



National Coaching Certification Program Policy



29/08/2017 15:59:57

Approved July 2017

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COACHING ASSOCIATION OF CANADA (CAC) and JUDO CANADA.

The Coaching Association of Canada (CAC) is the governing body for Coaching Education in Canada. All legitimate sport organizations follow the CAC policies and all Judo Canada programs are developed in cooperation and approved by this organization. The CAC's LOCKER Database gives you access to your coaching transcript. If you are registering for the first time, send an email to the Coach@coach.ca requesting access to the database and you will receive a response with instruction on how to create your coaching account. Notice that the email address from which you send your request must be unique (cannot be the same as someone else's). For more information about the CAC visit: <http://www.coach.ca/>

MISSION

- To provide quality coaching education, training and certification.

STRUCTURE & OPERATING POLICY

- The CEO of Judo Canada nominates the Chair for the National Coaching Certification Program (NCCP), and presents the nomination to the Board of Directors for approval.
- A Board approved NCCP working group must meet at least once a year to attend arising business and plan for future programs.
- The NCCP Chair will appoint volunteer personnel to Ad Hoc commissions on as needed basis. Appointments are based on the individual's ability to contribute. A permanent employee of Judo Canada is an ex officio member of any project All recommendations, decision and policies must be ratified by the Board of Directors.

MANDATE OF THE National Coaching Certification Program (NCCP)

The NCCP promotes a philosophy of a Life Long Learning for which both the Courses and Professional Development activities are tools and the Certification and Re-certifications are validation mechanisms.

1. Management of the Judo Canada's NCCP in accordance with policies of the Coaching Association of Canada (CAC) and Sport Canada.
2. Maintain a record of NCCP Provincial/Territorial access to the CAC Database.
3. Designing a framework for awarding/establishing equivalencies for coaches with other qualifications (i.e. foreign coaching credentials).
4. Development of a framework for introduction of the Competency Based Education and Training for Coaches in Judo in accordance with the principles of the Long Term Judoka Development Model (LTDM).

5. NCCP technical component-development and revisions
 - Develop the technical and practical components of training of coaches in the competitive and instructional streams.
 - Update the NCCP technical manuals as required.
 - Improve the delivery of the NCCP technical courses.
 - Train and certify Coach Developers in accordance with the CAC Coach Developer Policy.
 - Develop and implement judo specific training and evaluation tools for the Advanced Coaching Diploma and the High Performance coaching stream
 - Provide Professional Development opportunities for Coach Developers and Certified coaches.
 - Develop supplementary teaching resource materials (texts, graphics, reference list, video, overheads, etc)
6. Policy Formation & Interpretation
 - The NCC Program Chair, in cooperation with the National Office, ensures that the approved policy is applied in a timely, fair and equitable fashion.
 - The NCCP working group reviews and evaluates policy.
 - The NCCP working group oversees the implementation of competitive and instructional streams, Technical, Practical and Coach Developer training by communicating closely with the Provincial/Territorial Associations.
 - The NCCP Chair promotes and designs incentives for individuals to be involved in the NCCP.
 - The working group nominates the National Master Coach Developer(s) for Judo Canada who has(ve) the responsibility to train Regional Coach Developers.
7. Designate Provincial/Territorial or Regional Master Coach Developers Coaching/Instructing Programs
 - Design coaching education/training system that promotes principles of the Long Term Judoka Development Model (LTDM).
 - Design a coaching development system that integrates the NCCP with programs offered at the National Coaching Institutes (NCI).
 - Ensure that coaching and instructing programs are ensuring that certified individuals are respecting the developmental needs of all participants.
8. School Teacher development
 - Design and Co-ordinate a teachers' professional development program for Judo.
 - Offer resources on the teaching of specific judo techniques and related subjects.
 - Co-ordinate the distribution of teaching resource material.
9. Administration
 - Ensure that the funding application is submitted to the CAC .
 - Ensure that all NCCP courses are advertised in Judo Canada NCCP calendar and thus sanctioned by the National Sport Governing body.
 - Ensure all projects are completed on time and within budget.
 - Submit all documentation, reports, etc. as required by Sport Canada and the Coaching Association of Canada (CAC).
 - Ensure the NCCP policies, programs and activities are communicated to Provincial/Territorial Associations, & Provincial Chairpersons of the NCCP Committees.
 - Supervise the Provincial/Territorial delivery system of the NCCP.
 - Ensure the committee is represented at all seminars or meetings where Judo Canada NCCP input is required.
 - Frequently monitor and update on as needed basis the CAC LOCKER Coaching Database.
10. Human Resource Management
 - The NCCP Chair or designate may participate in the interview process for the national coach or contract employee of Judo Canada.

- Evaluate the performance of staff involved in the NCCP/Education process and submit accurate recommendations.
- Recruit qualified and eligible candidates for Coach Developer's duties.
- Ensure that the numbers of Certified Coach Developers is adequate to sustain an adequate volume of coach/instructor training.
- Ensure that the Certified Coach developers have the opportunity to maintain their certification status delivering the volume of courses required by the CAC Policy. Support and encourage the professional development of coaches and instructors.
- Improve the level of professional coaching.
- Promote the development of Canadian coaches, instructors and Education Professionals.
- Recommend the fee structure associated with coaching education to ensure sustainability of the system.

GENERAL GUIDELINES

- All the NCCP data is stored in the CAC Database – The LOCKER. It is the responsibility of the Coach Developers to complete training in operation of this database and to enter data for completed activities. It is the responsibility of the individual candidate coaches to register for courses in this database.
- As of September 2016, all candidate coaches **who are 18 years old and older are required to do background check**. For details see: <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/>

- As of September 2016, registration for all NCCP courses taking place in Canada must be done via the CAC LOCKER Database.
- As per the CAC policy, there is no certification without evaluation.
- The Dojo Assistant and Dojo Instructor courses will offer integrated learning experiences where the theory and the technical components are combined into one course.
- The coach/instructor must have passed the appropriate online “Making Ethical Decisions” component before the practical evaluation.
- In case the coach/instructor in training fails to pass the online Making Ethical Decision (MED) test twice, they will have to take the MED module offered by Provincial/Territorial sport governing bodies (as per the CAC policy).
- Normally, the Practical components of one coaching designation must be completed before credit can begin for the Practical component of the next coaching designation.
- The certification is valid for 5 years, as per the standards set by the Coaching Association of Canada.
- Maintenance of certification is accomplished by:
 - Professional development activities as defined by the NCCP committee.OR
 - Re-evaluation
- If the certification is allowed to expire, the coach must be evaluated once again before certification can be re-established.
- COURSE FEEDBACK FORM Candidate coaches will be asked to provide feedback relative to the course content, the course delivery itself, and the performance of the Coach Developer

- "To ensure that quality of coaching education is not compromised, the Coach Developer to candidate coaches ratio cannot exceed 1:20 in modules that require interaction on the mat and 1:25 in modules that take place in classroom setting.
- NCCP courses must be organized on the pre-registration basis only on a first come – first served basis.

