



# National Coaching Certification Program Policy



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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. The CAC promotes the philosophy of a Life Long Learning and implements it by offering Multisport and Sport Specific National Coaching Certification Program (NCCP) modules and Professional Development activities. The CAC operationalizes this philosophy by the implementation of the Policy on Maintenance of Certification. All legitimate sports organizations follow the CAC policies and all Judo Canada coaching programs are developed in cooperation and approved by this organization. The CAC's LOCKER Database is the only valid depository of information on coach training, certification and professional development for all Canadian coaches. If you are registering for the first time, send an email to the [coach@coach.ca](mailto: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 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.

## MANDATE OF THE National Coaching Certification Program (NCCP)

The NCCP promotes a philosophy of a Life Long Learning for which the NCCP Coaching 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 "LOCKER" 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 Judo Canada.
  - 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, and 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 number 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.

#### **NEW COACHES – HOW TO OBTAIN A PNCE # FROM THE CAC:**

1. Go to [www.coach.ca](http://www.coach.ca) scroll over My Locker in the top right-hand corner, and click on it.
2. Don't have an account? Create one now!
3. Check mark in "I agree" where it says "Registering with the Locker Room" and click "continue."
4. Check marks in the following boxes you choose under Register.
5. Fill in the Profile information and click "REGISTER".

Your CC# should appear immediately on your new profile in the first field.

Your CC number will also be emailed to the address you have provided usually within one business day. Make sure that the address is unique.

Please take your PNCE# to any NCCP Courses that you attend or register for.

## 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 a 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 online “Making Ethical Decisions” component before the practical evaluation. This evaluation is under the CAC jurisdiction, and as per the CAC policy, 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.
- 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 status will be displayed in the LOCKER with a “not renewed” status.
- 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 preregistration 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, kata or ne waza) of judo.

Step # 1 Shodan (1<sup>st</sup> degree black belt) evaluation  
Notice that Shodan promotion by batsugun does not offer this NCCP privilege.

NOTE: The costs of the online evaluations and courses listed below are paid to the CAC; Sterling Background Check and Respect in Sport directly and cannot be waived by Judo Canada.

Step # 2 In the CAC LOCKER Database - Ethical Decision Making — successful online evaluation. For detailed information see: <http://coach.ca/make-ethical-decisions-med--s16834>.

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/>  
OR equivalent is such checks are required by the Province/Territory. In cases where the Sterling agency is not used for this service, results of the Background Check must be communicated to Judo Canada to [NCCP@judocanada.org](mailto:NCCP@judocanada.org) by the individual coaches or P/T offices.

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

Step # 5 Successful online completion of a “Respect in Sport for the activity leader” e-learning module available at <https://judo-canada-al.respectgroupinc.com/>.

Once these 5 steps are successfully concluded, the coach needs to contact Judo Canada NCCP Chair at: [NCCP@judocanada.org](mailto:NCCP@judocanada.org) with this information and will be granted Certified Community Judo Instructor status and will be subject to maintenance standards as defined in the Judo Canada NCCP policy.

## ASSISTANT INSTRUCTOR

### 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.

This Learning Experience prepares the participant to assist in delivery of judo practises for judo players of all stages of development, with an emphasis on participants under 13 years old. It is recommended that the assistant work 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: <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/>  
OR equivalent is such checks are required by the Province/Territory. In cases where the Sterling agency is not used for this service, results of the Background Check must be communicated to Judo Canada to [NCCP@judocanada.org](mailto:NCCP@judocanada.org) by the individual coaches or P/T offices.
- ☑ Successful online completion of a “Respect in Sport for the activity leader” e-learning module available at <https://judo-canada-al.respectgroupinc.com/>.

#### **A successful completion of a module requires:**

- ☑ For the “Ethical Decision...” module – the online 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 online 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 get 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/online 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

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

<http://www.judocanada.org/introduction-to-nutrition/>.

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 ONLINE learning module on 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, judo skills as described in the Judo Canada syllabus, and to introduce young judokas 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.
- Trained DA or Certified Community Coach.
- 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/>

OR equivalent is such checks are required by the Province/Territory. In cases where the Sterling agency is not used for this service, results of the Background Check must be communicated to Judo Canada to [NCCP@judocanada.org](mailto:NCCP@judocanada.org) by the individual coaches or P/T offices.

