



NATIONAL COACHING CERTIFICATION PROGRAM

POLICY AND PROCEDURES MANUAL



National
Coaching
Certification
Program



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012



National
Coaching
Certification
Program

PARTNERS IN COACH EDUCATION

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



The programs of this organization are funded in part by Sport Canada.




© This document is copyrighted by the Coaching Association of Canada (2011) and its licensors. All rights reserved. Printed in Canada.

How to be a better coach



Learn to listen, especially to the athletes –
they are excellent teachers.

Help each athlete develop all of their capacities:
physical, mental/emotional, and social.

Take a stand against doping and cheating in sport.

Thirst for knowledge
attend coaching courses, get certified, stay up to date.

Brought to you by
the Coaching Association of Canada www.coach.ca





BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012



Dear Coach,

The Coaching Association of Canada is pleased to offer you an interactive website that enables you to check your accreditation online. Go to www.coach.ca where you can:

- track your progress through the NCCP;
- update your coaching profile;
- print out copies of your coaching card or a transcript of your coaching courses;
- visit the Coaching Tips and Tools section;
- and so much more!





BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

TABLE OF CONTENT

	Acknowledgements	6
1	Program Overview	7
2	Coach Development Model (CDM)	9
3	Description of the Coaching Context	9
4	Getting There – Pathways, Challenges, and Transition Period	10
5	Staffing the Learning Process	13
6	Master Learning Facilitators (MLF's)	14
7	Learning Facilitators (LF's)	15
8	Master Evaluators (ME's)	16
9	Evaluators (E's)	17
10	Fiscal Responsibilities	18
11	Recruitment, Retention, Education, and Renewal	19
12	Monitoring Performance of MLF's, LF's, ME's, and E's	20
13	Maintaining and Renewing Certification	21
14	Program Monitoring, Evaluation, and Quality Control	22
15	Responsibilities and Planning Requirements	22
16	Communications	24
17	Appeals	24
18	Boxing Canada Coaching Certification recommendations	25
	APPENDICES	26
1-	Coach Development Model	27
2-	Pathway for Developing and Certifying Club Coaches	28
3-	Boxing Canada's MLF / LF / ME / E Code of Conduct	34
4-	MLF / LF / ME / E Application Form	36
5-	LF Development Pathway and Application Process	38
6-	Prerequisites for becoming a Learning Facilitator	45
7-	Prerequisites for becoming an Evaluator	47
8-	Fiscal Responsibilities and Fees	48
9-	Transition Policy: Recognition of Credits and Certification	50
10-	Boxing Canada Coaching Certification Recommendation	52
11-	Fee Structure for Learning Facilitator and Evaluator Training Course	53



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

ACKNOWLEDGEMENTS

This Policy & Procedures manual was produced by the following individuals:

- Daniel Trépanier, Canadian Amateur Boxing Association
- Alain Marion, contractor

In the process of producing the present document, Baseball Canada's NCCP Policies & Procedures Manual was used as a model. The Canadian Amateur Boxing Association (CABA) wishes to extend its thanks to Baseball Canada and to Mr. André Lachance for their assistance.

This Manual was produced with the cooperation and financial support of the Coaching Association of Canada and Sport Canada.

For further information on coaching development please contact:

BOXING CANADA

C / O Canadian Olympic Committee
500 boul. René-Lévesque Ouest
Montréal, Québec
Canada
H2Z 2A5

Telephone: (514) 861-5513 | 1-800-861-1319
Fax: (514) 819-9228

Email: info@boxingcanada.org
Web: www.boxingcanada.org



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Program Overview

- 1.1 Boxing Canada (CABA) is developing a new coach training program under the National Coaching Certification Program (NCCP). Concurrently, Boxing Canada has initiated the implementation phase of its Long Term Athlete Development (LTAD) model. These two initiatives will be integrated to provide a world-class program for developing both coaches and athletes to their maximum potential.
- 1.2 A key element in achieving a successful outcome of these processes will be the development of the tools and resources needed to deliver programs that meet the guidelines of the NCCP in the new competency-based format. This Policy and Procedures Manual defines the standards and processes in delivering coach training and certification programs for Boxing in Canada. It will be a “living” document, requiring continual updating, at least on an annual basis, as each new element of the coaching and athlete development contexts and pathways is developed.
- 1.3 The responsibility for program design, definition, and national standards will rest with Boxing Canada. As of November 2011, Boxing Canada’s Apprentice Coach program has been approved by the NCCP, and the Club Coach program is in the final stages of approval. The Competition-Development program is in its initial stages of development, and may take up to 2 years to complete.
- 1.4 Program delivery for the Apprentice Coach and the Club Coach contexts will be the responsibility of the Provincial or Territorial Boxing Associations (P/TBA) affiliated to Boxing Canada, and will be done according to program standards outlined in this document.
- 1.5 Boxing Canada has adopted a program standard for all of its Learning Facilitators (LF) and Evaluators (E), regardless of the context or stream in which they are involved. The policy is based on the Handbooks developed by the Coaching Association of Canada (CAC) regarding the training and certification of NCCP Learning Facilitators and Evaluators. These policies will be integrated into this document, and will serve as reference for the standards of practice for all Master Learning Facilitators, Master Evaluators, Learning Facilitators, and Evaluators.
- 1.6 Other resources and tools will be developed to implement effectively the coach and athlete development pathways, such as an on-line training module, workshops, workbooks and portfolios. This policy will govern the identification, training, retention and evaluation of the personnel required to carry out these programs.
- 1.7 Boxing Canada recognizes and adopts the policies, goals and objectives behind the changes in the NCCP to provide for more competent coaches by conducting training using modern adult education principles such as facilitated learning, self-directed modules, as well as the evaluation of both coaches and facilitators.
- 1.8 Boxing Canada is integrating its Long Term Athlete Development (LTAD) model into its coach education programs.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 1.9 In Workshops or modules delivered in person, the overall teaching format will be based on mentorship and facilitation of learning by participation. Competency based education and training is founded on the concept of learning by doing. Coaches develop and refine their skills when they are given the opportunity to apply the concepts covered in the module. NCCP Workshops are designed to allow participants to practice the core skills required in each coaching context and to enable them to reflect on how they might apply what they have learned in their own programs. The Workshops will be based on developing the core competencies of valuing, interacting, leading, problem-solving and critical thinking.
- 1.10 In order for coaches to retain their "certified" status, they must comply with all the requirements outlined in Section 13 of this document.
- 1.11 The following minimum and maximum number of participants must be adhered to, or the workshop will not be recognized by Boxing Canada:
- 1.11.1 Coach Training: minimum 4, maximum 20
 - 1.11.2 Evaluator Training: minimum 4, maximum 6
 - 1.11.3 Learning Facilitator Training: minimum 2, maximum 10
 - 1.11.4 Extenuating circumstances will be considered upon request
- 1.12 For each context of Boxing Canada's coach development model, the following resources will be available:
- Evaluation requirements and certification standards, based on outcomes, criteria, and evidences
 - Reference material
 - Coach workbook(s) • Learning facilitators manual and guidelines
 - Evaluators manual and guidelines
 - Coach evaluation guide
- 1.13 Coach Evaluation Packages and Evaluator Guides will also be available for each context. These resources will provide clear information regarding the evaluation and certification principles, requirements, standards, procedures, steps and tools. Certification standards will be specific to each context of Boxing Canada's Coach Development Model (CDM), and will be based on outcomes, criteria and evidence.
- 1.14 A P/TBA must inform CABA at least thirty (30) days in advance of any coach training workshop to be held in its jurisdiction in order for Boxing Canada's Office to print and distribute the required materials. Within two (2) weeks after the conclusion of the training workshop the MLF or LF must submit the NCCP Course Registration Form (CRF) to the P/TBA. The P/TBA must then forward the CRF to Boxing Canada, who will in turn forward the CRF to the Coaching Association of Canada (CAC). The CAC will send a confirmation number once they have received a CRF from Boxing Canada.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

2 - Coach Development Model (CDM)

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

3 - Description of the Coaching Contexts

3.1- Apprentice Coach - For most new coaches, this context will be the entry point into Boxing Canada's coaching system. Apprentice Coaches will work under a certified Club Coach, who will play the role of a mentor. They will also attend formal coach training workshops, in order to be exposed to a variety of notions that support effective coaching. An Apprentice Coach, upon satisfactorily completing his/her training will work with participants of various age groups and ability levels who can be in the following LTAD stages: Active for Life, Fundamental, and/or Learn to Box. Some Apprentice coaches may also work with participants in the Train to Box stage. Apprentice coaches will be trained to teach and demonstrate the fundamental skills of Boxing, and to apply the safety measures that must be in place when coaching a demanding combat sport to youngsters, adolescents, and adults. They will also be expected to apply a sound coaching philosophy, be good role models for the participants, behave ethically, and make ethical decisions. Because Apprentice Coaches may have to assist boxers in the early stages of their competitive career, they will also be exposed to the key rules of amateur boxing and fundamental ringcraft principles.