NEW! COMMUNITY JUDO INSTRUCTOR

This coaching certification status is intended for instructors involved in teaching in clubs or to recreational judoka who are not involved in competitive streams (shiai or kata) of judo.

Step # 1

Shodan (1st degree black belt) evaluation

Notice that Shodan promotion by batsugun does not offer this NCCP privilege.

Step # 2

In the CAC LOCKER Database - Ethical Decision Making – Community Sport option - successful on line evaluation. For detailed information see: <http://coach.ca/make-ethical-decisions-med--s16834>

NOTE: The cost of the evaluation is paid on line to the CAC directly and cannot be waived by Judo Canada.

Step # 3

Mandatory Background Check for all Candidates coaches who are 18 years old and older via Sterling agency(an official partner of the CAC) at:
<https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/>

Step # 4 Successful On line completion of a “Coach Initiation in Sport” e-learning module available at <https://thelocker.coach.ca/onlinelearning>

Once these 4 steps are successfully concluded the Coach will be granted Certified Community Judo Instructor status and will be subject to maintenance standards as defined later in this policy.

NEW! INTRODUCTION TO JUDO for PHYSICAL EDUCATION TEACHERS

This certification status is intended for Physical Education Teachers who are interested in introducing Judo to school students.

Step # 1

Take “Judo 101” technical course offered by Certified by Judo Canada Coach Developer

Step # 2 –only in cases when such requirement is not imposed by the Education Institution by which the Teacher is employed

In the CAC LOCKER Database - Ethical Decision Making – Community Sport option - successful on line evaluation. For detailed information see: <http://coach.ca/make-ethical-decisions-med--s16834>

Step # 3 - only in cases when such requirement is not imposed by the Education Institution by which the Teacher is employed

Mandatory Background Check for all Candidates coaches who are 18 years old and older via Sterling agency (an official partner of the CAC) at: <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/>

Once these 3 steps are successfully concluded the Teacher will be granted Certified Introduction to Judo Instructor status and will be subject to maintenance standards as defined later in this policy.

ASSISTANT INSTRUCTOR

Step /Weekend # 1

INTEGRATED THEORY AND TECHNICAL COURSE

Overview: The DA training requires completion of the following two professional development modules:

- Module # 1 _ Making Ethical Decision, Safety and Liability – 4 to 6 hours in class; E-learning option available via the CAC Locker Database. For more information see: <http://coach.ca/make-ethical-decisions-med--s16834>
- Module # 2 Teaching & Learning Judo: Fundamental, Technical and Mental skills. – 6 - 10 hours module on tatami.

These two modules may be delivered in one 16 hours long course

This Learning Experience prepares the participant to assist in delivery of Judo practices for judo players of all stages of development, with an emphasis on participants under 13 years old. It is recommended that the assistant works under the supervision of a certified Instructor. Assistants under the age of majority must work under the direct supervision of a certified instructor.

Prerequisites:

- Minimum age of 16.
- Minimum rank of Green belt with a working knowledge of the judo techniques included in the DA program and as identified by the Judo Canada Kyu syllabus.

- ☑ Sterling Backcheck for all Candidates coaches who are 18 years old and older via Sterling agency – for details see: http://sterlingbackcheck.ca/cac_ace

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A successful completion of a module requires:

- ☑ For the “Ethical Decision...” module the on line Making Ethical Decision evaluation
- ☑ For the Teaching and Learning – Lesson plan(s) structured according to the preferred format with well identified goals and objectives for each part of the lesson.

The Assistant Instructor “In training” status is triggered when one of the following is registered in the LOCKER:

- ☑ successful completion of any of the two identified above modules
- ☑ Successful passing of the MED on-line evaluation
- ☑ after a successful completion of any of the two identified above Professional Development modules

Practical Evaluation:

Prerequisites:

- ☑ Successful completion of the online “Making Ethical Decisions” component.
- ☑ Successful completion of all activities specified in the Dojo Assistant curriculum.

It is recommended that the candidate gets familiar with the evaluation criteria, and then acts as an Assistant Instructor at the club level for a minimum of 60 hours before undergoing a formal evaluation.

Candidates will be evaluated as per the formal evaluation standards of the DA course by an accredited DA evaluator (see the Instructor Evaluator Guide on Judo Canada Website).

Forms of evaluation

- By an arranged meeting at a mutually convenient time between the candidate and the evaluator

When in person evaluation is logistically difficult, by submission of a DVD/recorded video of a live practice or by use of other live electronic tools – I.e Skype.

Evaluation of the following competencies is required for the Certified Dojo Assistant :

- Planning a Practice
- Support Athletes in Training
- Analyze Performance

INSTRUCTOR (DI)

INTEGRATED THEORY AND TECHNICAL COURSE

Overview: The DI training requires completion of the professional development modules required for the Dojo Assistant training, plus the following three Professional development modules:

- Module # 3 Lesson and Season Planning and basic nutrition – in class/on-line 5 to 8 h.
- Module # 4 U8/U10 Active Start and Fundamentals Judo Programs – 6 to 10 h. module on tatami
- Module # 5 U12/U14 – Learn to Train – 6 to 10 h. module on tatami

These three modules may be delivered in one 17 to 24 hours long course.

The length of the Module # 3 depends on the preparation of candidates in advance of the course. The basic nutrition Electronic module is offered at:

http://s3.amazonaws.com/JUDO/Judo_Introduction_to_Nutrition/story.html

If this module is completed by all participants of the course in advance, then the time necessary to cover the rest of the material should be delivered in no more than 5 hours.

