

Weightlifting: NCCP Operations Manual





PARTNERS IN COACH EDUCATION

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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in part by the Government of Canada.

Canada

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Acknowledgments

Content and Review

François Gravelle, Ph.D., Canadian Weightlifting Federation Haltérophilie Canadienne

Jill Miller, Canadian Weightlifting Federation Haltérophilie Canadienne

Wayne Parro, ChPC, Coaching Association of Canada

Contributors

Michael Souster, MSc, BKin(hons), Alberta Weightlifting Association

Augustin Brassard, Fédération d'Haltérophilie du Québec

Main Writer

Anthony Bhagwandin, Coaching Association of Canada

Production

Lyne Laroche (Traductions Lyne Laroche)

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Document History

The following outlines the version history of this document, and identifies any notable changes. The revision cycle for this document is a minimum of every 5 years and will be documented in the chart below

Revision Date	Revisions
October, 2014	The start of working meetings at the CAC office on this manual, involved François Gravelle, Jill Miller, and Anthony Bhagwandin
January 30 th , 2015	Work and revisions
January 7 th , 2016	Final revisions, version 1 is complete.
January 22 nd , 2016	Version 1.1: Copy editing and parallel read
February 8 th , 2016	Version 2: Translation and parallel read
February 22 nd , 2016	Version 3: small adjustments
August 1, 2016	Version 4: Numerous adjustments, updated CD content, added detailed CDM, translation and parallel read

DEFINITIONS:

CWFHC	Canadian Weightlifting Federation Haltérophile Canadienne	CD	Coach Developer
CAC	The Coaching Association of Canada	MCD	Master Coach Developer
NCCP	National Coaching Certification Program	LF	Learning Facilitator
P/TSO	Provincial or Territorial Sport Organization	CE	Coach Evaluator
P/TCR	Provincial or Territorial Coaching Representative		

Table of Contents

Canadian Weightlifting Federation Haltérophile Canadienne (CWFHC)	1
Acknowledgments	2
Content and Review	2
Contributors.....	2
Main Writer	2
Production	2
Document History.....	3
DEFINITIONS:	3
1. Introduction	7
2. Overview.....	8
P/TSO Responsibilities	8
Participant Development Model	9
3. The Coach Development Model	10
4. Requirements	14
5. Overview of the Instructor – Beginner Program	17
Target Audience.....	17
Training	17
Certification	17
6. Overview of the Competition – Introduction Program	18
Target Audience.....	18
Training	18
Certification	18
7. Overview of the Competition – Development Program (in development).....	19
Target Audience.....	19
Training	19
Certification	19
Explaining the Coach Pathway.....	20
Coach Statuses on the NCCP Transcript	20
8. Evaluations.....	21
How to Register for an Evaluation.....	21

Unsuccessful Evaluations.....	22
Appeals	23
9. Levels 1, 2, and 3.....	24
Theory Courses	24
10. Managing the Learning Process.....	25
National Coaching Committee.....	25
P/TSO Volunteer Liaison	26
CWFHC Project Leader.....	26
P/TSOs.....	26
11. MCDs.....	27
12. LFs	28
13. CEs.....	29
14. Business Model.....	30
Responsibilities	30
CWFHC	30
P/TSO	30
Standards for CDs	31
Workshop Delivery	31
Evaluations.....	31
Transportation	31
Accommodation	32
Meals	32
Summary Table: Delivery Costs	33
Workshop Fees for Participants	34
Revenue Sharing	34
Evaluation Fees for Candidates	35
15. Program Delivery	36
16. Recruitment, Retention, Education, and Renewal	37
Maintenance of status and national standards for LFs:	37
Maintenance of status and national standards for CEs:	37
Maintenance of status and national standards for MCDs:	37
17. Monitoring the Performance of CDs	38

18.	Maintenance of Certification.....	39
19.	Program Monitoring, Evaluation, and Quality Assurance	40
20.	Responsibilities and Planning Requirements	41
21.	Communications.....	42
	Appendix 1: Useful Links.....	44
	NCCP Code of Ethics	44
	NCCP Coach Developer Code of Conduct.....	44
	Standard Operating Procedures for Coach Developers	44
	Coaching Athletes with a Disability.....	44
	IWF Technical and Competition Rules & Regulations.....	44
	Appendix 2: Professional Development (PD) Credits	45
	Appendix 3: Annual Program Review	46

1. Introduction

The vision for all the CWFHC coach training programs is to create a pool of competent, high-quality, ethical coaches who are actively engaged in the development of the weightlifting community in Canada.

To that end, the purpose of this document is to:

- Clearly outline the operational standards for NCCP delivery in the weightlifting community across the country;
- Create a process that allows the CWFHC to monitor the quality of their program content and delivery;
- Ensure that the training and evaluation experience is the same across the country; and
- Ensure that the path to becoming a CD is the same across the country.

The CWFHC is the organization responsible for:

- Developing and maintaining sport-specific (i.e. weightlifting) aspects of NCCP;
- Complying with NCCP program standards;
- Preserving the integrity and continuity of the NCCP and ensuring that any organization to which it assigns any of its roles and responsibilities is bound to comply with the same standards and obligations (e.g. P/TSOs).

For more information on the roles and responsibilities of the CWFHC, please refer to the CAC mandate agreement (CAC 2013 Mandate Agreement), specifically relating to NSOs:

<http://coach.ca/policies-reports-s12495>

Program delivery at provincial and territorial level is the responsibility of the P/TSO in each province or territory, again according to these program standards.

Both the CWFHC and the CAC hold a co-copyright on the coach education materials that have been developed.

What is the NCCP?

The National Coaching Certification Program (NCCP) is a standardized coach education program available and accessible throughout Canada. Identified as a world leader in coach education, the NCCP ensures all coaches receive training based on best practices in instructional design, ethical decision-making, and with content that is relevant, current and which leads to the development of competent coaches. The NCCP gives coaches the confidence to succeed and is designed and delivered in partnership with the Government of Canada, 65 National Sport Organizations (NSOs), 13 Provincial/Territorial Coaching Representatives (PTCRs), and the Coaching Association of Canada™.