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

- Boxing Canada's Apprentice Coach workshop (2 full days)

- NCCP Competition Introduction multisport modules Part A

3.2- Club Coach – Club Coaches are the corner stone of Boxing Canada's athlete development system. They may work with the same participants as Apprentice Coaches, but in addition they will also supervise closely the development of all competitive boxers, particularly those in the Train to Box LTAD stage. Club Coaches will also assume the role of mentors for Apprentice Coaches.

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

Because of their critical role in Boxing Canada's athlete development model, Club Coaches will be involved in an extensive training program consisting in four (4) workshops:

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

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

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

3.3.2 Competition Coach (generic NCCP terminology: Competition - Development) - This context will be for coaches working with developing competitive boxers in the Train to Compete LTAD stage. The emphasis is on refining basic skills, developing more advanced Boxing skills and tactics, and enhancing boxing-specific preparation for provincial and national level competitions. This context will be designed for full-time coaches.

3.3.3 High-Performance Coach (generic NCCP terminology: Competition – High Performance) - This context will be for full-time coaches working with elite athletes who have reached the Train for Peak Performance stage of the LTAD model. These boxers are the best in the country, and they are preparing for successful performances in international competitions, including Major Games. Programs for High-Performance boxers are both highly specialized and individualized, and are aimed at refining advanced boxing skills and tactics, as well as optimizing performances in top level competitions.

3.3.4 For each context of Boxing Canada's Coach Development System, Learning Outcomes, as well as Evaluation requirements and Standards for certification will be available. Learning Facilitator Guides and Evaluator packages will also be available for each context.

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

- 4.1 The diagram in Appendix 2 shows the pathway leading to certification in the both the Apprentice Coach and Club Coach contexts.
- 4.2 To be certified, a coach must be evaluated for all applicable program outcomes. If a candidate should fail one or more of the evaluation requirements in place for the context in which he or she seeks certification, he or she must be evaluated again and complete successfully all the requirements deemed to be "below standard" in order to obtain certification. A coach may be evaluated as many times as necessary to receive the "Certified" status.
- 4.3 One of the principles of Boxing Canada's competency based coach development system is that Coaches are responsible for directing their own training and for upgrading their coaching skills, in order to meet the desired outcomes and criteria applicable to the context(s) in which they wish to be



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

certified. The Coaching Association of Canada and Boxing Canada therefore acknowledge that, in a competency-based approach, some coaches may not need to attend the full spectrum of training opportunities that are available. Indeed, some coaches may have learned the many facets of Boxing and developed their coaching skills outside the NCCP. For instance, coaches who were certified in another country's system, or experienced Canadian coaches who have acquired their knowledge and developed their expertise outside the NCCP may feel that they are both capable and ready to meet the certification standards in place, and to proceed to the evaluation stage. To account for this reality, Boxing Canada has put in place a Challenge Evaluation System.

- 4.4 A Challenge Evaluation is the process through which a coach asserting to have the necessary knowledge, skills, and competence can proceed directly to certain evaluation requirements without having to be involved in some of the NCCP training workshops. In order to challenge for "Certified" status, a candidate must do the following:
- 4.4.1 Obtain the approval of his or her P/TBA (signature required).
 - 4.4.2 Send in a request to the CABA in written form indicating which context he or she is challenging, and the reasons for requesting a challenge.
 - 4.4.3 Upon receipt of this information, the CABA will apply the procedure in place for Challenge Evaluations. Such procedure is described in a separate document entitled "Certification through a Challenge Evaluation", and a version of this document is available for each context.
 - 4.4.4 Even though he or she is successful in meeting all the challenge requirements in place for Boxing, a coach cannot obtain the "Certified" status unless he or she completes successfully the on-line (www.coach.ca) NCCP MED evaluation. All coaches will be encouraged to attend the MED multisport workshop; however, those who feel they can challenge the NCCP online MED evaluation can do so. If a coach who has challenged the NCCP online MED evaluation does not achieve the passing mark, he or she will be required to attend the Make Ethical Decisions training workshop within a one (1) year period, and to re-do the online evaluation.
- 4.5 During the transition period to a competency-based model, equivalencies will be granted to coaches trained or certified under the "Old/Levels-based" NCCP. The recognition policy between the "old" and the "new" systems is shown in Appendix 9. All coaches receiving equivalencies as "Certified" must complete the Make Ethical Decisions online evaluation within a two (2) year period.
- 4.6 Coaches trained or certified under the "Old Level" NCCP will have their transcripts automatically updated. Coaches receiving equivalencies must maintain their certification as per the "New" NCCP standard listed in Section 13 of this Policy manual.
- 4.7 Coaches wanting to pursue their Level 3, 4, and 5 must contact the Boxing Canada office. The following standards will be applied until further notice :



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 4.7.1 Level 3 Theory has been abolished and has been replaced by Competition- Development multi-sport modules:
 - 4.7.1.1 Coaching and Leading Effectively
 - 4.7.1.2 Managing Conflict
 - 4.7.1.3 Psychology of Performance
 - 4.7.1.4 Developing Athletic Abilities
 - 4.7.1.5 Leading a Drug Free Sport
 - 4.7.1.6 Prevention & Recovery

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

- 4.7.3 Boxing Canada’s Level 3 Technical program is currently being reviewed, and is still being offered.

- 4.7.4 For the Level 3 Practical, application forms must be requested from Boxing Canada and completed. A Coach must complete the following:
 - 4.7.4.1 5 years of coaching experience
 - 4.7.4.2 Submission of an annual training plan

- 4.7.5 Boxing Canada’s Level 4/5 program is still being offered. The subject matters dealt with within the “old” Levels 4 and 5 of the NCCP are listed below:
 - 4.7.5.1 Task 1- Energy Systems
 - 4.7.5.2 Task 2- Strength Training
 - 4.7.5.3 Task 3- Performance Indicators (Boxing Canada specific)
 - 4.7.5.4 Task 4- Nutrition
 - 4.7.5.5 Task 5- Environmental Effects
 - 4.7.5.6 Task 6- Recovery and Regeneration
 - 4.7.5.7 Task 7- Psychological Preparation for Coaches
 - 4.7.5.8 Task 8- Psychological Preparation for Athletes
 - 4.7.5.9 Task 9- Advanced Skills Training (Boxing Canada specific)
 - 4.7.5.10 Task 10- Biomechanical Analysis (Boxing Canada specific)
 - 4.7.5.11 Task 11- Strategy and Tactics (Boxing Canada specific)
 - 4.7.5.12 Task 12- Planning and Periodization
 - 4.7.5.13 Task 13- Analyzing Performance (Boxing Canada specific)
 - 4.7.5.14 Task 14- Training Camps (Boxing Canada specific)



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 4.7.5.15 Task 15- Competitive Tours (Boxing Canada specific)
 - 4.7.5.16 Task 16- Long-Term Athlete Development
 - 4.7.5.17 Task 17- Leadership Skills
 - 4.7.5.18 Task 18- Enhancing Coach Performance
 - 4.7.5.19 Task 19- Canadian Sport System
 - 4.7.5.20 Task 20- National Team Program (Boxing Canada specific)
- 4.7.6 In order to achieve the Level 4, a Coach must complete Tasks #8, #9, #11, #12 and #14, in addition, to 7 other Tasks of his or her choice, for a total of 12. Once a Coach completes the Level 4, he or she may register for any of the remaining 8 Tasks in order to achieve Level 5. The 8 Boxing-specific Tasks are offered through Boxing Canada, whereas the multi-sport Tasks are offered through the National Coaching Institutes (NCIs) or through the Coaching Association of Canada (CAC).