Modules 4 and 5 require candidates to present a number of different teaching and training methods. The length of the course may be reduced based on the experience, maturity and technical knowledge of the candidates.

The “Instructor” course provides the participant with knowledge to instruct technical, physical, and mental aspects of judo and, via completion of an ON-LINE learning module, basic nutrition. The course prepares the participant to be a club instructor responsible for providing judokas with the basic physical literacy skills with emphasis on children under the age of 14; and judo skills as described in the Judo Canada syllabus; and to introduce young judoka to competition.

Prerequisites:

- Minimum age of 18.
- Minimum rank of Brown belt with a working knowledge of the judo techniques included in the Judo Canada Kyu syllabus.
- Complete the on-line “Nutrition for Judo Coaches” E-learning module.
- Trained DA.
- Sterling Backcheck for [all Candidates coaches who are 18 years old and older](#) via Sterling agency – for details see: [https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/The Backcheck](https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/The%20Backcheck) is required only if the length of time between the check done for the DA was done more than 3 years earlier.

NOTE: To challenge the DI course, see Section 5 of this policy.

A successful completion of a module requires:

- For the “Session and Season Planning” module the completion of the exercises in the Workbook.
- For the “U8/U10” module, the candidate needs to prepare a season plan for either U8 or U10 with at least two different session plans. These plans must be delivered to the facilitator for review within six (6) weeks of this learning experience.
- For the “U12/U14” module, the candidate needs to prepare a season plan for either U12 or

U14 with at least two different session plans. These plans must be delivered to the facilitator for review within six (6) weeks of this learning experience.

To achieve “ In Training DI” status: All eligible candidates who are “trained Assistants” and who completed at least one module specified in the Instructor curriculum.

To achieve the “Trained DI” status: Completion of all modules specified in the Instructor curriculum.

To achieve the “Certified DI” status : Practical Evaluation

Prerequisites for evaluation:

- Minimum rank of Shodan.
- Successful completion of the online “Making Ethical Decision –for candidates who did not meet this requirement yet. completed this module for DA certification less than 5 years prior to the evaluation for DI
- Successful completion of all activities specified in the Dojo Instructor curriculum.

It is recommended that the candidate gets familiar with the DI evaluation criteria and then instructs in a club for a minimum of 120 hours before undergoing a Formal Evaluation.

Evaluation for Instructor includes the following elements:

- Planning a Practice
- Support Athletes in Training
- Analyze Performance
- Support Athletes in Competition.

NOTE - NEW!

Combined DA and DI course:

DA – DI combined course logistics:

Combined Assistant and Instructor Course can be delivered when one three days long course option is preferable over the two weekends option and it has been successfully piloted in remote parts of Canada where logistics often prevent organization separate DA and DI events.

The recommended schedule of the combined course:

Day 1

09:00 Introduction

09:15 NCCP Policy

09:30 Role of the Instructor/Running a Dojo

09:45 LTADM

10:10 Break 5 minutes

10:15 **Module 1 starts:** Presentation and Discussion on Safety and Liability issues in Judo.

10:30 Facilitation of the Integrated Ethical Decision Making Module;

13:00 lunch

14:00 Facilitation of the Integrated Ethical Decision Making Module – cont'd

15:30 Break

15:45 **Module 2:** - (if you have candidates who take only the DI module, they start here). Starts with a short PP presentation on Teaching principles. ON THE MAT: Facilitation of “Application of Teaching and Learning principles to Technical Judo; Basic Mental Skill Training incorporated in Judo sessions” (Fundamental Judo Movement Skills and Judo Technical Skills).

18:30 Break

21:00 End of the session – end of the DA course – for those who took the DA only.

Day 2

9:00 **Module 3** in the classroom – session planning

10:30 – break

10:45 On the mat - **Module 4**

12:45 – Lunch

13:45 Module 3 in the classroom – session planning

17:00 – break

17:30 – On the mat **Module 4**

19:00 - end

Day 3

09:00 **Module 5**

10:45 – break

11:00 - Nutrition module – in the classroom – use JC online module – ask one of the participants to facilitate it.

12:30 Break - lunch

13:30 **Module 5.**

17:00 end

The course fees for the DA and DI as well as a fee for **one** evaluation for the Instructor certification.

The DA course fee is \$185 and does not include an evaluation fee.

The DI course fee is \$360 and it includes the evaluation.

Modules 1 through 5.

Modules 1 and 3 are predominantly classroom based. Experienced facilitators may be able to accomplish the tasks in a much shorter time than suggested in the NCCP policy.

Modules 2, 4 and 5 are conducted on the mat and all require involvement of all participants of the course. Only the initial part on teaching and learning principles and the fundamental movement skills are conducted in format where the facilitator delivers a message. The rest of activities are prepared by the candidate coaches and delivered in a micro-facilitation format which can be set up to address a number of topics simultaneously thus allow reduction of the time required to accomplish the objectives of the course. I.e. Teaching specific judo skills – one group can be asked to prepare and deliver a training unit that covers - how to teach this technique – technical aspect; another member of that group - what to pay attention to when teaching it to a 7 years old; another member of a group – what are the potential safety issues when working on this technique; another member – what method of communication is used to address all the learning styles;

This approach allows to progress through these 3 units in less time than listed in the NCCP policy – where these modules are considered for a delivery in two separate courses or as independent PD activities.

COACH – DEVELOPING COMPETITOR (Comp.Dev)

Competition Development courses are under Judo Canada's (AND NOT Provincial/Territorial) jurisdiction.

Courses are offered generally in July; every odd year in English and on every even year in French.

Courses are limited to 20 candidates.

Additional courses may be put in place if demand justifies it.

Minimum number of participants is 10.

MULTISPORT MODULES are offered by Provincial Sport Organizations and are outside Judo Canada's jurisdiction. These 6 modules are:

- Developing Athletic Abilities;
- Prevention and Recovery;
- Conflict Management – followed by an on-line evaluation
- Leading Drug-free Sport – followed by an on-line evaluation
- Psychology of Performance and
- Coaching and Leading Effectively.

These modules are obligatory prerequisites for candidates for the Coach of Developing Competitor. These modules are delivered in a multisport environment and are not integrated into Sport Specific format.