The Backcheck is required only if the check done for the DA was done more than 3 years earlier.

- Successful online completion of a “Respect in Sport for the activity leader” e-learning module available at <https://judo-canada-al.respectgroupinc.com/> for all candidates who did not complete this module in the past.

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 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 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 module Making Ethical Decision – for candidates who have not completed this module for DA certification less than 5 years prior to the DI evaluation.
- ☑ 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

**COMBINED DA and DI course:****RECOMMENDED SCHEDULE:**

Combined Assistant and Instructor Course can be delivered when one three-day-long course option is preferable over the two weekends option. However, coaches have the option to take only the DA, only the DI, or both. If the candidates take both, they participate in all scheduled activities. If the candidates take the DA only, they participate in day one of the course only; if the candidates take the DI only they participate in the course from the beginning of the Module 2 delivery.

**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**
- 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

## 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 online evaluation;
- Leading Drug-free Sport – followed by an online 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 online evaluations where required.
- Successful online completion of a "Respect in Sport for the activity leader" e-learning module available at <https://judo-canada-al.respectgroupinc.com/> for all candidates who did not complete this module in the past.

**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 online 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: <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/> OR equivalent is such checks are required by the Province/Territory. In cases where the Sterling agency is not used for this service, results of the Background Check must be communicated to Judo Canada to [NCCP@judocanada.org](mailto:NCCP@judocanada.org) by the individual coaches or P/T offices.  
The Backcheck is required only if 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 evaluators. 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:
  - a. Minimum length of the season – considering current JC calendar of events – is 37 weeks long – Sept to middle of May – plus transition

- b. Number of tournaments listed must meet the minimum requirements for athletes of this age – as per the LTDM
  - c. At least three specific athletic abilities – Speed, Strength, Endurance.
  - d. Volume and intensity must be evaluated either in terms of High/Medium/Low or by zone of intensity – as defined in the course materials.
  - e. The Mental Training must include a minimum of three defined skills – i.e.: goal setting, mental rehearsal, concentration, relaxation, focus.
  - f. In skill development – specific judo technical skills must be listed – a minimum of 4 – 2 tachi waza and 2 ne waza.
  - g. Total number of hours of training/microcycle must be listed.
  - h. 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.
  - i. 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 6 weeks of training with a minimum 2 aerobic endurance training sessions per week.
  - j. The documentation will be reviewed by a 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 the 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 5 years 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 or a related field.



## ADVANCED COACHING DIPLOMA

Prerequisite for Judo Canada's recommendation: Certified Competition Development Coach

The Advanced Coaching Diploma is delivered only by National Coaching Institutes (NCI) and by Universities in Canada offering this program as a postgraduate degree, in cooperation with Judo Canada; Judo Canada's recommendations are necessary for approval into these programs;

Judo Canada supports all coaches who desire to improve their knowledge and competency, and thus, recommendation will be provided to all candidates who request it and meet the eligibility standards. All coaches who successfully complete this program will receive an Advanced Coaching Diploma Certification.

NOTE: although the Advanced Coaching Diploma is a prerequisite for Judo Canada's High Performance Coach Certification, candidates who complete the ACD program are not automatically eligible for access to the High Performance Coach Certification. Only coaches working with identified national team athletes competing internationally will be considered by Judo Canada for this certification.

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

- NSO-identified coaches with potential to develop into coaches of high performance athletes;
- National Training Centre coaches and assistant coaches;
- 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;

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-class 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 \$13,000.00 for international students). Tuition is paid in two instalments 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 levels 4 and 5 – see the Equivalencies later in this policy**

## JUDO CANADA HIGH PERFORMANCE COACH CERTIFICATION

### Eligibility

- Minimum age 25.
- ACD Diploma OR former level 4 or 5 NCCP certification OR **evaluation of a prior experience and knowledge.**
- Must work with athletes identified as Judo Canada National Team members of the U18 or U21 or a Senior team.
- Approval by Judo Canada for this certification eligibility.