5 - Staffing the Learning and Certification Processes

- 5.1 Boxing Canada, in cooperation with P/TBAs, will identify and designate a roster of personnel to carry out the objectives of the new NCCP. These personnel include:
- 5.1.1 Boxing Canada staff liaison
 - 5.1.2 P/TBA liaison (appointed by each P/TBA)
 - 5.1.3 Master Learning Facilitators (MLFs)
 - 5.1.4 Master Evaluator (MEs)
 - 5.1.5 Learning Facilitators (LFs)
 - 5.1.6 Evaluators (Es)
- 5.2 Boxing Canada will recruit and develop this roster of training personnel by seeking candidates with demonstrated core competencies of valuing, leading, interacting, problem-solving and critical thinking skills.
- 5.3 Boxing Canada staff liaison will be responsible for coordinating the activities of the coach and athlete development frameworks and planning process and report to Boxing Canada management. This staff member will be responsible for managing the communication plan and reporting on the progress of development efforts to stakeholders within Boxing Canada.
- 5.4 The P/TBA liaison will be responsible for the same activities within the provincial or territorial associations. They will act in a leadership role within the province/territory and will monitor the progress of coaching development programs, reporting to the Boxing Canada liaison any difficulties, recommendations for improvement or challenges related to implementing the new programs. They will manage and coordinate the activities of the human resources for this program within the P/TBA.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 5.5 All personnel tasked with carrying out the objectives and programs related to coach training and development will be required to sign a Code of Conduct adopting the ethical principles of the NCCP. A sample of such Code is attached as Appendix 3.
- 5.6 All personnel tasked with carrying out the objectives and programs related to coach training and development, including course definition, design and development will be required to enter into copyright assignment agreements with Boxing Canada, and to respect the copyright terms of use related to Coaching Association of Canada (CAC) and the National Coaching Certification Program (NCCP).
- 5.7 All MLFs, MEs, LFs, and Es must fill out the application form in Appendix 4. Details of the application procedure for each one of these positions are outlined in the following sections.

6 - Master Learning Facilitators

- 6.1 A Master Learning Facilitator, also known as an "MLF", is the person who trains Learning Facilitators, or LF's. To become a MLF, a person must have contributed to the development of Boxing Canada's context coaching program (e.g., helped in the design the Club Coach context) or meet all the applicable prerequisites identified.
- 6.2 Boxing Canada will develop a roster of MLFs to conduct the training of individuals identified by their provincial or territorial associations as suitable candidates to lead coach training workshops and modules. Boxing Canada's goal is to have, as a minimum, a core group of MLFs in each major region of the country (Atlantic Canada; Québec; Ontario; Prairies; BC). In cases where it would not be possible to have a MLF in each province or territory, an accredited MLF from the "core group" would be designated to work with a particular P/TBA in the process of developing local human resources.
- 6.3 MLF candidates will be recommended by each P/TBA. Boxing Canada will review the qualifications of the MLF candidates and approve their acceptance. MLFs must attend any required training sessions and successfully complete the MLF Training assignments. It will be the responsibility of Boxing Canada, in conjunction with the P/TBA, to conduct MLF training. The MLFs will then be authorized to conduct LF training on behalf of the P/TBA in specific contexts.
- 6.4 Upon completion and verification of the training and skill sets, MLFs will be assigned to conduct training in specific coaching contexts. Such assignments and designations will be approved by Boxing Canada.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

6.5 MLFs with the following skill sets will be sought:

- 6.5.1 Experience in training or instructional methods, preferably in adult education setting;
- 6.5.2 Experience in delivery of boxing technical training to adults;
- 6.5.3 Knowledge of NCCP coach training paradigm.
- 6.5.4 Demonstrated skills in the following competency area: valuing, leading, interacting, problem solving and critical thinking.

6.6 Prerequisites for MLFs will be the following:

- 6.6.1 Full Level 3 certification in Boxing under existing NCCP system.
- 6.6.2 Attendance at a MLF training session.
- 6.6.3 Have 5 years of experience as an LF.
- 6.6.4 Have received positive evaluations as an LF.
- 6.6.5 Have successfully completed the Make Ethical Decisions online evaluation (90%+).
- 6.6.6 Have experience in coaching the sport of Boxing. Note: Attendance at a Multi-Sport MLF training session will be highly recommended.

7 - Learning Facilitators

- 7.1 A Learning Facilitator, also known as an "LF", is the person who delivers the coaching workshops to the coaches. They must be seasoned boxing coaches with experience in adult education and the ability to facilitate group discussions. LF's are recommended by their provincial or territorial boxing office, and approved by Boxing Canada.
- 7.2 In order to meet the objectives of the "New" NCCP for each context, P/TBAs will have to develop and maintain a roster of LFs to deliver coach training in each context utilizing the adult learning principles advocated in the new NCCP. P/TBAs will be responsible for recruiting LFs involved in the Apprentice Coach and Club Coach contexts. It will also be the responsibility of the P/TBA to train these LFs, in accordance with the guidelines and procedures developed by Boxing Canada, and using certified MLFs. New LF recruits will have to go through the application and development procedure as outlined in Appendix 5.
- 7.3 Boxing Canada will be responsible to identify and train the LFs involved in the Competition-Development and Competition High Performance contexts.
- 7.4 For the Apprentice Coach and Club Coach contexts Boxing Canada's goal is to have at least one LF in each P/TBA. In cases where this would not be possible, a certified LF from a nearby province or territory would be designated to work with a particular P/TBA in the process of training its coaches.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 7.5 Upon completion and verification of the training and skill sets, new LFs will be assigned to conduct coach training in appropriate context(s). Such assignments and designations will be approved by Boxing Canada.
- 7.6 LFs will be sought with the following skill sets:
 - 7.6.1 Very good understanding of the Boxing Canada LTAD and its implications.
 - 7.6.2 Good understanding of and background in the full spectrum of boxing skills, particularly the skill development model applying to developing athletes of specific LTAD stages.
 - 7.6.3 Good understanding of Boxing Canada’s LTAD model, and of growth and development principles related to various age groups.
 - 7.6.4 Good understanding of the boxing skills appropriate to the coaching context in which they may be trained.
 - 7.6.5 Demonstrated skills in the following competency area: valuing, leading, interacting, problem solving and critical thinking.
- 7.7 Prerequisites for LFs involved in the Apprentice Coach and Club Coach contexts are shown in the attached Appendix 6. LF candidates will be required to follow the steps outlined in Appendix 5 with regard to application, training, and certification.
- 7.8 Applications for LF training and designation shall be made to Boxing Canada through the P/TBA. P/TBAs may provide additional training, mentoring or upgrading for candidate as required.

8 - Master Evaluators

- 8.1 A Master Evaluator (ME) is the person who trains Evaluators through Evaluator workshops. To become an ME, a person must either have been involved in the team that designed the evaluation procedures for a specific coaching context, and/or have had an extensive record of successful involvement as an Evaluator within a particular coaching context.
- 8.2 Boxing Canada will develop a roster of MEs to conduct training of Es identified by the provincial and territorial associations as suitable candidates to conduct coach evaluation. Boxing Canada’s goal is to have, as a minimum, a core group of MEs in each major region of the country (Atlantic Canada; Québec; Ontario; Prairies; BC). In cases where it would not be possible to have a ME in each province or territory, an accredited ME from the “core group” would be designated to work with a particular P/TBA in the process of developing local human resources.
- 8.3 The ME candidates will be recommended by each P/TBA. Boxing Canada will review the qualifications of the ME candidates and approve their acceptance. MEs must attend any required training sessions and successfully complete the ME Training assignments. It will be the responsibility of Boxing Canada, in conjunction with the P/TBA, to conduct ME training.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 8.4 Upon completion and verification of their training and skill sets, MEs will be authorized to conduct E training, and will be assigned to work in specific context(s), as required. Such assignments and designations will be approved by Boxing Canada.
- 8.5 MEs will be sought with the following skill sets:
- 8.5.1 Experience in training or instructional methods, preferably in adult education setting;
 - 8.5.2 Experience in delivery of boxing technical training to adults;
 - 8.5.3 Knowledge of NCCP coach training paradigm.
 - 8.5.4 Demonstrated skills in the following competency area: valuing, leading, interacting, problem solving and critical thinking.
- 8.6 Prerequisites for MEs will be the following:
- 8.6.1 Full Level 3 certification in Boxing Canada under existing NCCP system.
 - 8.6.2 Attendance at an ME training session and/or help in the design of a context evaluation toolkit.
 - 8.6.3 Initially, a pool of MEs will be appointed by Boxing Canada. Once the program has been in place for a few years, MEs will be required to have 5 years of experience as Es, and to have received positive feedback as an E on a consistent basis.
 - 8.6.4 Have successfully completed the Make Ethical Decisions online evaluation (90% +);
 - 8.6.5 Are trained or educated in an area related to coaching or coach education;
 - 8.6.6 Have coaching experience in the sport of Boxing.