TECHNICAL COURSE

Overview:

Coach of Developing Competitor _ prepares the individual to be a coach responsible for the yearly training and monitoring of athletes in their Train to Train and subsequent development stages, in preparation for provincial/national level competition.

The Judo Technical part of the Coach of Developing Competitor includes two modules:

- Analysis of Performance Factors in Judo 16 hours in class (2 h.) and on the mat, weight training and field module;
- Performance Planning - 8 hours in class module;

Prerequisites to take the course:

- Minimum age of 21.
- Minimum rank of Shodan with a working knowledge of the judo techniques included in the Judo Canada syllabus (up to and including Shodan).
- Trained Instructor (or old Level 2).
- A letter of recommendation from the provincial/territorial association stating that the participant works with Developing Competitors at the Provincial level; and meets the technical requirements.
- Completion of the Multisport Competition Development modules and on-line evaluations where required.

To achieve “ In Training Comp Dev Coach” status All eligible candidates who are “trained Instructors” and who completed at least one module specified in the Com Dev Coach

curriculum.

To achieve the “Trained Comp Dev Coach” status

Completion of all modules specified in the Comp Dev Coach curriculum and completion of the online “Making Ethical Decision – option for the Coach of Developing Competitor”

To achieve the Certified Competition Development Coach: Practical Evaluation

Prerequisites for certification:

- Minimum rank of Nidan.
- Certified Instructor (or old Level 2).
- Successful for candidates who are old Level 2.
- Successful completion of all Judo Specific Competition Development modules including on line evaluations where required.
- Coach athletes competing at the provincial or national level for 240 hours. Credit for practical hours begins only after completion of the Competition Development. Multisport and Judo Specific Modules
- Sterling Backcheck – for details see: http://sterlingbackcheck.ca/cac_ace
The Backcheck is required only if the length of time between the previous check was done more than 3 years earlier.

Evaluation:

The evaluation includes implementation and critical reflection on the yearly planning instrument designed and approved in the Performance Planning Module. Coaching skills assessment by Judo Canada or other authorized evaluator(s). Evaluation should be completed within 24 months after the conclusion of the course. In exceptional circumstances evaluation may be allowed up to 60 months after the conclusion of the course.

1. Assessment by standard track: 240 hours of coaching after the completion of Competition Development Multisport and Judo Specific Modules (the candidate must submit documentation). Coaching hours must have begun with the start of the sporting season and include a maximum of 20 hours in practicum at provincial and national level competition with examples of feedback provided to athletes (minimum of 10 matches). Coaching at one provincial/national competition is equal to a maximum of 4 hours.
2. Judo resume including: rank, athletes trained, level of coaching, competitors and results.
3. Yearly Training Plan (YTP) (could be the same as prepared for the Performance Planning Module for 1 athlete (of 16 years or older) or the candidate him/herself. The YTP must feature the following:
 1. Minimum length of the season – considering current JC calendar of events – is 37 weeks long – Sept to middle of May – plus transition
 2. Number of tournaments listed must meet the minimum requirements for athletes of this age – as per the LTDM
 3. In athletic abilities at least three specific abilities – Speed, Strength, Endurance.
 4. Volume and intensity must be evaluated either in terms of High/Medium/Low or by Zone of Intensity – as defined in the course materials.
 5. The Metal Training must include a minimum three defined skills – i.e.: goal setting, mental rehearsal, concentration, relaxation, Focus.

6. In skill development – specific judo technical skills must be listed – a minimum of 4 – 2 tachi waza and 2 ne waza.
 7. Total number of hours of training/microcycle, must be listed.
 8. Include one specific Microcycle Plan with all training sessions in it; ensure that sequencing of events within training session is consistent with recommendations as presented in the course materials. All exercises listed in the plans must specify the following: objectives, intensity zone, and description demonstrating understanding of the relationships of objectives that are technical or tactical in nature and their relationships to physiological effects of the exercise.
 9. In plans for development of specific abilities: the plan must be consistent with information provided during the course and available in the reference manual. The plan must consist at the least of the minimum number of training session/week and number of weeks required for a significant improvement – i.e. minimum number of weeks for significant improvement in aerobic endurance is 6 with a minimum of 2 training sessions per week – in case you choose this athletic ability the plan must include six weeks of training with a minimum 2 aerobic endurance training sessions per week.
 10. The documentation will be reviewed by designated facilitator or evaluator and the recommendations must be ratified by Judo Canada designated staff.
4. Formal “In competition” evaluation by a certified Coach Evaluator.

Self-evaluation

- Written evaluation as to how the principles learned during the Competition Development Learning experience have been applied in coaching and training programs with the athletes. Comment on the success of implementation and provide recommendations on how to improve.
- The feedback accumulated from coaching hours in competition must be submitted with the critical reflection on the Yearly Training Plan.

The evaluation process must be successfully completed within 24 months after completion of the Technical course.

The evaluation consists of the following:

- Evaluation of the portfolio as specified above which includes performance planning and performance analysis.
- Support of athletes in Training
- Support of athlete(s) in Competition

A maximum of two attempts will be allowed to successfully complete the evaluation. After two failures, the participant will be asked to re-take the learning experience again.

DIRECT ACCESS OPTION to the Competition Development course

FOR ELITE COMPETITORS only:

Eligibility

- Pass Judo Canada's evaluation on technical competency.
- Minimum level of performance – National Senior Champion or a National “B” team.
 - AND
- education background – in Teaching, PED, Kinesiology, Physiotherapy, other related fields,

ADVANCED COACHING DIPLOMA

The Advanced coaching Diploma is delivered only by National Coaching Institutes (NCI) in cooperation with Judo Canada; Judo Canada's recommendations are necessary for approval into the NCI program;

Judo Canada's recommendation will be provided to all candidates who desire to improve their knowledge and competency. Judo Canada recommendation does not imply that the coach will be working with the national team. The Advance Coaching Diploma is required for but does not offer an automatic equivalency certification for the Competition Development Advanced and for High Performance Coach Certifications. Only coaches working with identified National team athletes competing Internationally will be considered for these contexts Certifications.