2. Overview

The CWFHC has developed coach training programs under the auspices of the National Coaching Certification Program (NCCP), and incorporates the CWFHC Long Term Athlete Development (LTAD) model. Currently, that includes the following programs:

- Instructor – Beginner
- Competition – Introduction
- Competition – Development

The CWFHC will align itself with the policies, goals and objectives of the NCCP to provide for competent coaches by conducting training using modern adult education principles such as facilitated learning, mentorship, self-directed and activity-based learning and the evaluation of both coaches and CDs.

Entry into coach training for the Competition – Introduction and Instructor – Beginner programs will be through NCCP training events offered by each P/TSO. Entry into the Competition – Development program will happen through the CWFHC.

Workshops, which are in-person training events or online, blended learning events where approved by the delivery agent noted above, are based on adult learning principles and use facilitated learning to achieve the learning outcomes. The workshops are designed to allow participants to practice the core skills required for 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.

There are LF Guides, Visual Presentation Files (PowerPoint or PDF versions of the approved CAC/CWFHC documents), Coach Workbooks, and Reference Material for each context. Each module within the workshops describes the expected learning outcomes, as well as the criteria and evidences on which coaches will be evaluated.

P/TSO Responsibilities

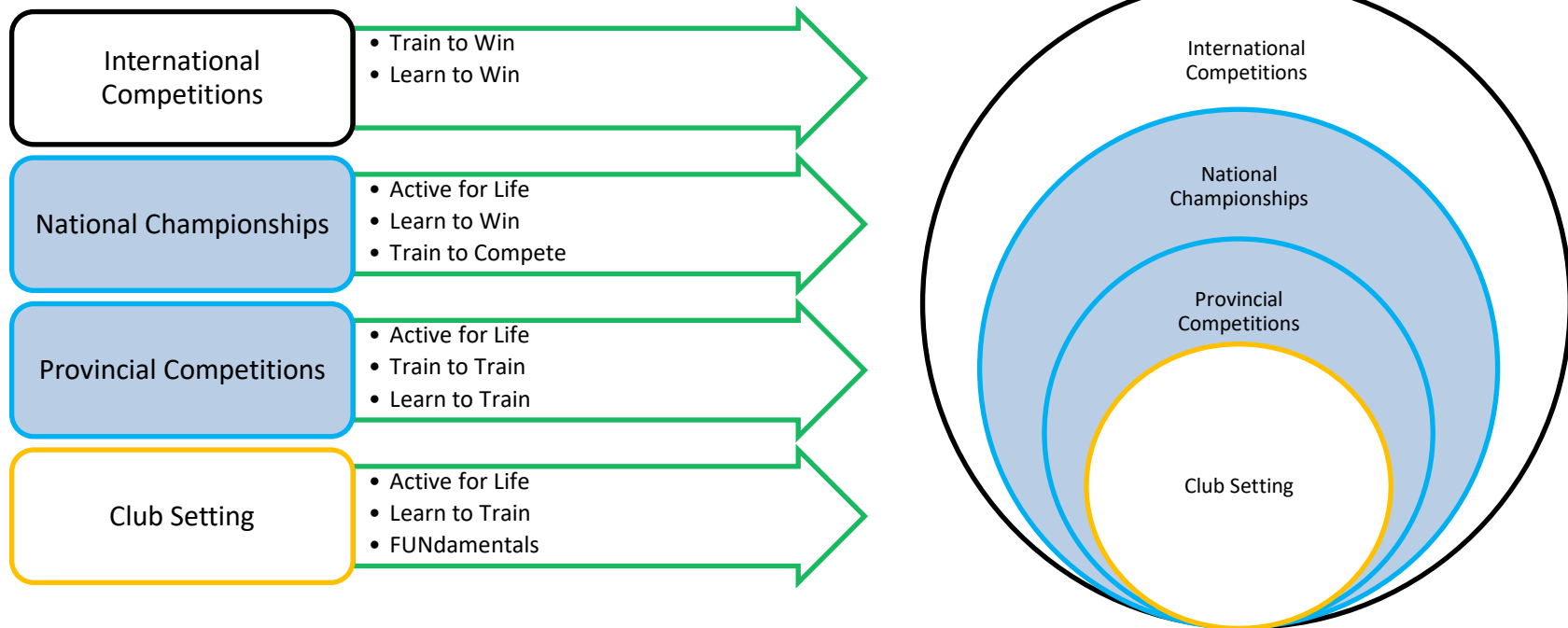
It is the responsibility of each P/TSO to produce the printed copies of the course materials and to distribute these to the LFs. The CWFHC is responsible for providing the training resources to the P/TSO. Updated versions (in PDF format) will be maintained in the CWFHC Dropbox account.

Each P/TSO must ensure that:

- All of their CDs have received Locker training, and
- At least one of their administrative personnel has also received Locker training and has the authority to approve events for their province or territory.
- Events must be entered in a timely fashion and approved within 5 business days of the completion of the event.
- When an event has been entered, it is critical that the person who needs to review and approve the event (either P/TSO or CWFHC) is alerted that event is waiting for their review and approval.

