

NCCP FREQUENTLY ASKED QUESTIONS

How long is the course for Competition-Introduction?

The course typically runs over two consecutive weekends. However, the provincial section may decide to run the course over a number of different days or evenings, provided the number of hours equals the same number of hours over two weekends. For example:

- some sports run the first part on one weekend and the second part one or two months later (similar to how the theory Level 1 & 2 courses are now split into Part A and B)
- some sports run their course one evening per week for about 12-14 weeks
- consecutive Saturdays also seem to work, so that participants (and facilitators) don't lose their whole weekend

The needs of participants who may be traveling from out of town will need to be considered. The key here is that this can be flexible, provided the number of hours and course requirements are met.

What are the course costs?

The recommended course cost is \$375. This fee covers what used to be four different courses Level 1 technical, Level 2 technical, Level 1 theory, Level 2 theory. Course costs vary by province for theory, but seem to average between \$80 and \$100. A fee of \$375 is not unreasonable for the amount of material being covered.

Some flexibility can be built into the payment schedule; for example a coach could pay half the cost for the first weekend, then the second cost if the weekend is held only a month or six weeks later.

The cost of the evaluation is separate. The recommended fee for evaluation is \$150.

What does a Level 1 certified coach need to do to get certified at the Competition-Introduction Level? What about Level 2 coaches?

Coaches who are fully certified at Level 2 (meaning they have completed Levels 1 & 2 technical, Levels 1 & 2 theory and Level 1 & 2 practical) do not need to take the Competition-Introduction course or be evaluated.

However if they are missing any of the Level 2 components, then they must be evaluated for Competition-Introduction, including completion of the on-line Making Ethical Decisions Module. It is highly recommended that they also take the course, but it is not mandatory.

For coaches who are Level 1 certified, or only have partial Level 1, they must take the course and be evaluated, and complete the on-line Making Ethical Decisions Module.

I am already fully certified at Level 2 (or 3 or 4). How do I convert to the new system?

Coaches already certified at Level 2 or higher will need to complete a specific activity to be grandfathered into the new system.

Level 4 and 5 certified coaches need to complete the on-line Making Ethical Decisions module. Level 2 and 3 certified coaches need to complete the on-line Making Ethical Decisions module AND complete the coaches' workbook that accompanies the Competition-Introduction context.

These need to be completed by the end of August 2007 for Level 4/5 coaches. A date has not yet been confirmed for Level 2 and 3 coaches but is anticipated to be the end of 2007 or part way through 2008. Coaches who have not completed these by that time will lose their certification.

After that the coach will have 4 years to re-certify, and maintain the equivalency, as discussed above.

What is the process to challenge for certification at the Competition-Introduction Level?

The coach will need to purchase all the materials for the course, rather than attending the course, but must still participate in a full evaluation. The coach can arrange for an evaluator through the provincial section. The coach must pay for the evaluation.

The evaluation includes:

- completion of the Preliminary Workbook and Coach Workbook
- completion of the on-line Making Ethical Decisions Module
- blind evaluation at a competition
- evaluation at a practice (either in person or by video tape)
- achieve the practical component of 200 hours of coaches, and having one diver achieve the national standard at a competition

What are the pre-requisites for a coach to take the Competition-Introduction course?

Any coach who is at least 16 years of age and is certified Pre-Level 1 can attend this course. National team divers are no longer exempt from taking Level 1 technical, and will no longer be exempt from taking the Pre-Level 1 once it changes to the new NCCP (Instruction Beginner). This is due to the amount of theory being added to the course.

See Appendix A for pre-requisites for each level of certification.

Is there still a practical component at the Competition-Introduction Level?

Yes, the coach must have a minimum of 200 hours coaching the sport, and must have one diver achieve the national standard at a competition.

See Appendix A for practical requirements for each level of certification.

How does re-certification work? When is the deadline?

Coaches will not lose their current certification, but they do need to re-certify every 4 years by participating in at least one professional development activity during the 4 year period. This will apply to all levels of certification, from Pre-Level 1 through Competition-Introduction to Level 4/5.

Examples of professional development activities include:

- training course in the next level of certification (e.g. if Level 3 certified, take a Level 4 task)
- sit on a Diving Canada committee
- attend the CAC Sport Leadership conference
- complete courses in another sport
- become a learning facilitator or evaluator
- technology or business management courses
- first aid course
- etc.

Any activities taken now will count towards re-certification. The deadline for re-certification is not yet determined as the NCCP database has not yet been set up for this purpose.