The Advanced Coaching Diploma predominantly targets coaches working with Train to Train and Train to Compete athletes, which may include:

- Canada Games and provincial team head coaches;
- Personal coaches of pre-carded, provincially carded, and developmental carded athletes;
- Club coaches of highly ranked clubs and self-made/entrepreneurial coaches;
- NSO-identified coaches with potential to develop into coaches of high performance athletes;
- National Training Centre coaches and assistant coaches;

The Advanced Coaching Diploma (**ACD**) provides flexibility for the active coach with a busy schedule. The Diploma is available in a two year, part-time program, but may be obtained in more or less time depending on the location; various delivery schedules are available. The Diploma consists of four core themes; *Coaching Leadership, Coaching Effectiveness, Performance Planning, and Training and Competition Readiness*. Each theme requires coaches to complete a series of modules comprised of several 3 hour units of in-classroom sessions, seminars, workshops or labs. Coaches will be evaluated in each module based on their ability to demonstrate competency coaching developing athletes. Coaches enrolled in the Diploma program will work with a designated master and/or mentor coach who will support them in their completion of program requirements. The diploma program requires a mid-point and final assessment by a panel of content specialists. The Diploma is one step towards certification in the Competition-Development Advanced Gradation context. To complete his/her certification, the coach must contact Judo Canada to apply for the sport-specific evaluation which consists of completion of sport specific tasks defined in the level 4/5 NCCP below.

Cost of the ACD program

The full cost of the Diploma is \$3000.00 for approved Canadian Coaches (and \$13000.00 for international students). Tuition is paid in two installments but may vary by location.

To learn more or apply for the ACD program visit:
<http://www.coach.ca/files/NCIBrochureAugust192013EN.pdf>

Transfer of qualifications for level 4 and 5 – see the Equivalencies later in this policy

Prerequisites for courses:

Minimum age 24. Minimum rank Sandan. Candidates must be certified Competition Development Coaches (or former Level 3). Coaches must work with National level athletes in the Train to Compete and above development stage and must be recommended for the program by the respective Provincial/Territorial Judo association.

The former level 4 and 5 tasks will serve as a baseline for development of the sport specific program for the HP Coach Certification. At this time Judo Canada opted not to develop certification standards for the Advanced Gradation of the Competition Development program.

LIST OF Judo Specific TASKS required during the Advanced Coaching Diploma program.

Task 1	(judo-specific)	Practical Coaching of advanced Techniques and Skills
Task 2	(judo-specific)	Practical Coaching of Advanced Strategies & Tactics.
Task 3	(judo-specific)	Practical Coaching - Training Camp
Task 4	(judo-specific)	Practical Coaching - Competitive Tour
Task 5	(judo-specific)	Analysis Of Advanced Biomechanical Principles in Dynamic Situations of Opposing Forces
Task 6	(judo-specific)	Judo Thesis-Advanced Skill Development Model to be approved by Judo Canada
Task 7	(judo-specific)	Plan, implement and evaluate training plan – Club or Provincial or National team.
Task 8	(judo-specific)	Performance Factors in Judo

Prerequisites for certification: coaches must work with Elite level athletes identified as members of the Senior National Team.

Tasks 1 and 2 must be evaluated by a Judo Canada NCCP Committee designated mentor coach.

Tasks 3, 4, 5; 6; 7; 8 will be evaluated by Judo Canada's NCCP Committee designated technical expert.

Tasks 3; 4 and 7 may be evaluated based on coaching experience at National/ (or Provincial – pending prior approval by Judo Canada NCCP committee) level camps and competitive tours.

MENTOR COACH:

Definition:

Mentoring is defined as professional assistance in achieving the levels of coaching competency demanded by the coaching credentials sought by a mentee. Coaching Competency may be acquired by interaction with the Mentor coach. Coaching certification cannot be accomplished this way unless the Mentor Coach is also a certified NCCP evaluator.

Eligibility:

- The Mentor Coach must be certified for a minimum of 5 years at the designation sought by a mentee.
- The Mentor Coach must be approved by a jurisdiction in charge of the designation sought by a mentee. Mentor for an Instructor designation must be proposed by the Provincial/Regional Judo Association and approved by Judo Canada; Mentor coaches for the Competition Development; level 4 and level 5 designation must be proposed and approved by Judo Canada.
- The Mentor Coach must agree to teach and demonstrate competencies as determined by the CAC and Judo Canada for the coaching designation sought by the mentee.

JOB DESCRIPTION:

- The Mentor Coach agree to a personal interaction with a mentee which is at the minimum equal to the number of hours designated in this NCCP policy for each of the coaching designations or tasks. I.e. for the “Instructor designation”, the minimum number of hours required will be 40. For the Competition Development Coach – Technical portion, the minimum number of hours required will be 60.
- Use the CAC evaluation matrix to measure progress and success of the mentee.
- At the commencement of the process agree with the mentee on the level of compensation which must include Judo Canada’s fees for a specific coaching designation.
- Ensure that the mentee is aware that agreement to mentor does not represent an automatic positive evaluation
- Provide a sufficient verbal and written feedback to the mentee with a descriptive evaluation of what is done well and with a prescriptive evaluation of what needs to improve. Maintain the record of written evaluation to be shared with Judo Canada’s NCCP commission member.

EQUIVALENCIES FOR SPECIFIC TASKS:

Equivalencies for sport specific tasks may be considered by Judo Canada

MAINTENANCE OF CERTIFICATION PROCESS

1. The certification is valid for 5 years
2. Ethical Decision Making on – line evaluation must be taken by all certified coaches at least once in a life time. All coaches whose certification to the new standards have been transferred as equivalencies from the old NCCP level system, must take the MED on line during the first 5 years after the transfer of qualification was made. Note that the fee for the on-line evaluation is imposed by the CAC and Judo Canada cannot wave it.
3. To qualify for certification maintenance, the instructor/coach must be active in judo
4. To maintain certification, the instructor/coach must meet conditions specified in the Professional Development chapter below
5. If the professional development requirement is not met, the instructor/coach will have to be re-evaluated in order to re-gain certification.

All records of participation in Professional development activities delivered under the jurisdiction of Judo Canada must be recorded in the LOCKER by the facilitators/course conductors or NCCP personnel who are granted access to the CAC Locker Database.