### Evaluation

1. Portfolio consisting of:
  - 1.1 Judo resume
  - 1.2 Quadrennial plan for a selected athlete
  - 1.3 YTP of the first year of the QPlan
  - 1.4 Schedule of training of the following three mesocycles from the YTP: first mesocycle of the General Preparation Phase; one mesocycle of the specific preparation phase; one tapering mesocycle.
  - 1.5 Profile of a selected athlete under care of the candidate based on a GAP analysis
  - 1.6 Thesis - Performance Factors in Judo
  - 1.7 Judo Thesis-Advanced Skill Development Model – in depth study of stages of development of a specific technical skill; to advance understanding and promote deeper knowledge of developmental stages of a specific technical skill; subject theme to be approved by Judo Canada and to be used as a future reference material for in coaching programs.

### NOTE!

1. For candidates completing the ACD program the above listed topics from 1.1 through 1.4 will be evaluated by the ACD personnel leading delivery of topics related to the “Design and Manage the HP Training Plan”. Topics listed under 1.5 through 1.7 will be

evaluated by the ACD personnel with assistance from Judo Canada designated expert coach.

2. For candidates who challenge the HP program certification the evaluation will take form of observation by identified by Judo Canada expert coaches and a presentation to the panel of experts identified by the Sport Institute and Judo Canada.

Further evaluation of **practical coaching competency** on the field will be performed by a designated Judo Canada mentor(s)/evaluator(s). Each of the evaluated evidences will be measured against the summary of the CAC developed HP Coaching Outcomes and Criteria Matrix. The evaluation of each the following practical coaching challenges may be performed by the mentor coach during several observations but can also be done on one specific occasion. The mode of evaluation has to be communicated by the mentor/evaluator to the mentee:

- Practical Coaching of advanced competitive techniques and skills demonstrating an understanding of complex advanced biomechanical principles applicable to judo.
- Practical Coaching of Advanced competition strategies and tactics.
- Practical Coaching at a national or international training camp.
- Practical Coaching during a competitive tour.

Final step of evaluation: 360 surveys distributed to coached athletes and fellow coaches working on a daily or occasional basis with the candidate.

Judo Canada opted not to develop certification standards for the Advanced Gradation of the Competition Development program.

## **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 for the Competition Development, level 4 and level 5 designations 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 agrees 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 competencies may be considered by Judo Canada upon recommendation from the mentor.

## MAINTENANCE OF CERTIFICATION PROCESS

1. The certification is valid for 5 years
2. Ethical Decision Making online evaluation must be taken by all certified coaches at least once in a lifetime. 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. Note that the fee for the online 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 status in the LOCKER will be displayed as “non-renewed”, and to regain the certified status the coach will have to earn the missing points/or missing module (i.e. the MED online) or to be re-evaluated.

All records of participation in professional development activities delivered under the jurisdiction of Judo Canada must be recorded in the LOCKER by the facilitators 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	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 cannot 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; approved by Judo Canada Online 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 Multisport or PD modules	5 points/in-class or online module	No maximum or minimum
	Respect In Sport for Activity Leaders	3 points	
	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 recertification period take the Make Ethical Decision (MED) online evaluation. As per the CAC policy, the MED training is a fundamental requirement of the new NCCP, and without its completion the re-certified status will not be triggered in the LOCKER, regardless of the number of points accumulated from other activities. The cost of this online evaluation is set by the CAC and cannot be waived by Judo Canada. The evaluation online is, however, offered for free to coaches who take the Judo Canada module 1 and the course is registered with the CAC.**

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 online 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>.

Furthermore, a module “Respect in Sport for activity leaders” offered by the Respect in Sport is also registered as PD activity in the CAC Database providing that the coach agrees to sharing of information as per the following:

#### Communication to the NCCP

Are you a NCCP certified coach? If so, with completion of the Respect in Sport Activity Leader program, you are eligible for 3 Professional Development Points towards maintenance of your NCCP certification. By selecting "Allow" below, the Coaching Association of Canada (CAC) will update your NCCP profile and credit you 3 PD points for completion of this program.