What happens if I lose certification?

To re-certify, you will have to go through a full evaluation to re-new your certification, at your own cost. This is the same as the challenge process as listed above.

Who can evaluate?

Any Diving Canada certified evaluator can evaluate (or two trained, but not yet certified, evaluators). The Learning Facilitator who conducted at the course cannot conduct the evaluation. It must be done by someone who was not involved with the course.

What is the plan for Pre-Level 1?

Pre-Level 1 is being converted to the new NCCP and will be in place we hope by late 2007. Alternatives to Learn to Dive have been added, as well as theory components. Additional information will be provided in early 2007.

Current course conductors will need to be trained for the new program. They will no longer retain their certification as a Pre-Level 1 course conductor without this training. Information on training and costs will be available only in 2007.

What is the plan for Levels 3, 4, and 5 and for Blast Off?

Level 3 will be converted to the Competition-Development context, including both technical and theory, and Levels 4 and 5 to the Competition-High Performance context. It is anticipated that Level 3 will be started only in 2007 or 2008, and Levels 4 and 5 after that. Blast Off does not fall under NCCP, and is not in the plans to convert at that time.

Coaches will not lose their current certification at these Levels, but will have to re-certify every 4 years to be converted into the new system.

Do Canada Games coaches still have to be Level 3 certified for the 2009 Canada Games?

Yes, Canada Games Council re-visited this late last year and determined that coaches from all sports must be either fully certified at Level 3 (theory + technical + practical) or Competition-Development.

Learning Facilitator / Provincial Section Frequently Asked Questions

How many learning facilitators are required to conduct a course?

There should be one certified learning facilitator for every 8-10 participants. If the facilitator is not certified, then there needs to be two facilitators, no matter how many or how few participants.

Facilitators are “trained” after they take their training. They only become certified after giving a complete course with another facilitator present, and after having been evaluated by the accompanying facilitator.

Previous certification as a course conductor for technical 1 and 2 unfortunately does not count towards certification for Competition-Introduction. However certification as a conductor for theory 1 and 2 may count. Application can be made to the Coaching Certification Committee (through Anne Warburton) if you have this certification.

Visit <http://www.diving.ca/english/html/NCCP/lfreqs.htm> for additional information on Learning Facilitator and Evaluator pre-requisites.

How much pool and classroom time is needed for the course?

	Pool time	Classroom time	Trampoline belt time
Weekend One			
Friday night		4-5 hours	1
Saturday	4 hours	3 hours	1-2 hours
Sunday	4 hours	3 hours	1-2 hours

Weekend Two			
Saturday	3 hours	3 hours	2 hours
Sunday	3 hours	4 hours	1 hour

What are the costs for running a course and how much are facilitators & evaluators paid?

The table below is a sample fee structure each provincial section may wish to review. Amounts can be adjusted as needed to add in other costs such as pool time. It is important to note that a small number of participants may result in a cost overrun, however a larger number of participants will bring in some revenues.

It has been our experience to date that there is always someone at a competition who could be available to conduct the evaluation, so there should be savings in this area. The evaluator does not need to be from the same province as the coach candidate. It is possible that two different evaluators can be contracted; one to evaluate at a competition and another to evaluate at a practice session.

The fees paid to learning facilitators need to be re-visited, as do the costs to run a course, and therefore what is charged to participants. The provinces are asked to submit their recommendations to Anne Warburton. It is possible that fees will need to vary by province. Please be sure to include your pool & other costs prior to reviewing all the numbers.

Course fees only:

Item	# coaches	10	8	6
Course fee \$375		\$3750	\$3000	\$2250
Materials \$50		500	400	300
LF Honorarium (covers all 4 days)		800	800	800
Database/admin @ \$25 ea		250	200	150
TOTAL		\$1550	\$1400	\$1250
Add Pool costs		\$	\$	\$
Ethics on-line is extra and payable directly by the coach to CAC. Coach travel/video costs extra.				

Evaluation fees only:

Evaluation fee \$150	<u>\$1500</u>	<u>\$1200</u>	<u>\$900</u>
Evaluator honorarium competition (\$100)	100	100	100
Evaluator honorarium practice & workbook (\$100)	100	100	100
Travel for evaluator to competition & practice	1000	1000	1000
TOTAL	<u>\$1700</u>	<u>\$1700</u>	<u>\$1700</u>

Some sports have suggested partnering in a city to hold their course at the same time to help increase numbers of participants. The theory modules can be given to both groups, with only the sport-specific modules being held separately. It is recommended that one Learning Facilitator from each sport be present for respond to sport-specific inquiries.