PROFESSIONAL DEVELOPMENT

Professional development is required for coaches to renew “Certified” status in any context.

Professional development requirements must be completed by the end of the period for which the certification is valid.

No professional development activity is required to renew the “Trained” status.

Maintenance of Certification	Minimum Professional Development credits required
Context (includes any gradation)	Certification validity is 5 years
Assistant; Community Instructor; Introduction to judo PE teacher.	10 points
Instructor	20 points
Coach - Competition – Development; Coach High Performance	30 points

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

	Activity Category	Points	Limitations
Coaching	Active coaching	1 point/year for every season coached 1 point/year Coach Developer activity	To a maximum of 5 points
	NCCP activity- Judo modules	5 points/module*	No maximum or minimum
Technical	Non-NCCP activity – Technical clinics and courses sanctioned Nationally	3 points for ~ a minimum of 3h of an activity. One activity can not be claimed for more than 3 points, regardless of its length.	No maximum or minimum
	Coach self-directed activity	3 points for the valid certification period – I.e. Saint John Ambulance; I.e. approved by Judo Canada On- line educational judo materials.	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 – CAC modules	5 points/in class or electronic module	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum for a single activity.	To a maximum of 50% of required PD credit for the context in a certification renewal period
	University Courses	TBD	

NOTE: All coaches whose certification status was transferred from the old NCCP paradigm, must in the first re-certification period take the Make Ethical Decision (MED) on line evaluation. As per the CAC policy, the MED training is a fundamental requirement of the new NCCP and without it's completion the re-certified status will not be triggered in the LOCKER regardless of the number of points accumulated from other activities.

For a recertification, regardless of coaching designation, a coach must accumulate points from all three categories: Coaching; Technical; Multi-sport as well as take any mandatory activity or module, as may be from time to time designated by the CAC or Judo Canada

The CAC will maintain, for the benefit of the NCCP Partners, a national list of multi-sport NCCP and non-NCCP activities that are eligible for Professional Development credit along with the corresponding credit for each activity. Many of the multisport modules offer an On-line option. Any multisport module completed by a coach will automatically register in the

LOCKER DB and count for the PD. For more information on multisport modules offered by the CAC see: <http://www.coach.ca/multi-sport-training-s15501>

Judo Canada will maintain and publish a list of judo activities that are eligible for Professional Development credit along with the corresponding credit for each activity.

A coach must complete the required Professional Development within the valid certification period to renew their certification.

Points cannot be transferred from one re-certification period to the next. I.e – a Competition Development Certified coach accumulates 50 points in the 5 years period. On the date of recertification these points are annulled and the coach starts the next recertification period at “zero” points.

Only those professional development credits entered in a coach’s record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.

All non-NCCP activity related to renewal of certification and Professional Development data entered on the Database will be subject to a user-pay system (i.e. Red Cross First Aid course).

Certified (Renewed) status will be given only to those coaches who accumulate the required professional development credits with the current certification renewal period.

Failure to accumulate the required professional development credits within the specified time causes the coach’s status to be changed to Certified (Not-Renewed).

Coaching and other self-directed PD activities must be entered in the LOCKER by the coach. These activities must be recorded once a year. **No retroactive registration is allowed by the LOCKER.**

Glossary:

Non-formal learning is any organized educational activity outside of the NCCP that provides learning opportunities for coaches. Examples include coaching conferences, seminars, apprenticeship programs, workshops, and clinics.

Informal learning is the lifelong process of acquiring knowledge, skills, attitudes, and insights through daily experiences and exposure to coaching and sport. Informal learning happens in a wide variety of settings including, previous experience as an athlete, informal mentoring, day-to-day coaching experiences, and interaction with peer coaches and athletes.

Self-directed learning occurs when the coach reflects upon their technical, practical, and critical coaching issues and determines how to overcome practical coaching dilemmas. Self-

directed learning makes use of a wide variety of materials, including coaching and sports science manuals, books, journal articles, videos, and Internet sources, etc., that were created for the purpose of enabling learning.

Season of coaching is the normal coaching period for a context in a sport. It could be a partial year or a full year. Coach must register this activity in his own Locker profile.

THE COACH DEVELOPER PATHWAY

Judo Specific Training for Coach Developers - Assistant, Instructor and Competition Development courses and evaluations

Eligibility

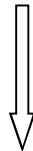
- Must meet minimum age, experience and qualification eligibility criteria as defined in the Judo Canada NCCP policy.
- Must be recommended by Provincial/Territorial Judo Association

Training of the Coach Developers – as per the CAC policy:

<http://coach.ca/coach-developer-training-s16933>

for each of the contexts in Judo Canada NCCP program, the Coach Developer must get through the following process:

1. CAC Core training – three (3) options available – Facilitator, Evaluator, Master Coach Developers
2. Facilitator training context specific by Judo Canada designated Coach Developer
3. Evaluator training context specific by Judo Canada designated Coach Developer
4. Co – facilitation of learning activities with a certified Coach Developer
5. Co – evaluation of coaches with a certified Coach Developer
6. Evaluation during delivery of a course by a certified Coach Developer
7. Evaluation during evaluating of a coach by a certified Coach Developer



National and Provincial/Territorial MASTER Coach Developers

- A nomination for a National Master Coach Developer is made by Judo Canada.
- A nominated for a Provincial/Territorial Master Coach Developer is made by Provincial Associations and approved by Judo Canada.
- Must complete the CAC Master Coach Developer training.
- Coach Developer must maintained the “Certified” status as per the CAC policy.
- Master Coach Developers will be able to mentor on one on one basis, new Coach Developers on as needed basis. An individual training program of new Coach Developers must be approved by Judo Canada.
- Master CD will approve registered in the LOCKER NCCP activities

COACH DEVELOPER - LEARNING FACILITATOR – RESPONSIBILITIES

Learning Facilitators/are those individuals who will be leading Technical NCCP courses and as such will:

Responsibilities:

1. Be responsible to deliver the courses as outlined in the Technical and LF/CC Manuals.
2. Prepare as necessary.
3. Attend training opportunities as indicated by the Master Coach Developer.
4. Must send the all course forms to the provincial NCCP chair and must keep a copy of the forms used for personal records; Or, when the activity is supported by the LOCKER on-line support system, inform the Master Coach Developer who scheduled that activity about its' conclusion and update on any new and last minute developments that took place during that activity.