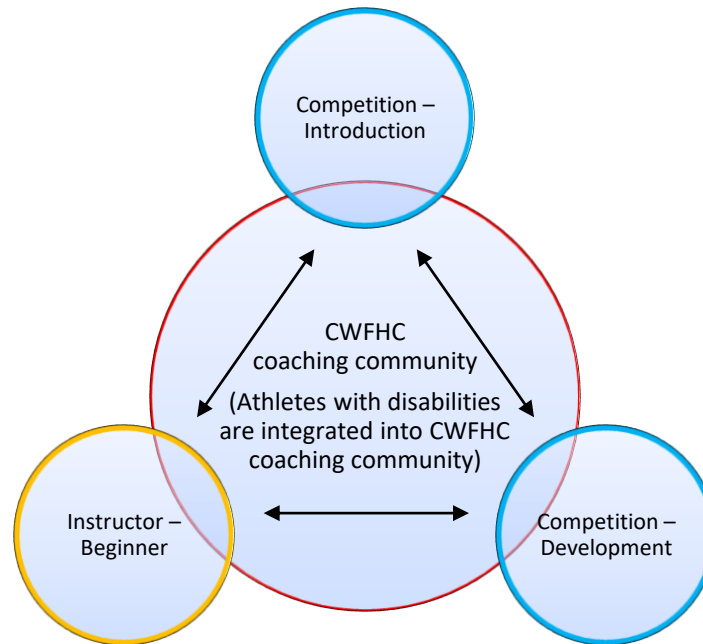
Participant Development Model

The participant development model, below, demonstrates how someone interested in the sport can grow or progress. You will also see where the athlete needs to be in the CWFHC Long-term Athlete Development (LTAD) model.



3. The Coach Development Model

The CWFHC has adopted the model below for its NCCP programming. Coaches can enter the weightlifting community at the appropriate level (the circles for each program indicate entry points), taking into consideration the type of athlete they will be coaching.



Weightlifting “Competition Introduction” Certification Pathway

COACH TRAINING

- ☐ Weightlifting “Competition Introduction” Workshop
- ☐ Multi-Sport Modules
 - Make Ethical Decisions
 - Planning a Practice
 - Nutrition



Coach receives: NCCP “TRAINED” STATUS

COACH EVALUATION

- ☐ Make Ethical Decisions Competition Introduction Online Evaluation Successfully Completed
- ☐ Active coaching 4-8 months, including a competition
- ☐ Develop portfolio
- ☐ Observations & Debrief



Coach becomes: NCCP “CERTIFIED”

Maintenance of Certification Requirements – 5 years obtaining 10 points

See page 41 of this document for more information about Maintenance of Certification and Professional Development

Weightlifting - “Instructor Beginner” Certification Pathway

INSTRUCTOR TRAINING

- ☐ Weightlifting “Instructor Beginner” Workshop
- ☐ Multi-Sport Modules
 - Make Ethical Decisions
 - Planning a Practice
 - Nutrition



INSTRUCTOR receives: NCCP “TRAINED” STATUS

INSTRUCTOR EVALUATION

- ☐ Make Ethical Decisions Competition Introduction Online Evaluation Successfully Completed
- ☐ Active coaching 4-8 months
- ☐ Develop portfolio
- ☐ Observations & Debrief



Instructor becomes: NCCP “CERTIFIED”

Maintenance of Certification Requirements – 5 years obtaining 20 points


See page 41 of this document for more information about Maintenance of Certification and Professional Development

Weightlifting “Competition Development” Certification Pathway

COACH TRAINING


☐ Weightlifting “Analyze Technical and Tactical Performance Workshop

☐ Multi-Sport Modules

- Advanced Practice Planning
 - Coaching and Leading Effectively
 - Developing Athletic Abilities
 - Manage a Sport Program
 - Leading Drug-free Sport
 - Managing Conflict
 - Performance Planning (recommended to be done before Advanced Practice Planning)
 - Prevention and Recovery
 - Psychology of Performance
- 

Coach receives: NCCP “TRAINED” STATUS

COACH EVALUATION

- ☐ Make Ethical Decisions Competition Development Online Evaluation Successfully Completed
 - ☐ Managing Conflict on-line evaluation Successfully Completed
 - ☐ Leading Drug-free Sport on-line evaluation Successfully Completed
 - ☐ Develop portfolio
 - ☐ Observation In Training & Debrief
 - ☐ Observation In Competition & Debrief
- 

Coach becomes: NCCP “CERTIFIED”

Maintenance of Certification Requirements – 5 years obtaining 30 points

See page 41 of this document for more information about Maintenance of Certification and Professional Development

Requirements

The level of training or certification that a coach achieves will determine where they can coach athletes, including: in a **weightlifting club**, **sanctioned provincial events**, and **sanctioned national championships**. Use the chart below to determine if a coach is eligible or not:

Status	Instructor – Beginner	Competition – Introduction	Competition – Development
Certified	None	Provincial Championships	National Championships
Trained	None	Weightlifting Club	Provincial Championships

The CWFHC will implement a rollout plan to give coaches time to get certified in the Competition – Development program for national championships. As a result, the minimum requirements to be eligible to coach at the national championships from 2017 to 2020 will be Competition Development with the exception of those coaches who are certified at Level 2, in the old system and have coached at the international level, and are listed in the CWFHC Coach Recognition Listing document generated by the executive committee of the CWFHC. It is understood by the CWFHC that said coaches may continue to represent its organization at international events.

Year	Training Requirements	Evaluation Requirements
2017	Multi-sport workshops: <ol style="list-style-type: none"> 1. Coaching and Leading Effectively 2. Developing Athletic Abilities 3. Leading Drug-free Sport 4. Managing Conflict 5. Prevention and Recovery 6. Psychology of Performance 	All online evaluations: <ol style="list-style-type: none"> a) Make Ethical Decisions (Competition – Development) b) Leading Drug-free Sport c) Managing Conflict
2018	Same as above, and: <ol style="list-style-type: none"> 7. Advanced Practice Planning 8. Manage a Sport Program 9. Performance Planning Weightlifting workshop: <ol style="list-style-type: none"> 10. Analyze Technical and Tactical Performance 	Same as above, and the weightlifting: <ol style="list-style-type: none"> d) Portfolio evaluation e) In Training evaluation
2019	Same as above.	Certified in the Competition – Development program. (i.e., same as above, and the Competition evaluation)

4. Overview of the Instructor – Beginner Program

Target Audience

Non-weightlifting coaches who want to use weightlifting skill and training techniques in their coaching practice. These skills and techniques can be applied to either a general fitness program or as part of strength and conditioning plan for another sport.

Training

A coach will achieve *Trained* status on their transcript after attending all of the workshops below.

