct coach evaluation in each context according to established criteria and guidelines as defined by Boxing Canada. P/TBAs will be responsible for recruiting. It will be the responsibility of the P/TBA, in accordance with the training process approved by Boxing Canada, to provide E training in the *Apprentice Coach* and *Club Coach* contexts. Boxing Canada's goal is to have Es in each P/TBA for these two contexts. However, in cases where this would not be possible, an accredited E from a nearby province or territory would be designated to work with a particular P/TBA in the process of developing local human resources. For the Competition and High Performance contexts, Es will initially be appointed and/or trained by Boxing Canada.
- 9.3 Upon completion and verification of the training and skill sets, Es will be assigned to conduct evaluations in specific coaching contexts, as required. Such assignments and designations will be approved by Boxing Canada.
- 9.4 Es will be sought with the following skill sets:
- 9.4.1 Good understanding and background in the full spectrum of Boxing skill development;
  - 9.4.2 Good understanding of the entire "Club Coach" program;
  - 9.4.3 Good understanding of the growth and development principles related to the age groups and LTAD;
  - 9.4.4 Good understanding of the appropriate skill training for any context in which they may be trained;
  - 9.4.5 Demonstrable skills in the core competencies of valuing, leading, interacting, problem-solving and critical thinking.
- 9.5 Prerequisites for Es are shown in the attached Appendix 7
- 9.6 Applications for E training and designation shall be made to Boxing Canada through the P/TBA. P/TBAs may provide additional training, mentoring or upgrading for candidates as required.

## 10. Fiscal Responsibilities

- 10.1 Boxing Canada shall establish fee guidelines and parameters for coach training programs offered and developed under its authority.
- 10.2 Boxing Canada will set fees related to program design, development, contracting responsibilities for tools and resources, administration at a National level, and costs related to maintaining national databases.
- 10.3 The P/TBA will be responsible for local, provincial and territorial administration of the coaching programs, delivery mechanisms, assigning and compensating LFs and Es. P/TBAs must file NCCP registration forms with Boxing Canada within 2 weeks of the conclusion of any workshop or evaluation.

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- 10.4 The recommended fee structure for modules developed to date is outlined in Appendix 8.
- 10.5 Fee structure for Learning Facilitator and Evaluator training course is outlined in Appendix 11.

### 11. Recruitment, Retention, Education, and Renewal

- 11.1 P/TBAs will be responsible to recruit and train a sufficient number of personnel to meet the needs of their coaches. However, quality not quantity should always be the focus and main concern. Boxing Canada will review the roster of active MLFs, MEs, LFs, and Es annually with the P/TBAs. In cases where it would not be possible to have MLFs, MEs, LFs, or Es in each province or territory, or for certain contexts, Boxing Canada and the P/TBA concerned will select someone from a nearby province or territory to fulfill the responsibility.
- 11.2 Potential participants may be identified from participation at coaching meetings, conferences, from active course conductors on other courses, and from successful coaches within recognized quality programs.
- 11.3 LF status will be current for 3 years. Status will be renewed for 3 years after each successful workshop the LF conducts, provided positive feedback is received in workshop evaluations.
- 11.4 Steps will be taken to retain qualified LFs by providing them with opportunities to conduct clinics, educational upgrading opportunities, regular communication of updates and current information on both process and content. Both Boxing Canada and the P/TBA will have a role to play in the retention of LFs by making these opportunities available to them.
- 11.5 Boxing Canada will monitor the opportunities for further training and education of MLFs, MEs, LFs, and Es. The rosters shall be kept advised of updates and changes in content and methodology related to the program. The principles of continuous improvement and professional development by MLFs, MEs, LFs, and Es will be encouraged by Boxing Canada and the P/TBAs.
- 11.6 MLFs, MEs, LFs, and Es who have been inactive for longer than 3 years may have their status renewed upon the recommendation of the P/TBA to Boxing Canada, provided they have remained active in the sport and have received favourable prior feedback on their assignments.
- 11.7 It is recommended that MLFs, MEs, LFs, and Es conduct sessions primarily outside their home gym. This will provide new coaches with different perspectives, approaches and fresh new ideas. In addition, LFs will not be able to offer an evaluation to those coaches who took part in clinic(s) they conducted.
- 11.8 Boxing Canada will, in conjunction with the P/TBAs, identify potential resource personnel from the following additional sources:
  - 11.8.1 Coaches completing training in the new Contexts;
  - 11.8.2 Athletes encouraged to enter the coaching profession upon completion of their competitive careers with high performance teams sponsored by Boxing Canada and the P/TBAs;

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- 11.8.3 A note on the Boxing Canada web site encouraging coaches to participate in further training including the possibility of becoming a LF and the process involved in training as a LF;
  - 11.8.4 Identification of potential LFs by the P/TBAs from the roster of active coaches who may participate as LFs in the Multi-Sport or other sports;
  - 11.8.5 Identification of potential Es by P/TBAs from the roster of active LFs and MLFs and from former course conductors and retired coaches who may wish to remain active.
- 11.9 Boxing Canada and the P/TBAs will encourage all participants to maintain a continuing interest in upgrading both their pedagogical and technical coaching skills by providing opportunities for their personnel through:
- 11.9.1 Encouraging attendance at coaching conferences and summits sponsored by the Coaching Association of Canada, P/TBAs, and Boxing Canada, including as attendees, presenters, and/or coordinators.
  - 11.9.2 Encouraging attendance at Multi-Sport training sessions within the provinces; all LFs and MLFs must attend and participate in Multi-Sport modules Part A and Part B as part of their training.
  - 11.9.3 Developing a communication network to advise the participants of opportunities for training available locally, nationally, and internationally.