Not a member of the CAC and the NCCP, Why Not? The CAC, in partnership with over 70 sport organizations, is responsible for, and oversees the training and certification of coaches in Canada through the world-leading NCCP. Having an NCCP number allows you to access the "The Locker" to house all of your coaching credentials, access other coach training, and many other resources through the CAC for coaches of any sport, at any level.

Select "allow" below to grant permission for the CAC to create a profile in your name and extend your journey as a valued coach in Canada. An email confirming your profile creation and welcoming you to the Coaching Association of Canada will be sent to the email address on record in this program.

If you choose to Decline Respect Group sharing your information with the Coaching Association at this time, we will of course respect your wishes. You can always return to the "Profile" section of this program to change your selection at any time.

Do you consent to allow Respect Group to share your information with the Coaching Association of Canada?

Allow  Decline

Judo Canada will maintain and publish in the LOCKER a list of scheduled judo activities that are eligible for Professional Development credits.

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

Points cannot be transferred from one recertification period to the next. i.e. – a Competition Development Certified coach accumulates 50 points in the 5-year period. On the date of recertification, these points are annulled and the coach starts the next recertification period with 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 the 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 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 follow the CAC policy:

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

#### National and Provincial/Territorial MASTER Coach Developers

- A nomination for a National Master Coach Developer is made by Judo Canada.
- A nomination 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 maintain the “Certified” status as per the CAC policy.
- Master Coach Developers will be able to mentor on one on one basis new Coach Developers (Facilitators and Evaluators) on as needed basis. An individual training program of new Coach Developers must be approved by Judo Canada.
- Designated 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 for delivering 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 all the 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 online 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 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 must meet the following requirements:

1. Minimum age 26.
2. Minimum rank Nidan.

3. Nomination by Judo Canada. The candidate must have a minimum of 4 years coaching experience as Comp-Dev coach.
4. 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.
5. The facilitator must arrange for facilities; audio/visual equipment and resources, etc.
6. 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...).
7. 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 or EVALUATOR**

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

1. For National Master Coach Developer - Learning Facilitator or Evaluator, 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 organize and deliver (in cooperation with Judo Canada) one professional development activity for LF or Evaluators 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; The Master Coach Evaluator must conduct evaluations for each judo specific context at a minimum once every two years.

## **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. Determine the needs for training of CDs and MCD's and evaluate the implementation of NCCP.
6. 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.
  - a) 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 applies:

Level 4 Certified coaches:

1. Level 4 certified status will be maintained in the LOCKER indefinitely
2. Automatic Transfer to the Competition Development Certified Status
3. May be eligible for Certified High Performance Coach status pending recommendation from Judo Canada High Performance Director.

Level 5 Certified coaches:

1. Level 5 certified status will be maintained in the LOCKER indefinitely
2. Automatic Transfer to the Competition Development Certified Status
3. Potential Transfer to the High Performance Certified status, pending these coaches' involvement in working with national team athletes competing internationally and recommendation for such equivalency issued by the Judo Canada Sport Committee.

The Professional Development requirements for the transferred status is as per the Competition Development standards – 30 points/5 years.

NOTE: The CAC recommended COMPETITION DEVELOPMENT ADVANCED GRADATION - Judo Canada opted not to offer this level of certification in judo.

**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.
- High Performance Coach Certification (\$2500) evaluation by a panel of experts designated by the Canadian Sport Institute and Judo Canada.

- Upon conclusion of the evaluation the designated evaluator will invoice Judo Canada directly for services rendered @ a rate of \$55/hour. The maximum fees for such service are set as follows: DA - \$220; DI - \$275; CompDev - \$550

## 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 Complain and Dispute Resolution Policy will apply:** [http://www.judocanada.org/wp-content/uploads/2018/03/Complaints\\_Policy\\_EN\\_march\\_2018.pdf](http://www.judocanada.org/wp-content/uploads/2018/03/Complaints_Policy_EN_march_2018.pdf)

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	JC/CAC/Bank fees
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 of which \$145 is Judo Canada/CAC/financial institution fees 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 Events Recommended 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 conductor 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. Financial report from the activity must be completed and communicated to Judo Canada.
6. 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.