Multi-sport

Three (3) multi-sport modules, which are available in all provinces and territories:

1. Make Ethical Decisions,
2. Nutrition, and
3. Planning a Practice.

Weightlifting

The “Weightlifting Instructor – Beginner workshop”, which contains three modules:

4. Analyze Performance,
5. Provide Support to Athletes in Training, and
6. Design a Weightlifting Cross-Training Program.

Certification

A coach becomes *Certified* when they have completed all components of the evaluation, listed below.

Multi-sport

7. The Make Ethical Decisions on-line evaluation (Instructor – Beginner).

Weightlifting

8. The Weightlifting Instructor – Beginner evaluation.

The evaluation tool for this context is made available to the coach as part of the course materials.

5. Overview of the Competition – Introduction Program

Target Audience

This program targets coaches who want to present athletes at accredited provincial or territorial weightlifting competitions.

Training

A coach will achieve *Trained* status on their transcript after attending all of the workshops below.

Multi-sport

Three (3) multi-sport modules, which are available in all provinces and territories:

1. Make Ethical Decisions,
2. Nutrition, and
3. Planning a Practice.

Weightlifting

The “Weightlifting Competition – Introduction workshop”, which contains three modules:

4. Analyze Performance,
5. Provide Support to Athletes in Training, and
6. Support the Competitive Experience.

Certification

A coach becomes *Certified* when they have completed all components of the evaluation, listed below.

Multi-sport

7. The Make Ethical Decisions on-line evaluation (Competition – Introduction).

Weightlifting

8. The Weightlifting Competition – Introduction evaluation. This includes submission of a portfolio that consists of a Planning Tool, Athlete Profile, Coach Profile, Performance Gap Analysis (Analyze Performance) with training solutions, Support the Athlete in Training, Emergency Action Plan based on training facility, Four Week Training Plan leading to a first competition for the identified athlete, and Competition Performance Goals planning sheet.

The evaluation tool for this context is made available to the coach as part of the course materials.

6. Overview of the Competition – Development Program (in development)

Target Audience

This program targets coaches who want to present athletes at a national championships organized by the CWFHC. **Prerequisites:** Fully certified Competition Introduction or Level 1 or Level 2 in old system.

Training

A coach will achieve *Trained* status on their transcript after attending all of the workshops below.

Multi-sport

Nine (9) multi-sport modules, which are available in all provinces and territories:

1. Advanced Practice Planning
2. Coaching and Leading Effectively
3. Developing Athletic Abilities
4. Manage a Sport Program
5. Leading Drug-free Sport
6. Managing Conflict
7. Performance Planning (**recommended to be done before Advanced Practice Planning**)
8. Prevention and Recovery
9. Psychology of Performance

Weightlifting

The “Weightlifting Competition – Development workshop”, which contains one module:

10. Analyze Technical and Tactical Performance,

Certification

A coach becomes certified when they have completed all components of the evaluation, listed below:

Multi-sport

11. The Make Ethical Decisions on-line evaluation (Competition – Development),
12. Managing Conflict on-line evaluation, and
13. Leading Drug-free Sport on-line evaluation.

Weightlifting

14. The Weightlifting Competition – Development evaluation. See the CWFHC Evaluation Guide

The evaluation tool for this context is made available to the coach as part of the course materials.

Explaining the Coach Pathway

Coach Statuses on the NCCP Transcript

There are four possibilities for every weightlifting program, and we've explained what they mean using the table below. Keep in mind that there are both multi-sport (i.e., generic to all sports) and weightlifting components to both training and evaluation. A coach who is successfully evaluated becomes a certified coach for that program.

Status	Multi-sport	Weightlifting
No Status is shown	The coach may or may not have taken the required multi-sport training. Only having multi-sport training on a transcript cannot trigger a status change in the Locker, there has to be weightlifting training on your NCCP transcript.	The coach has not taken the CWFHC workshop for that program
In Training	See the note above.	The coach has taken the CWFHC workshop for that program.
Trained	The coach has taken all multi-sport training for that program	Same as above.
Certified	The coach has successfully passed all multi-sport evaluations for the program.	The coach has successfully passed all CWFHC evaluations for the program.

Examples:

- A status of **Competition – Introduction** “**Trained**” means that the coach successfully completed all six of the modules listed above in: *Overview of the Competition – Introduction program*;
- A status of **Instructor – Beginner** “**In Training**” means that the coach successfully completed at least the *Weightlifting Instructor – Beginner Workshop*, but not all of the multi-sport training;
- A status of **Competition – Development** “**Certified**” means that the coach has successfully completed all four of the evaluation components listed above in: *Overview of the Competition – Development program*.

7. Evaluations

An evaluation is available for all weightlifting coach training programs. The purpose is to give the coach a chance to demonstrate competency in all of the required areas for that program. The CE is the person responsible for the evaluation process, which will include:

- Reviewing and signing off on the coach's NCCP portfolio, which includes all documents that need to be submitted prior to the training and competitive evaluations;
- Evaluating a coach in a training environment; and
- Evaluating a coach in a competitive weightlifting environment.

The table below summarizes which of these are evaluated for each program that is delivered:

Weightlifting Evaluation	Instructor – Beginner	Competition – Introduction	Competition – Development
Document submission (coach portfolio)	Yes	Yes	Yes
In Training	Yes	No	Yes
In Competition	No	Yes	Yes

Note: the Instructor – Beginner program is intended for those people who are not competitive weightlifting coaches.

In order to proceed to an evaluation for a given context, a coach must do the following, depending on the status that exists on their NCCP transcript.

How to Register for an Evaluation

Certified

That is, the coach has already been successfully evaluated for this context. In this case, the person registers with either their P/TSO (Instructor – Beginner and Competition – Introduction) or the CWFHC (Competition – Development) and pays the evaluation fee.

Note: The advantage to the coach here is that a successful evaluation satisfies all requirements in terms of Maintenance of Certification. Also, the coach should bring the action plan from their previous evaluation, and use that as a starting point with the evaluator for their next evaluation.