LEARNING FACILITATOR – ASSISTANT AND INSTRUCTOR COURSES or MODULES IDENTIFIED FOR THE DA and DI TRAINING

To obtain accreditation as a DA / DI Course Facilitator (CF) in Judo, the candidate must meet the following requirements:

1. Minimum age 24.
2. Minimum rank Nidan
3. Recommendation from the Provincial Association to Judo Canada for acceptance
4. Minimum Competition Development certified; or a university degree in physical education / kinesiology or equivalent background and experience.
5. Must have passed the online “Making Ethical Decisions” component
6. A Master Coach Developer recognized by Judo Canada will train and evaluate the Learning Facilitators to complete their certification.
7. The material used during the DA/DI course will only be the CAC and Judo Canada approved materials. The material will be distributed in electronic format on the deadline date of the registration.

The Course Facilitator's status will be maintained by delivering a minimum of one DA/DI course per 2 years and by taking a professional development activity as per Judo Canada's requirements once every quadrennial.

LEARNING FACILITATOR COMPETITION DEVELOPMENT

The Competition Development facilitator is an instructor, administrator and facilitator. The candidate for must meet the following requirements:

1. Minimum age 26.

2. Minimum rank Nidan Nomination by Judo Canada The candidate must have a minimum of 4 years coaching experience as CompDev coach.
3. Prior to a Comp Dev learning experience, the facilitator must ensure that all course materials are distributed to the registered participants in advance of the course.
4. The facilitator must arrange for facilities; audio/visual equipment and resources etc.
5. The facilitator must arrange when required for Sport Science Specialists and judo experts to present various sections of this learning experience in accordance with the policies of Judo Canada and the CAC (honoraria, expense...).
6. The presentation by expert groups must be coordinated, and supporting material must be duplicated and distributed to the participants. .

The facilitator must complete all NCCP form and Judo Canada expense form (if applicable).

MASTER COACH DEVELOPER - LEARNING FACILITATOR

To obtain accreditation as Master Learning Facilitator (MLF) the candidate must meet the following requirements:

1. For National Master Coach Developer - Learning Facilitator the candidate must be nominated by Judo Canada.
2. For a Provincial/Territorial MCD, the candidate must be nominated by Judo Canada or Provincial/Territorial Judo Association.
3. May be designated as Master CD for specific designation – I. e. Master CD for Dojo Assistant and Dojo Instructor
4. Must complete the CAC Core training for Master Coach Developers.
5. Minimum rank Yondan ,
6. Recommended HP Coach or Graduate of the Advanced Coaching Diploma Program or University Degree (preferably in Phys. ED ; Kinesiology or other science areas). Or certified CAC Master CD.
7. For Provincial Appointments, Master CD must be approved by Judo Canada.
8. The candidate must be involved in training of all aspects of judo.
9. The MCD must organise and deliver (in cooperation with Judo Canada) one professional development activity for LF per quadrennial.

Master CD must deliver a minimum of one of each NCCP Learning Experiences for each context/level for which they are designated, per quadrennial

ADMINISTRATIVE ROLES AND RESPONSIBILITIES

To guarantee that the Certification Program functions as smoothly as possible without duplication of effort, a recommended structure of roles and responsibilities for the administrators of the program at the Provincial Association level has been developed.

It is designed on the premise that the continued growth of Judo will eventually require that the work load be spread over more volunteers in an effort to prevent placing too many demands on a few individuals.

The structure defines the roles of the National Office, the Judo Canada NCCP chairman, the Provincial NCCP Chairman, and the Coach Developers.

The NCCP Committee for Judo Canada in consultation with the Provincial Associations will be responsible for the selection of one individual as the Provincial NCCP Chairman.

JUDO CANADA NCCP CHAIRPERSON

The National NCCP Chairman will administer and co-ordinate the implementation of the Judo Canada National Coaching Certification Program at the national level. Judo Canada NCCP Chair may be involved in the program as a Master Coach Developer or Coach Developer

Responsibilities

1. Work in partnership with the National Office to:
 - a) remain current with developments in the NCCP,
 - b) provide information and required reports on the implementation of NCCP, and
 - c) provide input into the development of the administration of the NCCP
2. Liaise with the Chairs of appropriate Committees on NCCP matters in promoting the objectives, requirements and development.
3. Liaise with Judo Canada on available funds for NCCP courses, publicity, promotion and development.
4. Coordinate an annual publication of the National NCCP calendar specifying course dates, locations and assigned Learning Facilitators.
5. To determine the needs for training of CDs and MCD's. To evaluate the implementation of NCCP.
6. To ensure the standard of the NCCP is maintained.

PROVINCIAL NCCP CHAIRPERSON

The Provincial NCCP Chairman will administer and co-ordinate the implementation of the Judo Canada National Coaching Certification Program at the provincial level. This person may be involved in the NCCP as a Master Coach Developer or Coach Developer.

Responsibilities

1. Work in partnership with the National Office to:
 - a) remain current with developments in the NCCP,
 - b) provide information and required reports on the implementation of NCCP within his/her province, and
 - c) provide input into the development of the administration of the NCCP
2. Liaise with the Executive of the Provincial Association on NCCP matters in his/her province promoting the objectives, requirements and development.
 1. Ensure that a proper administrative support is provided to facilitators designated to deliver courses.
3. Where applicable, liaise with the provincial government representative on available funds for NCCP courses, publicity, promotion and development.
4. Work with Master Learning Facilitators (MLF) to establish course dates, venues, and assignment of facilitators. To determine the needs for training of LFs. To evaluate the province's implementation of NCCP. To ensure the standard of the NCCP is maintained.
5. Liaise with LFs, on provincial government activities, and provincial implementation procedures.
6. Will manage the provincial budget allocated to the provincial NCCP portfolio.
7. Provide the publicity and administration necessary to present courses.
8. Must forward all course forms received from LFs to the National Office and the National NCCP chair.

EQUIVALENCIES:

As of May 2015 all old level 1 – 3 NCCP certifications were transferred into the new system and are reflected in coaching transcripts in the LOCKER CAC Database.