## 12. Monitoring Performance of MLFs, MEs, LFs, and Es

- 12.1 Coaches, upon completion of training modules, are provided an opportunity to provide feedback on the workshop modules and the LF.
- 12.2 Workshop feedback / assessment forms will be designed for each specific workshop. The assessment criteria will be based on the desired learning outcomes sought for that learning experience. In addition to feedback from coaches on the workshop materials, feedback will be sought on the ability of the LF or MLF to deliver the workshop to program standards.
- 12.3 If in the feedback form we find consistently poor reviews of the LF's performance, then the LF will be afforded an opportunity to improve his / her performance at a subsequent workshop. This clinic will be monitored by an MLF. If no or minimal performance improvement is observed, the LF will be removed from active status until he / she undergoes further training.
- 12.4 A provincial or territorial association, in conjunction with Boxing Canada, may revoke LF status based on poor LF assessments or evaluations.
- 12.5 The provincial or territorial staff liaison shall monitor and review the Coach Evaluation reports submitted by Es on assignments for certifying coaches in the various contexts. In the event that there are inconsistencies or obvious patterns where the E is not properly applying the evaluation criteria, the provincial or territorial staff liaison will investigate and make recommendations regarding the status of the E as may be appropriate.

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**Note:** The process for monitoring E performance is currently under development, and will be added to this manual when available.

### 13. Maintaining and Renewing Certification

- 13.1 Certification as a *Club Coach* will be valid for a 5-year period after registration in the NCCP database as *Club Coach* "Certified". This status will be automatically renewed in the NCCP database provided the coach has been active for one (1) year of the five (5) year period.
- 13.2 Additional requirements may apply in the future, consistent with NCCP minimum standards.

### 14. Program Monitoring, Evaluation, and Quality Control

- 14.1 Boxing Canada will conduct a quality planning review of this program and its resource requirements on an annual basis. This review process will be undertaken by Boxing Canada in conjunction with the P/TBAs as well as key individuals involved in the development of the coaching education programs. At that time, the quality review will consider the following items:
  - 14.1.1 Results of any program review conducted by the Coaching Association of Canada and / or funding agencies such as Sport Canada;
  - 14.1.2 Any recommendations for improvements provided by stakeholders involved in the delivery of programs or affected by the training programs;
  - 14.1.3 A review of the program as suggested by feedback forms submitted by coaches and facilitators at the end of workshops;
  - 14.1.4 Suggestions as to Facilitator or Evaluator training improvements, as suggested by workshop evaluation sheets.
- 14.2 Boxing Canada will review and establish quantifiable quality management objectives for:
  - 14.2.1 Training and skills upgrading of resource personnel;
  - 14.2.2 Evaluation of the effectiveness of the program (using feedback on the satisfaction of the coaches with the programs as delivered, or other measurable criteria)
  - 14.2.3 Improvements in program delivery.
- 14.3 Boxing Canada will review and adopt improvements as developed by the NCCP on a continuous basis. The principles of continuous improvement for coaches shall be applied.

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### 15. Responsibilities and Planning Requirements

- 15.1 Each P/TBA shall have the following responsibilities for training in order to maintain a suitable number of quality LFs and Es:
- 15.1.1 In consultation with members, determine number needed, taking into account regional and language balances;
  - 15.1.2 Engage the services of an MLF and ME to conduct LF and E training respectively;
  - 15.1.3 Make arrangements and fund LF and E training sessions;
  - 15.1.4 Identify and recruit a sufficient number of LF and E candidates;
  - 15.1.5 Before conducting training, submit the names of candidates to Boxing Canada for approval;
- 15.2 Each P/TBA shall have the following non-training related responsibilities in order to maintain a suitable number of quality LFs and Es:
- 15.2.1 Provide an appropriate number of opportunities for LFs to conduct their workshops. An appropriate number will depend on the LF and the time they have available;
  - 15.2.2 Review the LF and Workshop Feedback Forms that are completed by the coaches after the workshops;
  - 15.2.3 Provide an appropriate sharing of assignments within the pool of Es;
  - 15.2.4 Monitor the activities, performance and training of LFs, in conjunction with MLFs, to ensure that LFs meet the standards expected and maintain the most current training, including formal evaluations or assessments conducted by experienced LFs or MLFs when required.
  - 15.2.5 Monitor the activities, performance and training of Es, in conjunction with MEs, to ensure that Es meet the standards expected and maintain the most current training.
  - 15.2.6 If the LF is receiving consistently unfavourable reviews, discuss with the LF. Attend the next workshop, observe the workshop and take appropriate action during and after the workshop as required. This action can range from providing tips on how to improve, to removing their LF status either permanently or until they undergo further training.
  - 15.2.7 Monitoring and assessing the performance of the Es in conducting their duties.
- 15.3 The responsibilities of Boxing Canada for the training of MLFs, MEs, LFs and Es shall be to:
- 15.3.1 Develop and train a roster of MLFs and MEs to conduct LF and E training throughout the country;
  - 15.3.2 Review and approve, if acceptable, the candidates proposed for MLF and ME, LF and E by the P/TBAs;
  - 15.3.4 Develop MLF, ME, LF, and E training guidelines, and approve the program to conduct training;
  - 15.3.5 Review any training programs developed to ensure they meet NCCP and Boxing Canada standards, and the specific requirements of the various coaching streams and contexts.
  - 15.3.6 Train or provide resources to individuals responsible for formal observation/evaluation of LFs and Es.

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- 15.4 In order to maintain a suitable number of MLFs, MEs, LFs, and Es to meet the needs of the various contexts, the responsibilities of Boxing Canada shall be to:
- 15.4.1 Monitor the number of active MLFs and ensure there are adequate numbers to meet the needs of the P/TBAs, including linguistic and geographic requirements;
  - 15.4.2 Review the roster of active Es and LFs annually with the P/TBAs, in order to determine training requirements;
  - 15.4.3 Monitor the opportunities for further education and training of resource personnel, and to make these opportunities known to them.
  - 15.4.4 Where necessary, collaborate with P/TBAs as outlined throughout this document to identify MLFs, MEs, LFs, and/or Es, and ensure their availability to meet the training or evaluation needs of coaches in specific contexts.

### **16. Communications**

- 16.1 Boxing Canada recognizes the importance of a consistent and well-developed communications strategy to keep all stakeholders fully informed of program developments and benefits. Through each P/TBA and its own website, Boxing Canada will communicate changes, updates and developments to all of its stakeholders namely MLFs, MEs, LFs, Es, Coaches, and Clubs.
- 16.2 As part of its Annual Review of the NCCP Program, a review of the Communication Plan should be held. As part of this review, the requirements for updating of tools and resources will be considered, as well as the distribution of any new communication tools.