9 - Evaluators

- 9.1 All Apprentice or Club coaches must be evaluated in order to be certified. The Evaluator is the person who conducts the evaluation of the coach. Evaluators should possess similar traits to that of an LF, and must be recommended by their provincial or territorial office, and approved by Boxing Canada.
- 9.2 In order to meet the objectives of the new NCCP for each context, P/TBAs will have to develop and maintain a roster of Es to conduct coach evaluation in each context according to established criteria and guidelines as defined by Boxing Canada. P/TBAs will be responsible for recruiting the E who will be involved in the in the Apprentice Coach and Club Coach contexts, and to provide E training in accordance with the training process approved by Boxing Canada.
- 9.3 Boxing Canada will be responsible to identify and train the Es involved in the Competition-Development and Competition High Performance contexts.
- 9.4 For the Apprentice Coach and Club Coach contexts, Boxing Canada's goal is to have certified Es in each P/TBA. However, in cases where this would not be possible, an accredited E from a nearby province or territory would be designated to assist a particular P/TBA in the process of certifying coaches locally.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 9.5 Upon completion and verification of the training and skill sets, Es will be assigned to conduct evaluations in specific coaching contexts, as required. Such assignments and designations will be approved by Boxing Canada.
- 9.6 Es will be sought with the following skill sets:
- 9.6.1 Good understanding and background in the full spectrum of Boxing skill development.
 - 9.6.2 Good understanding of the entire "Club Coach" program.
 - 9.6.3 Good understanding of the growth and development principles related to the age groups and LTAD.
 - 9.6.4 Good understanding of the appropriate skill training for any context in which they may be trained.
 - 9.6.5 Demonstrable skills in the core competencies of valuing, leading, interacting, problem- solving and critical thinking.
- 9.7 Prerequisites for Es involved in the Apprentice Coach and Club Coach contexts are shown in the attached Appendix 7. E candidates will be required to follow the steps outlined in Appendix 5 with regard to application, training, and certification.
- 9.8 Applications for E training and designation shall be made to Boxing Canada through the P/TBA. P/TBAs may provide additional training, mentoring or upgrading for candidates as required.

10 - Fiscal Responsibilities

- 10.1 Boxing Canada shall establish fee guidelines and parameters for coach training and certification programs offered and developed under its authority.
- 10.2 Boxing Canada will set fees related to program design, development, contracting responsibilities for tools and resources, administration at a National level, and costs related to maintaining national databases.
- 10.3 The P/TBA will be responsible for local, provincial and territorial administration of the coaching programs, delivery mechanisms, assigning and compensating LFs and Es. P/TBAs must file NCCP registration forms with Boxing Canada within 2 weeks of the conclusion of any workshop or evaluation.
- 10.4 The recommended fee structure for modules developed to date is outlined in Appendix 8.
- 10.5 Fee structure for Learning Facilitator and Evaluator training course is outlined in Appendix 11.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

11 - Recruitment, Retention, Education, and Renewal

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 11.8.4 Up-to-date list of active coaches.
 - 11.8.5 List of active LFs and MLFs and list of former course conductors and retired coaches who may wish to remain active.
- 11.9 Boxing Canada and the P/TBAs will encourage all participants to maintain a continuing interest in upgrading both their pedagogical and technical coaching skills by providing opportunities for their personnel through:
- 11.9.1 Encouraging attendance at coaching conferences and summits sponsored by the Coaching Association of Canada, P/TBAs, and Boxing Canada, including as attendees, presenters, and/or coordinators.
 - 11.9.2 Encouraging attendance at Multi-Sport training sessions within the provinces; all LFs and MLFs must attend and participate in Multi-Sport modules Part A and Part B as part of their training.
 - 11.9.3 Developing a communication network to advise the participants of opportunities for training available locally, nationally, and internationally.

12 - Monitoring Performance of MLFs, MEs, LFs, and Es

- 12.1 Coaches, upon completion of training modules, are provided an opportunity to provide feedback on the workshop modules and the LF. Likewise, coaches involved in the certification process have the possibility to provide feedback on the evaluation activities in which they are involved.
- 12.2 Workshop feedback / assessment forms will be designed for each specific workshop. The assessment criteria will be based on the desired learning outcomes sought for that learning experience. In addition to feedback from coaches on the workshop materials, feedback will be sought on the ability of the LF or MLF to deliver the workshop to program standards. Likewise, assessment forms will be available for candidates to complete after each step of the certification process, and feedback will be sought on the ability of the E or ME to manage the process effectively and to adequately implement program standards.
- 12.3 If in the feedback form we find consistently poor reviews of the LF's performance, then the LF will be afforded an opportunity to improve his / her performance at a subsequent workshop. This clinic will be monitored by an MLF. If no or minimal performance improvement is observed, the LF will be removed from active status until he/she undergoes further training and demonstrates the necessary improvements.
- 12.4 A provincial or territorial association, in conjunction with Boxing Canada, may revoke LF status based on poor LF assessments or evaluations, or if the individual does not act in accordance with the standards expected by the NCCP or Boxing Canada.
- 12.5 The P/TBA staff liaison shall monitor and review the feedback provided by the coaches involved in the certification process. In the event that there are inconsistencies or obvious patterns where the E is not applying the evaluation criteria or standards properly, the P/TBA staff liaison will investigate and make recommendations to Boxing Canada regarding the status of the E as may be appropriate.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 12.6 Audits will be used to ensure that LFs and Es perform to the expected standards when delivering NCCP training or implementing and managing the certification process. An LF's audit will be conducted by a certified MLF, and an E's audit will be conducted by a certified ME. Audits will typically occur every two years. Audits of MLFs and MEs may also be conducted, and will be managed by a committee involving peers and a senior member of Boxing Canada technical staff.
- 12.7 Audits of Es or MEs can be initiated at the request of Boxing Canada or of a P/TBA. Documentation needed for an audit will be determined by the committee responsible to oversee it.

13 - Maintaining and Renewing Certification

- 13.1 Certification as an Apprentice Coach or as a Club Coach will be valid for a 5-year period after registration in the NCCP database as "Certified". This status will be automatically renewed for a further 5-year period in the NCCP database provided (1) the coach has been active for at least one (1) year during the five (5) year period; and (2) the coach has attended at least one professional development activity recognized by Boxing Canada.
- 13.2 Upon meeting the above requirements, the validity of a coach's certification will be extended for another 5 years beyond the expiry date of the current certification period.
- 13.3 Failure to comply with the previous requirements will result in a "temporary deactivation" of the coach's certification status.
- 13.4 Once a coach's certification status has been "temporarily deactivated", he or she will have two (2) years to provide Boxing Canada with evidence that the requirements for maintenance of certification have been met. Failure to do so will result in the cancellation of the certification status.
- 13.5 A coach whose certification status has been cancelled for the previous reasons may become certified again by completing all the evaluation requirements that apply at the time.
- 13.6 A coach whose certification status has been either "temporarily deactivated" or "cancelled" will be considered as "not certified" and, as a result, will lose all the rights and privileges that are associated with the status of a certified coach in Boxing.
- 13.7 Additional requirements may apply in the future, consistent with NCCP minimum standards.