Trained

The coach has completed all of the training required for that context (see above). They can then register with either their P/TSO (Instructor – Beginner and Competition – Introduction) or the CWFHC (Competition – Development), and pay the evaluation fee that corresponds to this status.

In Training

The coach has completed the weightlifting NCCP training, but not all of the multi-sport training. The coach registers with either their P/TSO (Instructor – Beginner and Competition – Introduction) or the CWFHC (Competition – Development), and pays the evaluation fee that corresponds to this status;

No Status

The coach has not completed any NCCP training. In this case, the process is as follows:

1. The candidate must forward a copy of their Curriculum Vitae (C.V.) to the Vice-President (Technical) of the CWFHC;
2. The C.V. must contain a summary of their education, sport experience, coaching background and other professional experience;
3. The CWFHC National Coaching Committee will conduct a review and determine if the application is approved, and for which context;
4. The vice-president (Technical) of the CWFHC will communicate the result of the review to the appropriate P/TSO; and
5. The P/TSO will communicate with the candidate, and if appropriate that person will be able to register for an evaluation, and pays the fee as per Appendix 9.

Unsuccessful Evaluations

If a candidate's coach portfolio evaluation is unsuccessful, then the CE will make a recommendation which can include:

- Re-submitting the coach portfolio with corrections; and
- Taking the appropriate multi-sport or weightlifting workshop in order to improve the quality of the portfolio.

In the event that a candidate fails their in-training or in-competition evaluation, the next steps are:

- To review the action plan that they received from their CE;
- Develop another program using the Coach Portfolio tools, incorporating the feedback from the action plan;
- Execute that plan with one or more athletes; and
- When the next evaluation opportunity presents itself, register with their P/TSO and pay the registration fee to be evaluated once again.

Appeals

If a candidate feels that their evaluation was unfair or biased, they are invited to submit an appeal to the relevant governing body, detailing why this is the case. If the appeal is accepted, a second CE, appointed by the governing body, will conduct a second evaluation.

If the candidate is unsuccessful for a second time, they will be required to achieve Trained status for that program prior to attempting another evaluation. That is, the candidate must take all multi-sport and weightlifting workshops.

8. Levels 1, 2, and 3

Delivery of former NCCP levels 1, 2, and 3 training has been phased out. Coaches will see reference to the former Levels NCCP and a statement of Transfer of Qualifications to one of the current CWFHC contexts in their Locker certification profile.

All coaches receiving the status of “Certified – Transferred” have five years to complete the appropriate Make Ethical Decisions online evaluation. This transfer will happen when the program development for the Competition – Development context has been completed and achieved the status of Final Approval.

Theory Courses

The levels 1, 2 and 3 theory courses are no longer being delivered. The P/TCR offer multi-sport (i.e., common to all sports) modules that align with the current NCCP model.

9. Managing the Learning Process

The CWFHC, in cooperation with P/TSOs, will identify and designate the following personnel to carry out the delivery of the NCCP:

- The Vice-president (Technical) of the CWFHC;
- The National Coaching Committee of the CWFHC;
- P/TSO Volunteer liaison (appointed by each P/TSO);
- CWFHC Project Leader;
- MCDs;
- LFs;
- CEs.

National Coaching Committee

The National Coaching Committee is a standing committee of the CWFHC that reports to the vice-president (Technical) of the CWFHC. Its role is to:

Support the training and evaluation of weightlifting coaches in Canada and provide opportunities for the development of CWFHC weightlifting coaches.

Managing the dissemination of:

- The CWCHC “Operations Manual”, to the P/TSOs and to monitor and ensure the application of said policies and procedures;
- Coach training resources to P/TSOs to ensure that all LFs and CEs use current materials;
- CWFHC course evaluation materials to the P/TSOs and to monitor and ensure that these materials are used for all evaluations. Review LF performance feedback;
- Periodically review evaluations submitted by CEs or MCDs;
- Information on coaching, distribute and publish materials related to weightlifting coaches in Canada;
- Communication and news of coaching activities in Canada on the CWFHC website;
- Assisting the P/TSOs in the provision of official professional development opportunities for coaches.

Liaise with and provide feedback and information to the:

- CWFHC Vice President Technical;
- To monitor, communicate and report on VIP reports posted on the CAC website – Partners Resources area;
- CWFHC Project Leader concerning delivery of NCCP training by the P/TSOs with respect to program development.

The CWFHC, in cooperation with the P/TSOs, will recruit and develop the CDs listed above by seeking candidates who demonstrate the NCCP core competencies of valuing, leading, interacting, problem solving and critical thinking skills.

P/TSO Volunteer Liaison

This person will act in a leadership role within the province and will monitor the progress of coaching development programs, reporting to the National Coaching Committee 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/TSO.

CWFHC Project Leader

This person will liaise with the National Coaching Committee as a resource person to facilitate program development, including:

- Development of tools and resources,
- Program design requirements, and
- Other duties as required for the success of CWFHC coach education programming.

P/TSOs

All P/TSOs tasked with delivering NCCP content on behalf of the CWFHC must use the program materials that have been reviewed, approved and co-copyrighted by both the CWFHC and the CAC.

10. MCDs

MCDs include the functions of a Master Learning Facilitator and a Master Evaluator. The CWFHC will develop MCDs who will train LFs and CEs identified by the P/TSOs as suitable candidates to conduct coach training workshops and modules in each province.

MCDs must go through the standard CD pathway as illustrated below:



- Core Training for MLFs/MEs, which is provided by the Provincial/Territorial NCCP delivery agencies;
- Weightlifting-specific MCD training;
- Co-facilitation (i.e., co-delivery) of one or more workshops; and
- An MCD evaluation.

The MCD candidates can be recommended by each P/TSO, or exceptionally, directly by the CWFHC.

It will be the responsibility of the CWFHC, in conjunction with the P/TSO, to conduct MCD training, co-delivery, and evaluation. The MCDs will then be authorized to conduct LF and CE training on behalf of the P/TSOs for either the Instructor – Beginner or Competition – Introduction contexts.