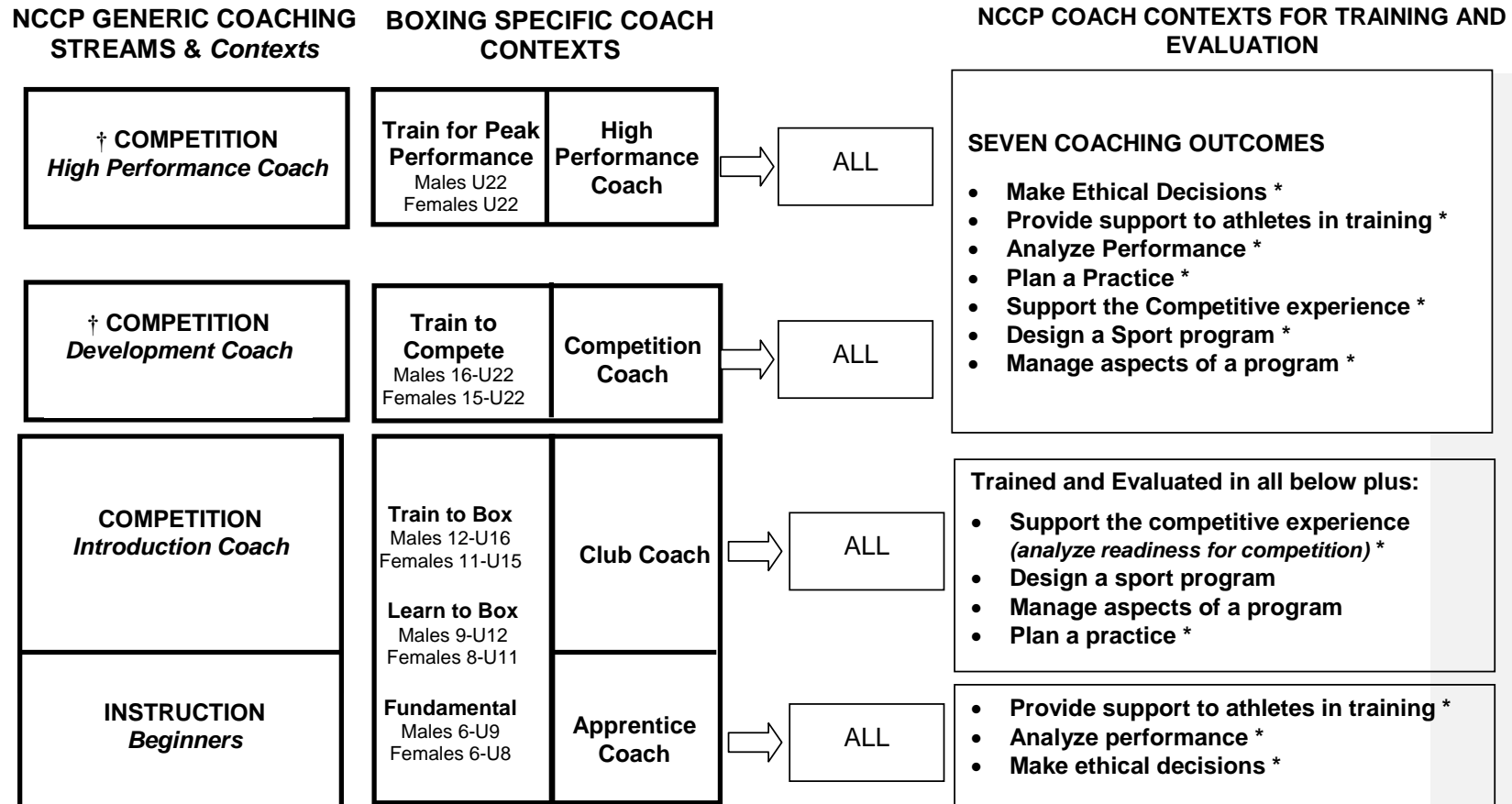
### **17. Boxing Canada Coaching Certification Recommendations**

- 17.1 Boxing Canada coaching certification recommendation is shown in Appendix 10.

# **APPENDICIES**

Appendix 1

## Canadian Amateur Boxing Association Coach Development Model Overview



## Appendix 2 Pathway for developing and certifying Club Coaches

Boxing Canada has identified the following pathway for developing Club Coaches:

- A person who wishes to become a Club Coach will initially be considered an *Apprentice*.
- *Apprentice Coaches* will work under a certified Club Coach, who will play the role of a mentor. They will also attend formal coach training workshops, in order to be exposed to a variety of notions that support effective coaching. Those include: (1) Boxing Canada's Apprentice Coach Workshop and (2) the NCCP Competition-Introduction multipoint workshop Part A which, among other things, deals with effective practice planning and ethical decision-making.
- Upon attending *one* of these formal coach training workshops, the candidate will be considered as a "Boxing Apprentice Coach in Training" in the NCCP database.
- When the candidate has attended *both* training workshops, he or she will be considered as a "Trained Boxing Apprentice Coach" in the NCCP database.
- "Trained Boxing Apprentice Coaches" will have two options:
  - (1) to complete the three evaluation requirements in place for "Apprentice Coaches" and become "certified" (see table on the following page); and/or
  - (2) to complete the online NCCP *Make Ethical Decisions* evaluation, and continue their training by entering the "Club Coach" program.
- Upon successful completion of the evaluation requirements listed in the table on the following page, the candidate will be considered as a "Certified Boxing Apprentice Coach" in the NCCP database.

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### Apprentice Coach evaluation requirements

The table below outlines the outcomes, criteria and methods of evaluation that apply for Boxing Apprentice Coaches.