14 - Program Monitoring, Evaluation, and Quality Control

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

15 - Responsibilities and Planning Requirements

- 15.1 Each P/TBA shall have the following responsibilities for training in order to maintain a suitable number of quality LFs and Es:
- 15.1.1 In consultation with members, determine numbers needed, taking into account regional and language balances.
 - 15.1.2 Engage the services of an MLF and/or ME to conduct LF and E training respectively;
 - 15.1.3 Make arrangements and fund LF and E training sessions.
 - 15.1.4 Identify and recruit a sufficient number of LF and E candidates.
 - 15.1.5 Before conducting training, submit the names of candidates to Boxing Canada for approval.
- 15.2 Each P/TBA shall have the following non-training related responsibilities in order to maintain a suitable number of quality LFs and Es:



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 15.2.1 Provide an appropriate number of opportunities for LFs to conduct their workshops. An appropriate number will depend on the LF and the time they have available;
 - 15.2.2 Review the LF and Workshop Feedback Forms that are completed by the coaches after the workshops;
 - 15.2.3 Provide an appropriate sharing of assignments within the pool of Es;
 - 15.2.4 Monitor the activities, performance and training of LFs, in conjunction with MLFs, to ensure that LFs meet the standards expected and maintain the most current training, including formal evaluations or assessments conducted by experienced LFs or MLFs when required.
 - 15.2.5 Monitor the activities, performance and training of Es, in conjunction with MEs, to ensure that Es meet the standards expected and maintain the most current training.
 - 15.2.6 If the LF is receiving consistently unfavourable reviews, discuss with the LF. Attend the next workshop, observe the workshop and take appropriate action during and after the workshop as required. This action can range from providing tips on how to improve, to removing their LF status either permanently or until they undergo further training.
 - 15.2.7 Monitoring and assessing the performance of the Es in conducting their duties.
- 15.3 The responsibilities of Boxing Canada for the training of MLFs, MEs, LFs and Es shall be to:
- 15.3.1 Develop and train a roster of MLFs and MEs to conduct LF and E training throughout the country;
 - 15.3.2 Review and approve, if acceptable, the candidates proposed for MLF and ME, LF and E by the P/TBAs;
 - 15.3.4 Develop MLF, ME, LF, and E training guidelines, and approve the program to conduct training;
 - 15.3.5 Review any training programs developed to ensure they meet NCCP and Boxing Canada standards, and the specific requirements of the various coaching streams and contexts.
 - 15.3.6 Train or provide resources to individuals responsible for formal observation/evaluation of LFs and Es.
- 15.4 In order to maintain a suitable number of MLFs, MEs, LFs, and Es to meet the needs of the various contexts, the responsibilities of Boxing Canada shall be to:
- 15.4.1 Monitor the number of active MLFs and MEs, and ensure there are adequate to meet the needs of the P/TBAs, including linguistic and geographic requirements;
 - 15.4.2 Review the roster of active Es and LFs annually with the P/TBAs, in order to determine training requirements;
 - 15.4.3 Monitor the opportunities for further education and training of resource personnel, and to make these opportunities known to them.
 - 15.4.4 Where necessary, collaborate with P/TBAs as outlined throughout this document to identify MLFs, MEs, LFs, and/or Es, and ensure their availability to meet the training or evaluation needs of coaches in specific contexts.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

16 - Communication

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

17 - Appeals

- 17.1 In the case of outcomes evaluated by Boxing Canada, a coach may appeal an unsuccessful evaluation, using the procedure in place within the Provincial or Territorial Boxing Association. The coach must file his or her appeal within one (1) year of date of the evaluation event being appealed.
- 17.2 The cost of an appeal is \$50.00 for the coach candidate, payable to the Provincial or Territorial Boxing Association.
- 17.3 Once officially registered at provincial or territorial level, the appeal should be submitted to the Canadian Amateur Boxing Association for review by the Certification Committee.
- 17.4 The Appeal Committee will be composed of three individuals, appointed by Boxing Canada: one Master Evaluator, one certified Evaluator, and one certified coach of the Competition Development context (equivalent to the old NCCP Level 3). No member of the Appeal Committee must have been involved in the decision being appealed.
- 17.5 Depending upon the nature of the Appeal, and consistent with the evaluation requirements and procedures that are in place, the required documentation may include:
- All the evaluation documents submitted by the candidate, with the completed Evaluator's marking templates and records.
 - The videos of the candidate's coaching tasks, and all other templates used during the evaluation.
 - Any documentation related to the debriefing procedure and action plan.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

- 17.6 Upon completing the review, the Committee will provide a report outlining its decision and the accompanying rationale, as well as critical factors in the certification process that can be improved or required by the coach candidate or Evaluator.

As a result of the appeal process, the Certification Committee can overrule the decision of an Evaluator, but must provide evidence why such decision was made.

If an appeal is unsuccessful, the coach will need to re-engage in the certification process for the requirement(s) that are below standard, and pay the designated fees if applicable. In this case, the Provincial or Territorial Boxing Association or Boxing Canada must also provide the candidate with an alternative Evaluator.

18 - Boxing Canada Coaching Certification Recommendations

- 18.1 Boxing Canada coaching certification recommendations are shown in Appendix 10.



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

APPENDICES

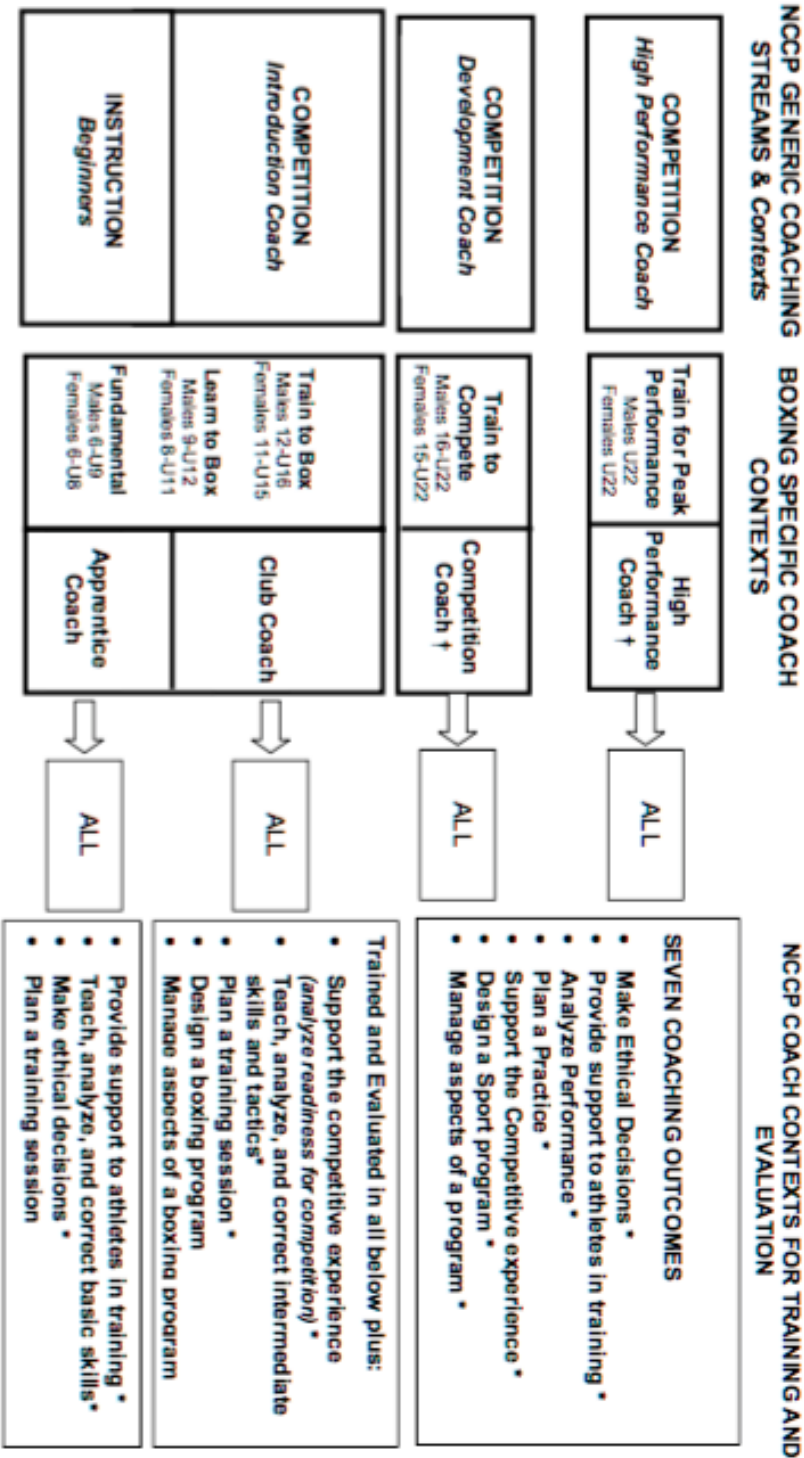


BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

APPENDIX 1

Canadian Amateur Boxing Association Coach Development Model Overview



© Coaching Association of Canada and Boxing Canada 2012

† Programs not yet developed for these contexts.
* Denotes that an evaluation requirement applies for certification purposes in this context.