11. LFs

In order to meet the objectives of the NCCP:

- The CWFHC will recruit and train LFs for the Competition – Development programs; and
- Each P/TSO will recruit and train LFs for the Competition – Introduction and Instructor – Beginner programs.

In both cases, the LFs must go through the standard CD pathway as illustrated above:

- Core Training for LFs, which is provided by the Provincial/Territorial NCCP delivery agencies;
- Weightlifting-specific LF training;
- Co-facilitation (i.e., co-delivery) of one or more workshops; and
- An LF evaluation.

In addition, LFs must:

- Have a minimum of five years coaching in Weightlifting;
- Have coached athletes to the national championship level;
- Have excellent communication and listening skills;
- Be Competition – Introduction and Level 2 certified in the former NCCP Levels system;
- When the Competition – Development program is complete, LFs must be certified in this program as a prerequisite.
- Be a respected member of the weightlifting community; and
- Have completed one of the Make Ethical Decisions on-line evaluations.

12. CEs

In order to meet the objectives of the NCCP:

- The CWFHC will recruit and train CEs for the Competition – Development programs; and
- Each P/TSO will recruit and train CEs for the Competition – Introduction and Instructor – Beginner programs.

In both cases, the CEs must go through the standard CD pathway illustrated above, and includes:

- Core Training for CEs, which is provided by the Provincial/Territorial NCCP delivery agencies;
- Weightlifting-specific CE training;
- Co-evaluation (i.e. co-delivery) of one or more evaluations; and
- A CE evaluation.

P/TSOs will be responsible for recruiting and approving CEs. The prerequisites for CEs will be:

- A Trained or Certified LF who has delivered the workshop for that context;
- Ability to follow instructions and protocol with respect to evaluation and adhering to standards with respect to scoring;
- Ability to communicate effectively with, and provide feedback to, the candidates;
- Commitment to updating the CAC Locker in a timely fashion, to be reviewed by the CWFHC; and
- Ability to be objective in evaluating candidates.

All Coach Developers within the CWFHC must download and sign the NCCP Coach Developer Code of Conduct. Such documents will be held by the Coach Developers parent PTS/O.

NCCP Coach Developer Code of Conduct

Use this direct link to coach.ca: <http://coach.ca/coach-developer-documents-p156451>

13. Business Model

Responsibilities

CWFHC

The CWFHC will establish:

- A minimum fee charged to the participants for the training that is delivered in each context;
- A minimum fee charged to candidates who are undergoing an evaluation;
- A standard (minimum) honorarium for CDs, per day;
- A standard (minimum) reimbursement for accommodation, per diem (e.g., meals), and travel expenses;
- The maximum number of hours of work for CDs, per day;
- The minimum cost for the evaluation for each context;
- The revenue sharing structure for the delivery of its NCCP programs; and
- The fees related to program design, development, and administration in order to ensure that weightlifting NCCP programs are economically sustainable.

P/TSO

Each P/TSO responsible for weightlifting will be responsible for:

- Based on the standards established by the CWFHC above:
 - The fee charged to each participant for their NCCP workshops;
 - The fee charged to each candidate for their NCCP evaluations;
 - The honoraria for facilitation and evaluation events;
 - The standards used to reimburse accommodation, per diem (e.g., meals), and travel expenses for CDs;
 - Communicating the fees for evaluations and workshops to their coaches; and
 - Communicating the honoraria and standards for reimbursement to their CDs.
- Securing the needed venues (e.g., classrooms, weight rooms);
- Providing the CD with the appropriate workshop materials ahead of time (e.g., LF Guide, Reference Material, Evaluation matrix, Evaluation tools);
- Printing and delivering the necessary materials to the participants at the workshop (i.e., Coach Workbooks, Reference Material).

Standards for CDs

Workshop Delivery

The honorarium for a facilitating a workshop is a minimum of \$400 per day, where a day includes up to 6 hours of work delivering a workshop. The maximum ratio of participants to facilitator is 10:1.

If there are more than ten (10) participants, an additional facilitator is required, and this person will be paid and reimbursed according to the guidelines in this section.

Evaluations

The honorarium for an evaluation event is a minimum of \$100 per evaluation, per candidate, going through an evaluation. The assumption is that it will take an average of four hours of work per evaluation.

Multiple candidates can be evaluated by the same CE at a time. The maximum ratio of candidates to CE is 6:1, if there are more than six candidates, an additional CE is required.

Note: the CWFHC and its P/TSOs are free to pay more than what is recommended above. If the CD works more than the hours stated above, then it is the responsibility of both parties (i.e., the host organization and the CD) to come to an agreement on what adjustments need to be made to the honorarium.

Transportation

CDs will be reimbursed at a rate of \$0.50 per kilometer for travel by car. If the distance traveled is more than 300 kilometers, then it is strongly suggested that the host organization look in to alternative transportation, and compare the costs. Some examples:

- Renting a car for the CD, and reimbursing the cost of the rental;
- Train (local or Via Rail); or
- Airline flights.

Accommodation

At a minimum, CDs should be hosted in standard hotels with access to a restaurant, internet, and parking. The proposed accommodations need to be reviewed and approved by the CD at least 48 hours prior to their departure.

Meals

Food and (non-alcoholic) beverages will be reimbursed as follows:

Meal	Daily Rate
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

The P/TSOs need to ensure that all expenses of the CDs are reimbursed equitably.

Summary Table: Delivery Costs

This table is intended to be a brief summary of the information given in the CDs section, above.

Item	Workshop Delivery	Coach Evaluation
Minimum Honorarium	\$400.00 per day	\$100.00 per evaluation
Hours of Work	6 hours per day	4 hours per evaluation
Ratio of coaches to CD	10:1 (LF)	5:1 (CE)
Transportation (consider alternatives if the distance is more than 300 km)	\$0.50 per km	\$0.50 per km
Accommodation	Approved by the CD 48 hours prior to the event	Approved by the CD 48 hours prior to the event
Breakfast	\$10 per day	\$10 per day
Lunch	\$20 per day	\$20 per day
Dinner	\$35 per day	\$35 per day
CWFHC Revenue Share	\$10 per participant	n/a

Workshop Fees for Participants

The minimum fee that is charged for CWFHC workshops is \$250.00 per person for Instructor – Beginner and Competition – Introduction, and \$400 for Competition – Development. The organization delivering the workshop is free to charge a participant a higher fee, however, the cost of the workshop cannot be less than the above.