**Comment [AM1]:**

MED link needs to be validated with the CAC

OUTCOMES / EVALUATION REQUIREMENTS †	CRITERIA (What will be evaluated)	EVALUATION METHODS
<b>1. Make Ethical Decisions (MED) *</b>	Apply correctly the NCCP ethical decision-making process.	<p>Online analysis of ethical scenarios requiring the application of the NCCP MED process.</p> <p>To complete this requirement, candidates must first register online for the MED evaluation at the following site <a href="http://evaluation.coach.ca/login/index.php">http://evaluation.coach.ca/login/index.php</a> or contact the Coaching Association of Canada by email at <a href="mailto:coach@coach.ca">coach@coach.ca</a> if any difficulty should be encountered when they login.</p>
<b>2. Analyze Performance (Basic Boxing Skills*)</b>	<p>Detect errors made by athletes who are performing basic Boxing skills.</p> <p>Correct such errors, consistent with Boxing Canada's skill development model.</p>	Video analysis of Boxing skills. Each candidate will receive a DVD featuring all the skills dealt with during the NCCP Apprentice Coach workshop. For each skill, a variety of segments will be provided, ranging from "perfectly executed" to "needing major improvements". As part of the evaluation, each candidate will be randomly assigned three (3) segments of "skills needing technical corrections". He or she will be required to complete and submit a written or audio performance analysis of these videotape segments, accompanied by a series of technical corrective measures, consistent with Boxing Canada's skill analysis model and technical guidelines.
<b>3. Provide Support to Participants in Training</b>	<p>Ensures that the practice environment is safe.</p> <p>Implements an appropriately structured and organized practice / training session.</p> <p>Makes interventions that promote learning during the practice / training session.</p>	Submissions of two (2) videos showing the Candidate coaching in his or her Club environment. The focus of each video will be assigned to the candidate from a list of pre-determined themes. Videos must meet the guidelines developed by Boxing Canada relative to format as well as to image and sound quality in order to be acceptable.

A debriefing discussion between the candidate and the evaluator will also take place as a follow-up to the third evaluation requirement, either in person (if feasible) or over the phone.

† All three evaluation requirements must also be completed by candidates who wish to be certified as Club Coaches

\* Mandatory to enter the *Club Coach* program

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- While working at Club level with their mentor, *Trained* or *Certified* Apprentice Coaches who wish to become "*Club Coaches*" will continue their training and preparation, in order to be adequately prepared to successfully complete *all* the evaluation requirements that Boxing Canada has identified for the *Club Coach* context.
- The following workshops will be made available to *Trained* or *Certified Apprentice Coaches* : (1) Boxing Canada's Club Coach workshop; and (2) NCCP Competition-Introduction multipoint workshop Part B, which deals with effective teaching, mental preparation, and program design.
- Upon attending *one* of the above formal coach training workshops, the candidate will keep his or her designation as a *Trained* or *Certified* Apprentice Coach, and will also be recognized as a "*Boxing Club Coach - In Training*" in the NCCP database.
- When the candidate has attended *all four* training workshops available for Apprentice and Club Coaches, he or she will be considered as a "*Trained Boxing Club Coach*" in the NCCP database. If the coach is also certified as an Apprentice Coach, this recognition will also appear in his or her NCCP database record.
- To become a "Certified Boxing Club Coach", a candidate will have to successfully complete *all* the evaluation requirements applicable, i.e. (1) the three that apply to Apprentice Coaches; and (2) the three additional requirements that apply to Club Coaches only (see table on the next page).

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Club Coach evaluation requirements

Club Coaches	EVALUATION REQUIREMENTS	CRITERIA (What will be evaluated)	EVALUATION METHODS
	<b>The three evaluation requirements that apply to Apprentice Coaches +</b>		
	<b><i>Make Ethical Decisions (MED)</i></b>	Apply correctly the NCCP ethical decision-making process.	Analysis and resolution of a Boxing-specific ethical scenario using the NCCP MED process.
	<b>Analyze Performance (Intermediate Skills &amp; Tactics, and Readiness for a Competition)</b>	Detect technical errors made by athletes who are performing intermediate-level Boxing skills.	Coach provides an assessment of a Club-level Boxer in the areas of skills, tactics, and readiness for a competition.
		Detect tactical errors made by athletes in Club-level training or competitive situations.	
		Correct such errors, consistent with Boxing Canada's skill development model, ringcraft principles, and pedagogical approaches	
		Conduct a general assessment of a boxer and determine readiness for competition.	
	<b>Plan a Practice</b>	Identify appropriate logistics for a practice/training session.	Coach submits a practice plan and an Emergency Action Plan that will be marked as part of a portfolio.
		Identify appropriate activities for each part of the practice/training session.	
		Design an Emergency Action Plan.	

**Note:** The process outlined in this section should apply to the vast majority of individuals who wish to become boxing coaches. However, in each system, exceptional circumstances sometimes arise; provisions are in place for those instances to be dealt with on case by case basis by Boxing Canada and its provincial/territorial partners.

## Appendix 3 - BOXING CANADA MLF/LF/ME/E CODE of CONDUCT

It is expected that every MLF/LF/ME/E will read, understand, and sign the following Code of Conduct:

### PREAMBLE

In my role as an LF/Evaluator or both in workshops or evaluation events of the National Coaching Certification Program (NCCP) for Boxing Canada, I, \_\_\_\_\_ expressly agree to conduct myself in a manner consistent with this Code of Conduct. My failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my LF/Evaluator Certification Status.

### CODE OF CONDUCT

I shall:

#### Training

1. Successfully participate in all LF and/or Evaluator training and evaluation components and be granted a LF/ Evaluator certification. (i.e. LF Pathway).

#### Goals and Key Personnel Support

2. Align with the common goals and objectives of Boxing Canada.
3. Avoid discrediting specific sponsors, suppliers, employers, and/or other partners.
4. Support key personnel and systems of the NCCP and partner organizations (CAC, Sport Canada, Provincial/Territorial Governments, and Boxing Canada).

#### NCCP Code of Ethics

5. Demonstrate ethical behaviour at all times and commit to the NCCP Code of Ethics.

#### Professional Development

6. Attend all required professional development and continuously seek to improve personal abilities and performance on a regular basis.

#### Workshop Behaviour

7. Exhibit exemplary professional behaviour at workshops and/or evaluation sites.
8. Approach problems and issues (technical and non-technical) in a professional and respectful Manner, seeking solutions that support due process.
9. Place the best interest of the coaches taking part in the workshops/evaluation events ahead of my personal interests.