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Appendix 2 - Pathway for developing and certifying Apprentice and Club Coaches in Boxing

Boxing Canada has identified the following pathway for developing coaches working at Club level:

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Apprentice Coach evaluation requirements

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

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

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

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

* Mandatory to enter the Club Coach program



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

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

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

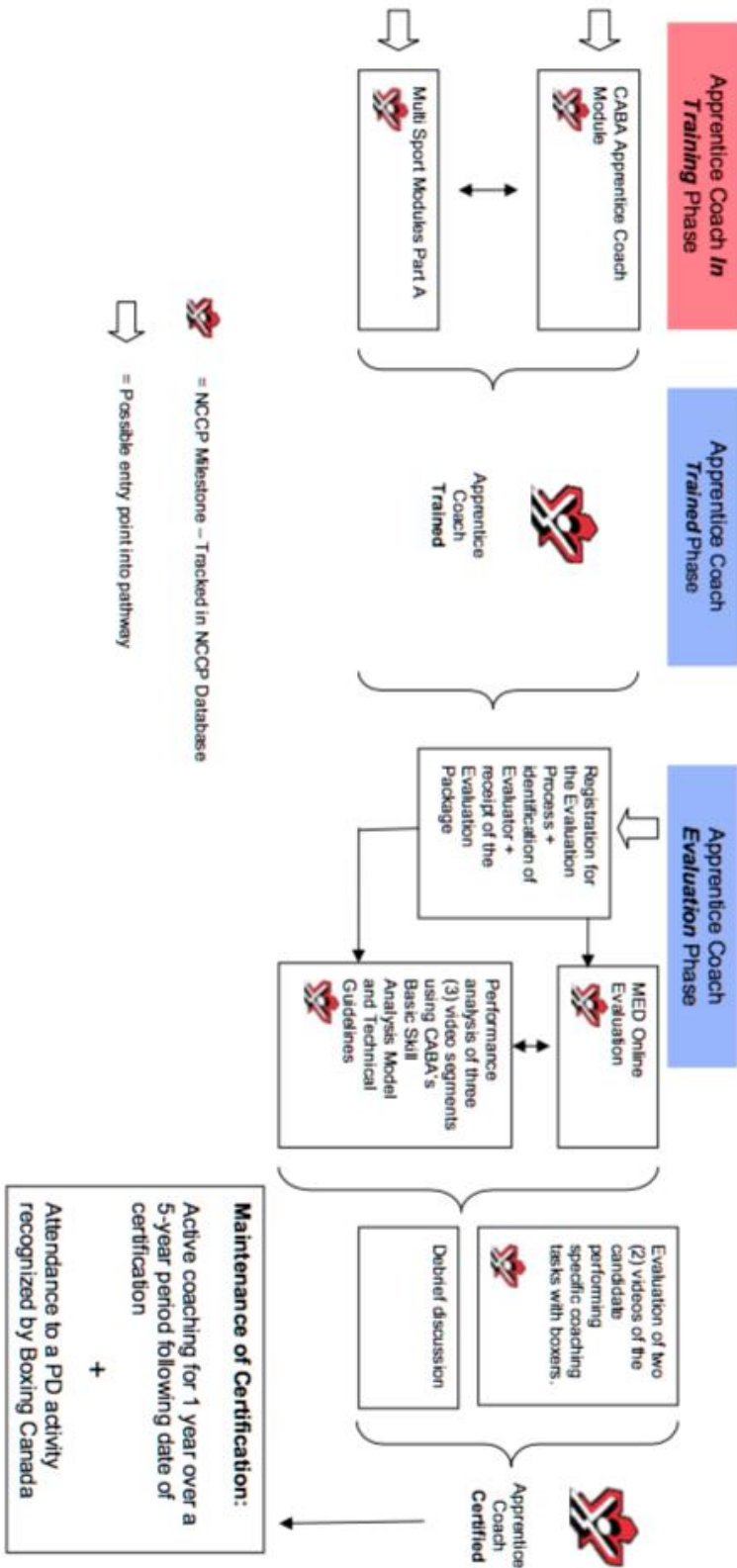
Club Coach Evaluation Requirements

To be certified, Club Coaches must successfully complete the three evaluation requirements outlined for the Apprentice Coach context.

In addition, they must successfully complete three additional evaluation requirements. The table below outlines the three additional certification requirements that are in place for Club Coaches, as well as the associated criteria and evaluation methods.

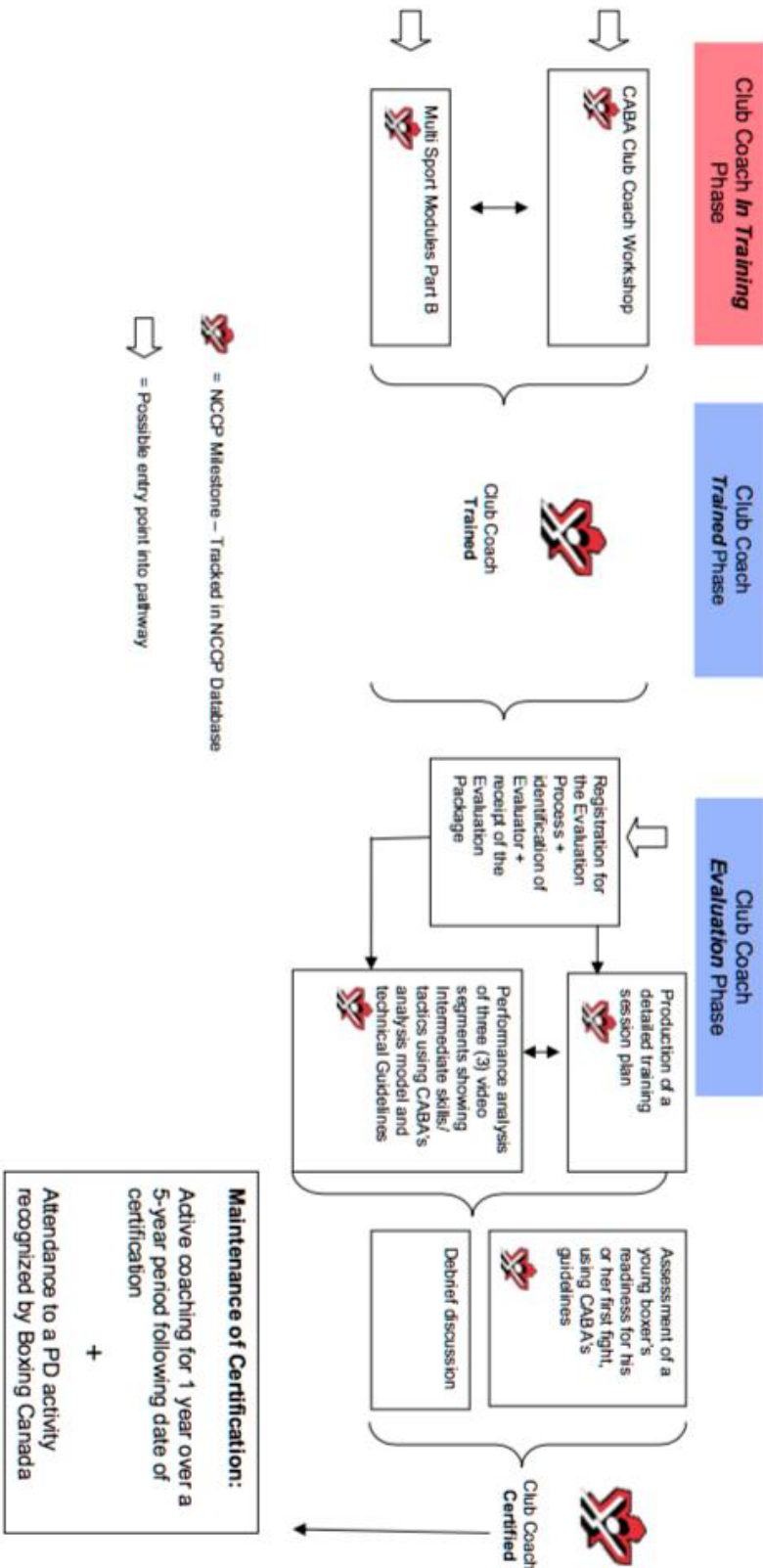
EVALUATION REQUIREMENTS	CRITERIA (What will be evaluated)	EVALUATION METHODS
Provide support to a Boxer in preparation for his or her first fight	Conduct a general assessment of a boxer and determine readiness for competition.	Using the template provided by Boxing Canada, the coach provides an assessment of a Club-level Boxer in the areas of skills, tactics, and readiness for a competition.
	Develop a plan for the boxer's first fight	Based on this assessment, the coach uses the template provided by Boxing Canada, and outlines a competition plan for the boxer in order to ensure the first competitive experience is as positive as possible.
Analyze Performance (Intermediate Skills & Tactics, and Readiness for a Competition)	Detect technical errors made by athletes who are performing intermediate-level Boxing skills.	Video analysis of intermediate Boxing skills and tactics. Each candidate will receive a DVD featuring all the skills/tactics dealt with during Boxing Canada's NCCP Club Coach workshop. For each skill/tactic, a variety of segments will be provided, ranging from "perfectly executed" to "needing major improvements". As part of the evaluation, each candidate will be randomly assigned three (3) segments of "skills/tactics needing technical corrections". He or she will be required to complete and submit a written or audio performance analysis of these videotape segments, accompanied by a series of technical corrective measures, consistent with Boxing Canada's skill analysis model and technical guidelines. OR Onsite evaluation in the candidate's gym, if feasible.
	Detect tactical errors made by athletes in Club-level training or competitive situations.	
	Correct such errors, consistent with Boxing Canada's skill development model, ringcraft principles, and pedagogical approaches	
Plan a Training Session	Identify appropriate logistics for a training session.	Coach submits a detailed plan for a training session and an Emergency Action Plan that will be marked as part of a portfolio.
	Identify appropriate activities for each part of the training session.	
	Design an Emergency Action Plan.	