How much time should I expect to spend on a course, in additional to the actual classroom & pool time? And what should I focus on?

The Learning Facilitator should expect to spend at approximately 10 hours in preparation for the first time a course is given, plus an additional 10 hours during and following the course. This number may be a bit higher if the Facilitator does not have previous course conductor experience. The number of hours may likely be reduced each time the course is presented, as the Facilitator becomes more familiar with the material and more comfortable in a facilitator role.

Some key areas to focus on in preparation include:

- equipment and supplies needed, including course materials, course register forms, etc.
- familiarization with the contents, as there will be a need to be an expert on the subject matter and to ensure coaches have the correct understanding of the material
- familiarization with the learning activities and outcomes
- understand the problem solving approach to help guide the coaches through the process to resolve the situation
- understanding of the fit of the context within the NCCP structure and the shift toward a competency based model.

Where do we get course materials?

Each Learning Facilitator and Provincial Section has been provided with a CD which contains all the materials for the binders and workbooks, and a variety of DVDs to complement the materials. The materials were provided this way to save the provinces and participants money, and save on shipping costs.

The Provincial Sections and Learning Facilitators can decide how to print the binders and who will take on this task in their own province.

Appendix A – Pre-requisites and practical requirements for each level of certification

Level	Pre-Requisites	Practical Requirement
Pre-Level 1	<ul style="list-style-type: none"> - Minimum 16 years of age - Must register as a Diving Canada member 	<ul style="list-style-type: none"> - 20 hours
Competition-Introduction	<ul style="list-style-type: none"> - Minimum 16 years of age AND - Registered member of Diving Canada AND - Level 1 coach OR LTD coach OR Coaching experience in a related sport OR Former or current senior national team member 	<ul style="list-style-type: none"> - For full certification, the candidate must have at least one athlete achieve the National level status (national standard). - 200 hours in diving
Level 3	<ul style="list-style-type: none"> - Registered member of Diving Canada - Level 2 certified OR Competition-Introduction certified (including certification in the trampoline portion) 	<ul style="list-style-type: none"> - Produce, maintain and improve: - Three (3) different National Age Group Finalists OR two (2) National Age Group Medalists; - Two (2) National Senior Qualifiers; - A minimum of five (5) years accumulated coaching (diving) experience.
Level 4	<ul style="list-style-type: none"> - Candidate must be certified at Level III NCCP - Candidate must have coached an athlete who competed at the Senior National Championship/Trials within the last five (5) years - Candidate must provide the appropriate application information (supplied by Diving Canada), including a resume and three (3) letters of reference (with at least one from a recognized Level IV/V Diving Canada Coach) - Candidate must pay the required yearly "admission" fee - Candidate must be a member in good standing with Diving Canada 	<ul style="list-style-type: none"> - Coach, analyze and correct the performance of National level junior and senior dives on all boards; - Administer and maintain a successful club based senior diving program; - Train an assistant or apprentice coach (Level I -III); - Successfully manage and coach a National Junior team to an international competition; - Produce, maintain and improve: - Four (4) individual Senior National finalists; - Two (2) individual Senior National medalists; - Senior carded athlete (AAP Program).
Level 5	<ul style="list-style-type: none"> - Candidate must be certified at Level IV NCCP - Candidate must have coached an athlete who competed at the Senior National Championship/Trials within the last five (5) years - Candidate must provide the appropriate application information (supplied by Diving Canada), including a resume and three (3) letters of reference (with at least one from a recognized Level IV/V Diving Canada Coach) - Candidate must pay the required yearly "admission" fee - Candidate must be a member in good standing with Diving Canada 	<ul style="list-style-type: none"> - Manage and coach a National Senior team to a major international competition; - Produce, maintain and improve an "A" carded athlete (AAP Program) for a minimum of two (2) years.

Appendix B – Terminology

Old		New
Course Conductor	→	Learning Facilitator
	→	Evaluator
Master Course Conductor	→	Master Learning Facilitator
	→	Master Evaluator
NCCP	→	NCCP (not CBET)
Pre-Level 1	→	Instruction-Beginner
Level 1 & 2	→	Competition-Introduction
Level 3	→	Competition-Development
Level 4 / 5	→	Competition-High Performance
Theory 1	→	Part A
Theory 2	→	Part B