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### Harassment

10. Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes either or both of the following:

- The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance;
- Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching, that:
  - Are offensive and unwelcome,
  - Create an offensive, hostile, or intimidating environment and can be reasonably expected to be harmful to the recipient, colleagues, or teammates.

### Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the LF/Evaluator to seek alignment with the objectives, goals and directives of Boxing Canada or the Provincial or Territorial Boxing Association involved. Please be advised that the Board of these organizations will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

I hereby declare having read the above and understand and accept the terms and conditions outlined.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix 4 – Sample LF or E application form

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Hi,

Please be advised of my interest in becoming a Certified Learning Facilitator \_\_\_ or Evaluator \_\_\_ within Boxing Canada's Coach development system. I am interested in working with:

Apprentice Coaches ( )      Club Coaches ( )

With this letter, I have enclosed an application form that demonstrates my experiences and commitments to sport and particularly to boxing.

I would be pleased if you would forward my name as a candidate. Please contact me if you require further information or have any questions about my application.

Application check list :

- Cover letter
- Completed Application Form
- Resume of coaching experience and achievements  
(With 2 sport reference names and phone numbers)
- Transcript of NCCP Certification Status
- Make Ethical Decisions online evaluation - 90% or more

Declaration

I hereby certify that the information I have provided with this application is true and complete.

\_\_\_\_\_  
Signature

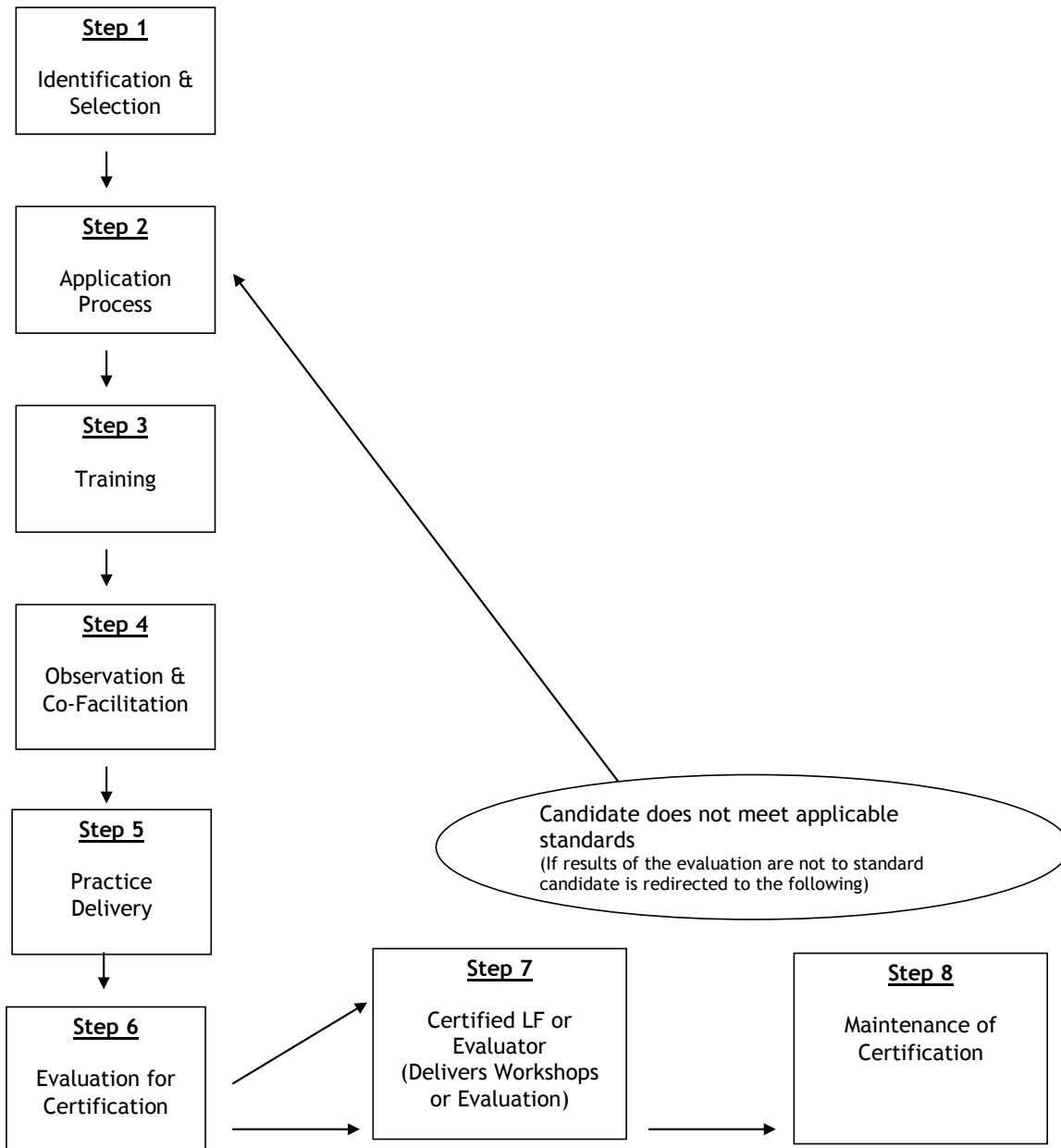


**BOXING • BOXE  
C A N A D A**

Learning Facilitator / Evaluator Application Form

<i>Personnel</i>			
<b>Name (Last, First, M.I.):</b>		<input type="checkbox"/> M <input type="checkbox"/> F	<b>DOB:</b> <input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>Province:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>		
<b>Cell:</b>	<input type="text"/>		
<b>Email:</b>	<input type="text"/>		
<b>Boxing Club:</b>	<input type="text"/>		
<b>NCCP #:</b>	<input type="text"/>		
<b>Boxing Canada Registration #:</b>	<input type="text"/>		
<b>Language(s) spoken:</b>	English ( <input type="checkbox"/> ) French ( <input type="checkbox"/> ) Other(s): <input type="text"/>		
<b>EDUCATION</b>			
University or College	Program Name	From - To	Degree(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>ADVANCED COACH EDUCATION AND ATHLETIC EXPERIENCE</b>			
From - To	Discipline	Task or Level	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Appendix 5 - Boxing Canada Learning Facilitator and Evaluator Pathway Apprentice Coach and Club Coach Contexts



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### Step 1: Identification and Selection of Learning Facilitator Candidates

There are two ways to become an LF candidate:

- MLFs, P/TBAs, and Boxing Canada can identify LF candidates.
- Individuals can nominate themselves.