Revenue Sharing

For all NCCP workshops that are delivered by P/TSOs, the CWFHC will receive \$10 per participant (to be reviewed after the 2016-17 fiscal year).

This money will be reinvested into the NCCP coach training programs for weightlifting coaches, and will be managed by the CWFHC.

Using the standards for workshop fees and CD expenses/honorarium mentioned above, the actual amount charged to each participant will then be established by the following host organizations:

Program	Host Organization	Minimum Cost per person
Instructor – Beginner	P/TSO responsible for weightlifting	\$250.00
Competition – Introduction	P/TSO responsible for weightlifting	\$250.00
Competition – Development	CWFHC	\$400.00

Evaluation Fees for Candidates

The minimum fee that is charged for a coach evaluation depends on the status of the candidate's NCCP transcript, and is shown below. These standards apply to each of the following programs:

- Instructor Beginner
- Competition – Introduction
- Competition – Development

Status	Minimum evaluation fee	Notes
Certified	\$100.00	The candidate has completed all CWFHC and multi-sport evaluations
Trained	\$200.00	The candidate has completed all CWFHC and multi-sport training
In Training	\$300.00	The candidate has taken a CWFHC workshop, but has not completed all of the required multi-sport training
None	\$600.00	The candidate has not taken the CWFHC workshop

14. Program Delivery

For the Instructor – Beginner and Competition – Introduction contexts, each provincial weightlifting association will identify anticipated demand for LFs.

- If the P/TSO delivers coach training to 100 or more participants per year, it is strongly recommended that at least two LFs be trained or certified;
- If the P/TSO delivers coach training to less than 100 participants, then a minimum of one LF needs to be trained or certified.
- LF workshops will be offered to provide updates, identify issues, and ensure standardization in program delivery.
- CE workshops will be offered to provide updates, identify issues, and ensure standardization in program delivery.
- Each P/TSO must have access to at least one certified CE.

For the Competition – Development context, the CWFHC will identify anticipated demand for LFs.

- The CWFHC will ensure that there are enough LFs and CEs available to meet the demand.
- The CWFHC will conduct LF and CE workshops to provide updates, identify issues, and ensure standardization in program delivery.

The CWFHC is also responsible for the training, certification, and professional development of the MCDs for all contexts:

- Instructor – Beginner,
- Competition – Introduction, and
- Competition – Development.

15. Recruitment, Retention, Education, and Renewal

The P/TSOs will develop and maintain a suitable number of LFs, and CEs. Quality not quantity should be the focus and main concern. P/TSOs will be responsible to recruit and train a sufficient number of personnel to meet the needs of coaches. The CWFHC will review the roster of active (as defined above) LFs, and CEs annually with the P/TSOs.

All CDs for the sport of weightlifting are required to follow the CAC CD policy. See the following pages on coach.ca for more information:

An overview of each role can be found in the CD training section: <http://coach.ca/coach-developer-training-s16933> , and for more details, navigate to <http://coach.ca/policies-reports-s12495> and download the NCCP Policy and Implementation Standards document.

The principles of continuous improvement and professional development by all CDs will be encouraged by the CWFHC and the P/TSOs. The CWFHC and the P/TSOs will nurture and maintain the CD community by:

- Providing them with opportunities to conduct clinics,
- Providing professional development opportunities,
- Offering regular communication of updates and current information on both process and content,
- Encouraging attendance at coaching conferences and summits sponsored by the CAC, P/T delivery agencies, and other sport partners.

Maintenance of status and national standards for LFs:

- LFs must facilitate a workshop at least once every two years;
- LFs must participate in professional development activities; and
- LFs must participate in a CWFHC CD workshop every two years.

Maintenance of status and national standards for CEs:

- CEs must evaluate coaches at least every two years;
- CEs must participate in professional development activities; and
- CEs must participate in a CWFHC CD workshop every two years.

Maintenance of status and national standards for MCDs:

- MCDs must engage in either facilitation or mentorship work each year;
- MCDs must participate in professional development activities; and
- MCDs must participate in a CWFHC CD workshop every two years.

16. Monitoring the Performance of CDs

Coaches, upon completion of training modules, are provided the opportunity to submit feedback on the workshop modules and the CD. The questionnaires for each workshop will be based on the desired learning outcomes for that program. This feedback is forwarded to the CWFHC (Project Leader) for review.

In addition to feedback from coaches on the workshop materials, they will also provide input on their experience with the CD and the learning environment. This feedback is forwarded to the National Coaching Committee for review. The CD will receive a report to help them understand what the strengths and weaknesses were of that NCCP experience for the participants.

If the CWFHC or the P/TSO finds consistently poor reviews of the LFs or MLFs performance then that person will be afforded an opportunity to improve his or her performance at a subsequent workshop. They will also be mentored by a MCD as part of the learning process. If the problem areas identified in the feedback do not improve, the LF will be removed as an active CD.

Evaluations submitted by either CEs or MCDs will also be reviewed periodically by the CWFHC National Coaching Committee. The goal here is to understand how the candidates are doing in each program, and where the CWFHC can improve.

In the event that there are inconsistencies or obvious patterns where a CE/MCD is not properly applying the evaluation criteria, the CWFHC National coaching committee will investigate and, in consultation with the P/TSO, develop an appropriate plan of action to address the situation.

17. Maintenance of Certification

Note: this section only applies to *certified* coaches.