In accordance with recommendation of the CAC policy on equivalencies, the following were granted:

1. level 1 NCCP certified coaches were granted DA certified status – Instructor to Beginners
2. level 2 NCCP certified coaches were granted DA certified status & DI certified status – Introduction to Competition, Instructor to Beginners and Instructor to Intermediate certified status.
3. level 3 NCCP certified coaches were granted Competition Development Coach certified status.
4. coaches who took Theory AND Technical at any level, were granted a trained status at the module where both technical and theory were concluded;

TRANSFER OF QUALIFICATIONS FOR LEVEL 4 AND LEVEL 5 CERTIFIED COACHES (Date TBD by the CAC) .

As per the CAC policy the following transfer of qualifications apply:

Level 4 Certified coaches will get the following:

1. Level 4 certified status will be maintained in the LOCKER indefinitely
2. Automatic Transfer to the Competition Development Certified Status
3. Automatic Transfer to the Competition Development Advanced Gradation Trained status.
4. Potential Transfer to the Competition Development Advanced Certified status, pending these coaches involvement in working with National Team Athletes competing internationally.
5. The Professional Development requirements as per the Competition Development standards

Level 5 Certified coaches will get the following:

1. Level 5 certified status will be maintained in the LOCKER indefinitely
2. Automatic Transfer to the Competition Development Certified Status
3. Automatic Transfer to the Competition Development Advanced Gradation Certified status.
4. Automatic Transfer to the High Performance Coach trained status
5. Potential Transfer to the High Performance Certified status, pending these coaches involvement in working with National Team Athletes competing internationally.
6. The Professional Development requirements as per the Competition Development standards

COMPETITION DEVELOPMENT ADVANCED GRADATION

HIGH PERFORMANCE COACH

Specifics of these programs to be agreed on by August 31, 2017 and included in this policy. CAC lead training on these subjects is scheduled for July 13th, 2017

NOTE: Judo Canada in accordance with the CAC policy does not recognize equivalencies for any foreign coaching credentials. All candidates have the right to a Program Challenge (see below).

PROGRAM CHALLENGE

* In the certification processes below, the NCCP committee reserves the right to review special cases.

- Challenges only exist to attain a “certified” status in the desired level. There are no challenges to attain the “trained” status.
- All program challenges must be submitted to Judo Canada with a non-refundable fee. Judo Canada will select a certified Coach Developers - evaluator(s).
- All Instructors must submit a letter of recommendation from their sensei, or their Provincial/Territorial Judo Association. All challengers to Competition Development Certification status must submit a letter of recommendation from their provincial association.
- All challengers must meet the prerequisites for the specific designation as defined in this policy.
- All challengers must successfully complete the appropriate online “Making Ethical Decisions” component.
- All challengers will only have one attempt to successfully complete the challenge. No second challenge for the same coaching designation will be allowed.
- The program challenge consists of a competency evaluation:
 - Assistant (\$ 410)
 - Must successfully complete the evaluation process as defined in this policy.
 - Instructor (\$ 510)
 - Must successfully complete the evaluation process as defined in this policy.
 - Competition Development - (\$1010.00)
 - Must successfully complete the evaluation process as defined in this policy.
 - An oral defence must be made to a panel of experts identified by Judo Canada at a time and location decided on by Judo Canada.

REVOKING CERTIFICATION

In certain circumstances, Judo Canada reserves the right to revoke the certification of the coach/instructor. Such circumstances include but are not limited to:

Breach of the Coach’s code of conduct
Breach of the NCCP code of ethics
Breach of Judo Canada By-Laws
Felony

In cases where a formal complaint or observation is registered/shared with Judo Canada, an ad hoc committee will investigate. **Judo Canada's Grievance and Appeal policy will apply.**

A certification will only be deemed valid if the coach/instructor is a member in good standing with Judo Canada.

FEE STRUCTURE

Course & Evaluation	Minimum course fee *	Judo Can. Portion	Challenge Fee	Judo Can. 20% Portion
Dojo Assistant	\$285.00	\$85.00	\$410.00	\$85.00
DA (non-member)	\$335.00	\$125.00	N/A	N/A
Dojo Instructor	\$360.00	\$95.00	\$510.00	\$95.00
DI (non-member)	\$510.00	\$145.00	N/A	N/A
Comp Dev	\$510.00	\$510.00	\$1010.00	\$ 1010.00
Comp Dev (non-member)	\$1010.00	\$1010.00	N/A	N/A
Recommended Learning Facilitator/ Evaluator honoraria	\$55.00/h*			

NOTE: If the Combined Assistant and Instructor Course is offered the recommended fee is: \$545 and it includes:

- The DA course fee is \$185 and does not include an evaluation fee.
- The DI course fee is \$360 and it includes the evaluation.

It does not include the fee for the Backcheck which has to be paid by the participants when requesting the check on line.

Note: Maximum Evaluators honorarium for Assistant and Instructors to be set by Provincial/Territorial associations

Professional Development Participation Fees

Professional Development courses	Fees
Module 1: Making Ethical Decisions/ Safety/Liability (MED)	\$ 70.00
Module 2: Basic Judo Technical – Teaching & Learning Judo	\$ 110.00

Module 3: Lesson and Season Planning: Basic Nutrition	\$ 90.00
Module 4: U8/U10 Active Start and Fundamentals Judo Programs	\$ 110.00
Module 5: U12/U14 Learn to Train Judo Programs	\$ 110.00
Module 6: Performance Planning – Competition Development	\$ 110.00
Module 7: Performance Analysis – Competition Development	\$ 110.00
Recommended PD course conductors wages	\$55.00/h

NOTE: Recommendations:

1. “Group entries” (multiple participants from the same club) may be approved for a discounted fee, providing that the cost of delivery of the course does not exceed the accumulated revenue.
2. Course fees may be adjusted based on the actual cost to organize the course, so that these activities are not delivered at a deficit.
3. Manuals will be distributed to all participants by Judo Canada in electronic format. Hard copies may be offered by local organizers.
4. Provincial/Territorial associations may deliver courses at a financial loss if such an activity is considered essential to the future development of judo in a given region.
- 5.
6. Financial report from the activity must be completed and communicated to Judo Canada.
7. Travel and accommodation expenses of invited facilitator(s) must not be included in the honoraria and must be included in the financial report from the activity.