When establishing a pool of candidates, Boxing Canada and P/TBAs will try to balance the regional training requirements for the sport with the need to have appropriate representation of all regions in Canada. Many LF candidates are coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study. Individuals who nominate themselves are sent the Template for the Letter of Self-nomination, and are asked to fill in this letter and submit it to their P/TBA, along with their resume and NCCP Certification Transcript.

### Step 2: Application Process

All LF candidates are sent an LF Application Form along with the Letter/Preliminary LF Worksheet. Once the LF candidate has completed these forms, he or she sends the following documents to the P/TBA:

- Cover letter
- Completed LF Application Form
- Transcript of NCCP Certification Status
- Make Ethical Decisions online evaluation - 90% or more - P/TBA to contact CAC to verify LF candidates score
- Résumé of coaching experience and achievements (with names and phone numbers for 2 references)

Those responsible for LF development at the P/TBA level will review the applications and related qualifications of the candidates and select the most qualified candidates before sending the package to Boxing Canada for approval. These candidates then move on to Step 3 in the Pathway.

**Taken together, Step 1 and Step 2 constitute the selection of Learning Facilitators.**

### Step 3: Training

The purpose of LF training is to provide LF candidates with the basic skills they need to facilitate an NCCP workshop. The NCCP expects LFs to guide coaches in the development of the five core competencies (valuing, interacting, leading, problem-solving, and critical thinking) by engaging them in their own learning. LF candidates will be trained and evaluated on the basis of their ability to do the following:

- Implement an appropriately structured and organized workshop
- Facilitate the achievement of outcomes or learning objectives
- Display appropriate communication and leadership to enhance coach learning
- Manage the group to optimize coach learning
- Manage administrative aspects of the modules and the NCCP

The Learning Facilitator Training process features eight (8) standard modules developed for the NCCP. Every LF candidate must attend Modules 1 through 4. Modules 5 through 8 are optional, but it is strongly recommended that ALL candidates take these modules as well.

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Following the Learning Facilitator Training Workshop, LF candidates complete a self-assessment of their facilitation skills and knowledge acquired during the workshop. The MLF reviews each LF candidate's self-assessment and proposes an appropriate Action Plan. The MLF forwards the record of the training to the appropriate organization. That organization then sends a registration form to CAC for entry in the NCCP database (LF trained).

**Note:** See *Learning Facilitator Training Workshop* for step-by-step instructions for Master Learning Facilitators on how to deliver a Learning Facilitator Training Workshop.

### **Step 4: Observation and Co-facilitation**

After completing Modules 1-4 of the Learning Facilitator Training Workshop, LF candidates are required to observe a complete workshop of their choice (Apprentice Coach or Club Coach). LFs must observe a Learning Facilitator who is either a certified LF or an MLF. LFs are required to prepare a report analyzing the workshop for the Learning Facilitator they observed.

After each observation session, the certified LF or MLF uses the LF Co-facilitation Assessment to debrief the LF candidate. The certified LF or MLF also updates the candidate's Action Plan to guide the LF candidate in his or her development. LFs are then required to co-facilitate a portion of a workshop. LFs in training in the are required to co-facilitate for a minimum of six hours.

The first time an LF candidate co-facilitates a workshop, it must be with either a certified LF or an MLF. Future co-facilitations may be with another trained LF. The co-facilitators must agree on the portions of the workshop each will be responsible for. A debriefing session takes place after each co-facilitation, and the LF candidate updates his or her Action Plan.

### **Step 5: Practice Delivery**

In this step, the final step before evaluation, the trained LF delivers a workshop independently. It is recommended that trained LFs perform between two and five independent facilitations before moving on to Step 6, Evaluation for Certification. Following each independent facilitation, LFs complete a self-assessment of their facilitation skills and debrief with an MLF (in person or by telephone) using the LF Co-facilitation Assessment. LFs update their Action Plan again, this time with a view to improving their next independent facilitation.

### **Step 6: Evaluation for Certification**

In this step, a trained LF's knowledge, skills, and attitudes are evaluated. The evaluation process helps LFs achieve certification by acknowledging the skills they have acquired and, if necessary, identifying the components that need improvement before certification will be granted. MLFs are the Evaluators for LFs. It is recommended that LFs be evaluated by an MLF other than the one who trained them.

When LFs believe that they are ready to be evaluated, they choose the workshop date on their schedule when they want to be evaluated. The P/TBA then contacts an MLF to perform the evaluation.

When LFs are evaluated, their skills and knowledge are measured against the minimum standards.

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After the evaluation, the MLF debriefs the LF, and a decision is made about whether to grant certification:

- If certification is to be granted, the MLF forwards the record of the evaluation to the appropriate organization. That organization then sends a registration form to CAC for entry in the NCCP database.
- If certification is not to be granted, the MLF and LF update the Action Plan and develop a plan to meet the minimum standards in the areas that still need improvement in the next evaluation.

**Taken together, Steps 3 through 6 constitute the certification of Learning Facilitators.**

### Assumptions about Certification and Evaluation

- Certification should identify and confirm that the LF is competent at doing certain things deemed important.
- Certification should promote favourable behaviours that have a positive impact on coach development.
- Certification is not about recognizing the perfect LF, but rather about acknowledging that an LF has demonstrated evidence of competence in the minimum standards identified in the NCCP.
- It is possible to recognize and respect individual teaching/facilitating styles while validating the presence of critical evidence.
- Adequate training or relevant experiences should occur before evaluation.
- NCCP training activities should adequately prepare LFs to meet the standards for certification.
- Evidence demonstrated during the evaluation may not reflect all of the elements or objectives identified during training activities.