Maintenance of certification for weightlifting coaches is aligned with what is contained in the following sections in the NCCP Policy and Implementation Standards document:

- “Policy on Maintenance of Coach Certification”, and
- “Policy on Renewal of Certification and Professional Development”

This can be found on the Coach Association of Canada’s web site (coach.ca):

<http://coach.ca/policies-reports-s12495>

The CWFHC has established the following time limits and required professional development points that need to be accumulated in order for a coach to maintain **Certified** status when they have achieved it:

Program	Length of Renewal Period	Required Professional Development Points
Instructor – Beginner	5 years	10
Competition – Introduction	5 years	20
Competition – Development	5 years	30

Refer to the appendices for the NCCP guidelines on how professional development points are assigned to different coach training activities.

18. Program Monitoring, Evaluation, and Quality Assurance

The CWFHC Project Leader is responsible for ensuring that each program delivered is of a high standard and is current.

The CWFHC Project Leader or the National Coaching Committee will speak to this point at the CWFHC Annual General Meeting each year.

Some factors that the team may take in to account when doing a review of a program or programs are:

- Current evidence-based practices in athlete development;
- Long-term athlete development;
- Feedback from the weightlifting community;
- Reports on program delivery and coach certification;
- CD feedback;
- Reports on current membership statistics or trends; and
- International Weightlifting Federation (IWF) standards.

The following can lead to a review of the CWFHC coach training and evaluation processes:

- Lower than expected participation in training events;
- Lower than expected participation in evaluation events;
- Consistent data that signals issues with either the training being delivered or the evaluation process;
- This list is not exhaustive, and other items may also be a signal for a need to improve.

19. Responsibilities and Planning Requirements

The CWFHC is responsible for the:

- Development, evaluation and review of all NCCP training materials for the sport of weightlifting;
- The delivery of the Competition – Development context, which includes the training and evaluation of LFs and CEs for that context; and
- The training and evaluation of MCD candidates for all contexts.

The P/TSOs are responsible for the

- Delivery of the Competition – Introduction context, and
- Delivery of the Instructor – Beginner context.

Each P/TSO shall have the following responsibilities for training in order to maintain a suitable number of quality LFs and CEs:

- In consultation with members, determine number of LFs/CEs needed;
- Engage the services of an MCD to conduct LF and CE training;
- Make arrangements to fund LF and CE training sessions;
- Identify and recruit a sufficient number of LF and CE candidates;
- Before conducting training, submit the names of candidates to the CWFHC for review (using The Locker) and approval;

The CWFHC will have the responsibilities listed above for the Competition – Development context.

Each P/TSO shall have the following non-training related responsibilities in order to maintain a suitable number of quality LFs and CEs:

- Establish the appropriate number of opportunities for LFs to conduct their workshops;
- Review the LF and Workshop Feedback Forms that are completed by the coaches after the workshops;
- Provide an appropriate sharing of assignments for CEs;
- Monitor the activities, performance and training of LFs, in collaboration with MCDs, to ensure that LFs meet the standards expected and maintain the most current training; and
- Monitor the activities, performance and training of CEs, in conjunction with MCDs, to ensure that CEs meet the standards expected and maintain the most current training.

The CWFHC will have the responsibilities listed above for the Competition – Development context.

The CWFHC will be a partner in the review process for Instructor – Beginner and Competition – Introduction, and have access to the feedback forms mentioned above.

20. Communications

Any changes the CWFHC programs, or operational standards, will be reflected on the website, and communicated in a timely fashion to the P/TSOs and the CDs throughout the country.

It is the responsibility of the CWFHC Project Leader to make any changes to NCCP documentation, including this operations manual.

In addition:

- Presentations will be made at the CWFHC Annual General Meeting, by either the National Coaching Committee or the Project Leader, to inform members and P/TSO representatives of current status of the NCCP programs.
- Professional development opportunities for coaches and CDs will be communicated to the weightlifting community by either the CWFHC or the P/TSOs.

APPENDICES

Appendix 1: Useful Links

NCCP Code of Ethics

Use this direct link to coach.ca: <http://coach.ca/resource-library-s15478>

NCCP Coach Developer Code of Conduct

Use this direct link to coach.ca: <http://coach.ca/coach-developer-documents-p156451>

Standard Operating Procedures for Coach Developers

Use this direct link to coach.ca: <http://coach.ca/coach-developer-documents-p156451>

Coaching Athletes with a Disability

Use this direct link to coach.ca: <https://www.coach.ca/coaching-athletes-with-a-disability--p161121>

IWF Technical and Competition Rules & Regulations

Use this direct link to <https://www.iwf.net/> : <https://www.iwf.net/2018/11/02/updated-iwf-tcrr/>

Appendix 2: Professional Development (PD) Credits

Professional Development credit is available in all of the following activity categories, within the limits described:

	Activity Category	Points	Limitations
Sport-specific	Active coaching	1 point/year for every season coached OR 1 point/year for LF or CE activity	To a maximum number of points equal to the number of years of the certification renewal period, e.g. 3 points, if certification period is 3 years
	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	No maximum or minimum
	Coach self-directed activity	3 points for the valid certification period	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	To a maximum of 50% of required PD credit for the context in a certification renewal period

Appendix 3: Annual Program Review

Suggested inputs for the annual program review:

- Any program review or audits by CAC, Sport Canada or other funding agency;
- Any recommendations for improvements by stakeholders;
- Review of the Communications Plan;
- Review of the workshop evaluation forms;
- Funding requirements for the training of personnel (i.e. CDs);
- Review of linguistic and geographic profiles and gaps;
- Review of any CAC reports on the number of workshops, numbers of coaches attending training, roster of active personnel, number of evaluations concluded;
- Review the status of targeted CWFHC objectives for the past year;
- Consolidate and apply any changes made to the International Weightlifting Federation Technical and Competition rules and regulations.

Review of recommendations of the CWFHC National Coaching Committee on management objectives for upcoming year, including areas of:

- Training and skill development of personnel;
- Evaluations and feedback from coaches participating in training;
- Improvements in program delivery;

The outcomes will be action items related to the above, including:

- Approval of new or revised delivery objectives for the upcoming year;
- Revisions to the NCCP coach training materials;
- Revisions to the NCCP CD training materials;
- Revisions to the NCCP business model.

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