### Step 7: Certified LF Delivers Workshops

After being certified, LFs continue to deliver workshops and to perfect their facilitation skills. Some LFs may wish to contribute further to the development of the NCCP by working with trained LFs in co-facilitation situations or by working toward becoming a Master Learning Facilitator.

### Step 8: Maintenance of Certification

To maintain their status, certified LFs must adhere to the Boxing Canada guidelines for professional development. LFs must also adhere to all tenets of the MLF/ME/LF/E Code of Conduct.

LFs are expected to contribute to the establishment of an effective network of LFs in Canada, and to demonstrate their commitment to one another and the program through active involvement in the network. LFs are also encouraged to participate in an online community of LFs that facilitates ongoing learning and shared leadership in the delivery of the NCCP.

## **Appendix 6 - Criteria for becoming a Learning Facilitator for the Apprentice Coach and Club Coach Contexts**

### **Apprentice Coach Context**

#### **Prerequisites:**

1. Minimum age of 25
2. Must be fully certified Level 3 NCCP as a minimum
3. Motivator and communicator
4. Willingness and time to facilitate
5. Good administrative skills
6. Understanding of New NCCP model
7. Teaching experience

#### **Requirements:**

1. Recommendation from the Provincial or Territorial Boxing Association
2. Must attend the NCCP Multi-Sport modules featured in Part A
3. Must have passed the online "Make Ethical Decisions" evaluation
4. Must attend and complete all Learning Facilitator training course requirements
5. A Master Facilitator recognized by Boxing Canada will train and evaluate the Learning Facilitator to complete his or her certification.
6. The material used during the Apprentice Coach and Development Coach course will be that developed by the Coaching Association of Canada and Boxing Canada.
7. Demonstrate he/she understands the new NCCP model.
8. Minimum of 5 years coaching experience in a boxing gym.
9. Must conduct at least one course every two years.

#### **Application Procedure:**

Provincial and Territorial Boxing Associations may submit names for consideration to Boxing Canada for approval.

## Club Coach Context

### Prerequisites:

1. Minimum age of 25
2. Must be fully certified Level 3 NCCP as a minimum
3. Motivator and communicator
4. Willingness and time to facilitate
5. Good administrative skills
6. Understanding of New NCCP model
7. Teaching experience

### Requirements:

1. Recommendation from the Provincial or Territorial Boxing Association
2. Must attend the NCCP Multi-Sport modules featured in Part B
3. Must have passed the online “Make Ethical Decisions” evaluation
4. Must attend and complete all Learning Facilitator training course requirements
5. Must have organized and delivered an Apprentice Coach course
6. A Master Facilitator recognized by Boxing Canada will train and evaluate the Learning Facilitator to complete his or her certification.
7. The material used during the Apprentice Coach and Development Coach course will be that developed by the Coaching Association of Canada and Boxing Canada.
8. Demonstrate he/she understands the new NCCP model.
9. Minimum of 5 years coaching experience in a boxing gym.
10. Must conduct at least one course every two years.

### Application Procedure:

Provincial and Territorial Boxing Associations may submit names for consideration to Boxing Canada for approval.

## **Appendix 7- Criteria for becoming an Evaluator for the Apprentice Coach or Club Coach Contexts**

### **Prerequisites:**

1. Minimum age of 25
2. Must be fully certified Level 3 NCCP as a minimum
3. Motivator and communicator
4. Willingness and time to evaluate
5. Good administrative skills
6. Understanding of New NCCP model
7. Technical and teaching experience
8. Credibility with peers within the sport community

### **Requirements:**

1. Recommendation from the Provincial or Territorial Boxing Association for acceptance
2. Must attend and complete all Evaluator training course requirements
3. Must have passed the online "Make Ethical Decisions" evaluation
4. A Master Evaluator recognized by Boxing Canada will train and evaluate the Learning Facilitator to complete his or her certification.
5. The material used during the Apprentice Coach and Development Coach course will be that developed by the Coaching Association of Canada and Boxing Canada.
6. Demonstrate he/she understands the new NCCP model.
7. Minimum of 5 years coaching experience in a boxing gym.
8. Must conduct one evaluation at least one course every two years.

### **Application Procedure:**

Provincial and Territorial Boxing Associations may submit names for consideration to Boxing Canada for approval.

## Appendix 8- Fiscal Responsibilities and Fees

### Fees

#### 1. Instruction Beginners and Competition- Introduction Coaching Contexts

##### 1.1 Apprentice Coach Workshops:

\$50.00 per coach to be paid to Boxing Canada for program materials, shipping (based on a 30-day notice request to Boxing Canada; additional charges may be applied to the P/TBA if the materials are ordered with less than 30-days notice), and CAC database entry. P/TBA determines total cost to coach for workshop and evaluation, based on their costs to host the clinic and cover the expenses and honoraria of the learning facilitator(s).

##### 1.2 Club Coach Workshops:

\$50.00 per coach to be paid to Boxing Canada for program materials, shipping (based on a 30-day notice request to Boxing Canada; additional charges may be applied to the P/TBA if the materials are ordered with less than 30-days notice), and CAC database entry. P/TBA determines total cost to coach for workshop and evaluation, based on their costs to host the clinic and cover the expenses and honoraria of the learning facilitator(s).

##### 1.3 Apprentice Coach and Club Coach Evaluation - To be determined.

#### 2. Competition- Development

To be determined.

## Administration

Module course fees shall be collected with either pre-registration or on-site by the host organization according to P/TBA policy.

## Honoraria

Each P/TBA will set Learning Facilitator and Evaluator honoraria, subject to the following minimums as established by Boxing Canada:

- honorarium of \$20/ hour;
- Expenses:
  - Mileage - set by each P/TBA  
(Minimum of \$0.30 per kilometre - over 75 km return)
  - Meals - set by each P/TBA  
(Minimum Breakfast \$7.00; Lunch \$10.00; Dinner \$18.00= \$35/day);
- Any additional expenses must be approved by the P/TBA;
- The Learning Facilitator and Evaluator must provide their P/TBA with a signed Expense Claim Form accompanied by original receipts. Expense allowances include GST / HST.

## Appendix 9 – Transition Policy: Recognition of Credits and Certification

The table below shows how the courses attended by coaches in the “old, Levels-based” NCCP and the certification levels achieved could be recognized in the new Coach development system of Boxing Canada.

\* This designation is not yet the official terminology of Boxing Canada

Training done and certification achieved in the “old, levels-based” NCCP	Recognition in Boxing Canada’s new coach development system
Certified Level 1	• Apprentice Coach - Certified
Certified Level 2	• Apprentice Coach - Certified • Club Coach - Certified
Certified Level 3	• Apprentice Coach – Certified • Club Coach - Certified • Development Coach* - Certified
Certified Level 4 or 5	• Apprentice Coach - Certified • Club Coach - Certified • Development Coach* - Certified • High Performance Coach* - Certified
Theory Level 1 only	• Apprentice Coach - In training
Technical Level 1 only	
Practical Level 1 only	
Technical Level 1 + Technical Level 2 only	
Technical 1 Level + Technical 2 Level + Technical 3 Level only	
Theory Level 1 + Theory Level 2 only	
Theory Level 1 + Theory Level 2 + Theory Level 3 only	
Theory Level 1 + Technical Level 1 only	• Apprentice Coach - Trained
Theory Level 1 + Practical 1 Level only	
Practical Level 1 + Technical Level 1 only	
Theory Level 1 + Technical Level 1 + Theory Level 2	• Apprentice Coach - Trained • Club Coach - In training
Theory Level 1 + Technical Level 1 + Technical Level 2	
Theory Level 1 + Technical Level 1 + Technical Level 2 + Theory Level 2	• Apprentice Coach - Trained • Club Coach - Trained
Certified Level 1 + Technical Level 2	• Apprentice Coach - Certified • Club Coach - In training
Certified Level 1 + Theory Level 2	
Certified Level 1 + Practical Level 2	
Certified Level 1 + Technical Level 2 + Practical Level 2	
Certified Level 1 + Technical Level 2 + Theory Level 2	• Apprentice Coach - Certified • Club Coach - Trained

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*Continued*

Training done and certification achieved in the “old, levels-based” NCCP	Recognition in Boxing Canada’s new coach development system
Certified Level 2 + Technical Level 3	<ul style="list-style-type: none"> <li>• Apprentice Coach - Certified</li> <li>• Club Coach - Certified</li> <li>• Competition Coach* - In training</li> </ul>
Certified Level 2 + Theory Level 3	
Certified Level 2 + Practical Level 3	
Certified Level 2 + Technical Level 3 + Practical Level 3	
Certified Level 2 + Theory Level 3 + Practical Level 3	
Certified 2 + Technical Level 3 + Theory Level 3	<ul style="list-style-type: none"> <li>• Apprentice Coach - Certified</li> <li>• Club Coach - Certified</li> <li>• Competition Coach* - Trained</li> </ul>
Certified Level 3 + between 1 and 11 Level 4/5 Tasks successfully completed or incomplete †	<ul style="list-style-type: none"> <li>• Apprentice Coach - Certified</li> <li>• Club Coach - Certified</li> <li>• Competition Coach* - Certified</li> <li>• High Performance Coach* - in training</li> </ul>
Certified Level 3 with 12 or more Level 4/5 Tasks successfully completed	<ul style="list-style-type: none"> <li>• Apprentice Coach – Certified</li> <li>• Club Coach - Certified</li> <li>• Competition Coach* - Certified</li> <li>• High Performance Coach* - Certified</li> </ul>

† Since 1995, the NCCP database records only Level 4 and 5 Tasks that have been completed, i.e. for which all applicable evaluation requirements have been successfully met.

**Note 1:** For non-Boxing-specific workshops offered during the transition and / or since 2001, and to simplify the transfer of credits from the old to the new system, attendance to all the units featured in the “multi-sport modules - Part A” would be considered equivalent to a Level 1 Theory, and attendance to all the units featured in the “multi-sport modules - Part B” would be considered equivalent to a Level 2 Theory.

**Note 2:** Once the transfer between the two systems is done and finalized, any policy developed and approved by Boxing Canada for maintenance of coach certification shall apply.

## Appendix 10 - Boxing Canada Coaching Certification Recommendation

As part of its Coach Development System, Boxing Canada is recommending the requirement outlined in the table below for all its coaches. This legislation will be phased in as coaching contexts are developed.

<b>Boxing Canada's terminology</b>	<b>Apprentice Coach</b>	<b>Club Coach</b>	<b>Competition-Coach</b>	<b>High Performance Coach</b>
<b><i>NCCP Terminology and Contexts</i></b>	<b><i>Instruction - Beginners</i></b>	<b><i>Competition-Introduction</i></b>	<b><i>Competition-Development</i></b>	<b><i>Competition-High Performance</i></b>
<b>Participants or athletes</b>	- Active for Life - Fundamental	- Learn to Box - Train to Box	- Train to Compete	- Train for Peak Performance
<b>Level of Competition</b>	- Local	- Local competitions - Provincial Junior Competitions - National Junior Competitions	- Local competitions - Provincial Youth and Elite Competitions - National Youth and Elite Competitions - Canada Games - Youth International Competitions - Elite minor International Competitions	- Olympic Games - World Championships - World Cups - Commonwealth Games - Pan American Games - Francophone Games
<b>Certification Requirements</b>	Apprentice Coach certified Or Certification at NCCP Level 1	Club Coach certified Or Certification at NCCP Level 2	Competition-Coach Boxing certified Or Certification at NCCP Level 3 or Level 4	High Performance Boxing certified Or Certification at NCCP Level 4 or Level 5

## **Appendix 11 - Fee Structure for Learning Facilitator and Evaluator Training**

Boxing Canada responsibilities:

- MLF or ME transportation to and from
- MLF or ME meals

Provincial or Territorial Boxing Associations' responsibilities:

- Cost for Learning Facilitator training course registration (\$150.00)
- Cost for Evaluator training course registration (75.00)
- MLF or ME accommodation
- Facilities and equipment for the training course