Boxing Canada Apprentice Coach Training and Certification Pathway



Boxing Canada Club Coach Training and Certification Pathway

All aspects of the Apprentice Coach Program +





BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

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

It is expected that every Learning Facilitator (LF), Master Learning Facilitator (MLF), Evaluator (E), and/or Master Evaluator (ME) will read, understand, and sign the following Code of Conduct:

PREAMBLE

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

CODE OF CONDUCT

I shall:

Training

1. Successfully participate in all training and evaluation components in order to be granted LF, MLF, E, and/or ME certification.

Goals and Key Personnel Support

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

NCCP Code of Ethics

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

Professional Development

6. Attend all required professional development activities, and seek to improve personal abilities and performance on an ongoing basis.

Workshop/Evaluation Behavior

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



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Harassment

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

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

Responsibility

If there is disagreement or misalignment on issues, it is the responsibility of the LF, MLF, E or ME to seek alignment with the objectives, goals and directives of Boxing Canada or the Provincial or Territorial Boxing Association involved.

Please be advised that the Board of these organizations will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

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

Name (Please print)

Signature

Date



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Appendix 4 –Application Form

Letter of self-nomination to be sent to Provincial/Territorial Boxing Association

Name of applicant and CC no.: _____

Address: _____

Telephone () _____ Email: _____

Please be advised of my interest in becoming a
Certified Learning Facilitator___ or Evaluator___ or Master Learning Facilitator ___ or Master Evaluator___
within Boxing Canada’s Coach development system.

I am interested in working with: Apprentice Coaches () Club Coaches ()

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

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

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

Signature

Date

Application check list:

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Learning Facilitator / Evaluator / Master Learning Facilitator / Master Evaluator Application Form

Personal information			
Name (Last, First, M.I.):		<input type="checkbox"/> M <input type="checkbox"/> F	DOB: <input style="width: 50px;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>		
Province:	<input style="width: 100%;" type="text"/>		
Phone:	<input style="width: 100%;" type="text"/>		
Cell:	<input style="width: 100%;" type="text"/>		
Email:	<input style="width: 100%;" type="text"/>		
Boxing Club:	<input style="width: 100%;" type="text"/>		
NCCP #:	<input style="width: 100%;" type="text"/>		
Boxing Canada Registration #:	<input style="width: 100%;" type="text"/>		
Language(s) spoken:	English (<input type="checkbox"/>) French (<input type="checkbox"/>) Other(s): <input style="width: 100px;" type="text"/>		
EDUCATION			
University or College	Program Name	From - To	Degree(s)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ADVANCED COACH EDUCATION AND ATHLETIC EXPERIENCE			
From - To	Discipline	Task or Level	Year
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>



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

There are eight (8) steps in the process of certifying a Learning Facilitator (LF) or an Evaluator (E). The diagram on the following page outlines the pathway and the sequence of steps. Each step described in this Appendix is consistent with the guidelines that are provided in the NCCP document entitled Learning Facilitator Development and Evaluation Handbook.

Note: All minimum standards identified in the NCCP document entitled Learning Facilitator Development and Evaluation Handbook will also be in effect in the sport of Boxing.

Step 1: Identification and Selection of Learning Facilitator or Evaluator Candidates

There are two ways to become a Learning Facilitator or Evaluator candidate:

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

When establishing a pool of candidates, Boxing Canada and P/TBAs will try to balance the regional training requirements for the sport with the need to have appropriate representation of all regions in Canada. Many LF or E candidates will likely be coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study.

Individuals who wish to nominate themselves will be sent the Template for the Letter of Self-nomination, and will be asked to fill in this letter and submit it to their P/TBA, along with their resume (including experience as a coach, educator, manager of human resources, and/or evaluator), and their NCCP Certification Transcript.

Step 2: Application Process

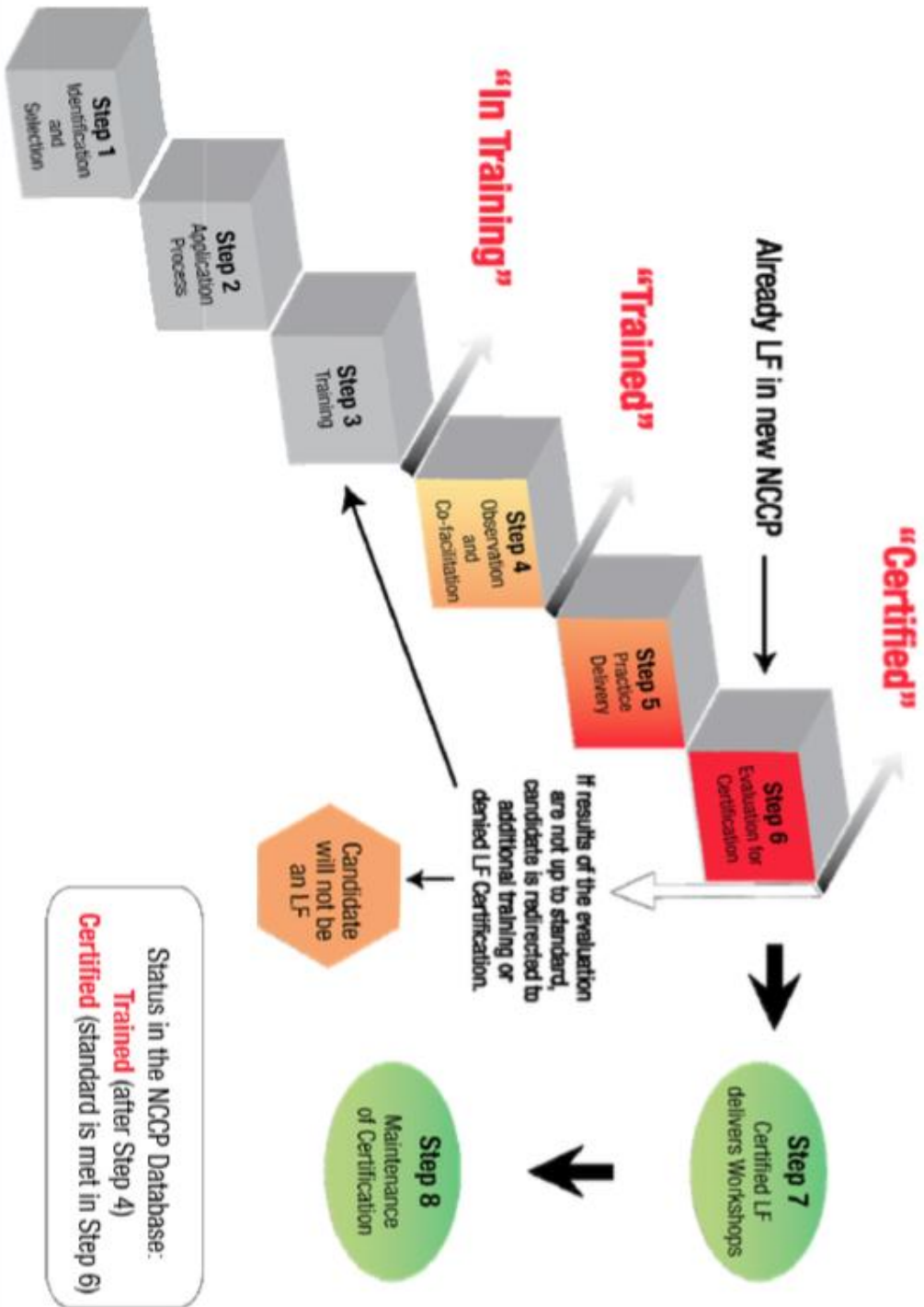
All LF or E candidates will be sent an Application Form and Standard Covering Letter. Once the candidate has completed these documents, he or she must return them to his or her P/TBA, along with the following:

- Transcript of NCCP Certification Status
- Make Ethical Decisions online evaluation - 90% or more - P/TBA to contact CAC to verify candidate's score
- Résumé of coaching experience and achievements (with names and phone numbers for 2 references)

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

Taken together, Step 1 and Step 2 constitute the selection of Learning Facilitators or Evaluators

Pathway for Learning Facilitator development. A similar process is in place for developing Evaluators.





BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Step 3: Training

3.1- LF Training

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

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

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

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

Note: Refer to the Learning Facilitator Training Workshop document produced by the Coaching Association of Canada for specific guidelines and standards pertaining to the delivery of NCCP LF training workshops by MLFs.

3.2- Evaluator Training

The purpose E training is to manage and facilitate the process through which coaches are evaluated in order to become certified. The NCCP expects Es to determine whether coaches have met all the requirements and standards in place of certification purposes. E candidates will be trained and evaluated in the following ability areas:

- Effectively manage each step of the evaluation process with the coach involved
- Correctly use the evaluation tools and procedures in order to determine whether the certification standards identified for specific coaching behaviors or products have been met
- Facilitate a debriefing process with the coach at the completion of the evaluation process, and develop an action plan for the continued professional development
- Display appropriate communication and leadership skills to ensure the experience of coaches involved in the evaluation process is both positive and formative
- Manage all administrative aspects of the evaluation process



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

The training of Es will be done by one or more MEs.

The guidelines and standards outlined in the Spring 2011 Evaluator Training Workshop document produced by the Coaching Association of Canada will be used and adhered-to by Boxing Canada, its provincial/territorial partners, and MEs when delivering NCCP E training workshops in Boxing.

During E training, both E candidates and MEs will also use a detailed Evaluator Handbook describing the principles, as well as the context-specific requirements, standards, procedures, and tools used in the certification of Boxing Coaches.

Following the Evaluator training workshop, E candidates will be required to complete a self- assessment of the skills and knowledge they acquired during the workshop. The ME then reviews each E candidate's selfassessment and proposes an appropriate Action Plan. The ME forwards the training record to the P/TBA and to Boxing Canada. Boxing Canada then sends a registration form to CAC for entry in the NCCP database (E trained).

Step 4: Observation and Co-involvement in the process

4.1- Learning Facilitators

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

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

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

4.2- Evaluators

After completing the Evaluator Training Workshop, E candidates are required to be involved as an "observer" in each step of an actual coach evaluation process led by either a ME or a certified E. This evaluation must involve a coach from the context in which the E candidate seeks accreditation as an Evaluator.

As part of the training process, Es will be required to be involved as an observer in each step of the evaluation process in which the certified E and the coach will interact. This can take place either in person, or over the phone, consistent with Boxing Canada's evaluation procedures.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

The E candidate will also be required to apply the evaluation procedures and use the evaluation tools for each certification requirement, thus evaluating the coach in parallel to the process the ME or certified E is leading.

After each step, the ME or certified E involved will use the Evaluator Assessment to debrief the E candidate. The two will also compare their observations and their appreciation of the coach's performance. The certified E or ME will also update the candidate's Action Plan as necessary, to guide the E candidate in his or her development. Lastly, Es will be required to prepare a report analyzing each step of the evaluation they were involved in.

At the end of a complete coach evaluation process, the ME will review the overall work of the E, and determine whether he or she seems ready to manage an evaluation process without supervision or assistance. A debriefing session between the E and the ME will also take place at the end of the process, and the E candidate will be asked to update his or her Action Plan as may be necessary.

Step 5: Practice Implementation

5.1- Learning Facilitators

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

5.2- Evaluators

In this step, the final step before evaluation, the trained E runs an entire evaluation process independently. It is recommended that trained Es perform a minimum of two independent coach evaluations before moving on to Step 6: Evaluation for Certification. Following each independent coach evaluation, Es complete a selfassessment of their skills and debrief with a ME (in person or by telephone) using the Evaluator Assessment tool. Es also update their Action Plan as may be necessary, this time with a view to improving their next independent evaluation.

Step 6: Evaluation for Certification

In this step, a trained LF's or E's knowledge, skills, and attitudes are evaluated. The evaluation process helps LFs or Es achieve certification by acknowledging the skills they have acquired and, if necessary, identifying the components that need improvement before certification can be granted.

MLFs are the Evaluators for LFs, and MEs are the evaluators for Es. It is recommended that LFs and Es be evaluated by an MLF or a ME other than the one who was involved in their training.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

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

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

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

- If certification is to be granted, the MLF or ME forwards the record of the evaluation to Boxing Canada and to the P/TBA. Boxing Canada then sends a registration form to CAC for entry in the NCCP database.
- If certification is not to be granted, the MLF and LF candidate, or the ME and the E candidate, update the Action Plan and develop a plan to meet the minimum standards in the areas that still need improvement in the next evaluation.

Taken together, Steps 3 through 6 constitute the certification of Boxing Canada's Learning Facilitators and Evaluators

Assumptions about Certification and Evaluation of LFs and Es

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Step 7: Certified LF Delivers Workshops or Certified E conducts Evaluations

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

Likewise, after being certified, Es continue to conduct evaluations and to perfect their skills. Some Es may also wish to contribute further to the development of the NCCP by working with trained Es in co-evaluation situations, or by working toward becoming a Master Evaluator.

Step 8: Maintenance of Certification

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

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



Appendix 6 - Criteria for becoming a Learning Facilitator

Apprentice Coach Context

Prerequisites:

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

Requirements:

1. Recommendation from the Provincial or Territorial Boxing Association
2. Must attend the NCCP Multi-Sport modules featured in Part A
3. Must have passed the online “Make Ethical Decisions” evaluation (score of 90% or better)
4. Must attend and complete all Learning Facilitator training course requirements
5. A Master Facilitator recognized by Boxing Canada will train and evaluate the Learning Facilitator to complete his or her certification.
6. The material used during the Apprentice Coach and Club Coach courses must be that developed by the Coaching Association of Canada and Boxing Canada.
7. Demonstrate he/she understands the new NCCP model.
8. Minimum of 5 years coaching experience in a boxing gym.
9. Must conduct at least one course every two years.

Application Procedure:

Provincial and Territorial Boxing Associations may submit names for consideration to Boxing Canada for approval, or candidates may apply directly to their P/TBA.



Club Coach Context

Prerequisites:

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

Requirements:

1. Recommendation from the Provincial or Territorial Boxing Association
2. Must attend the NCCP Competition Introduction Multi-Sport modules featured in Parts A and B
3. Must have passed the online “Make Ethical Decisions” evaluation (score of 90% or better)
4. Must attend and complete all Learning Facilitator training course requirements
5. Must have organized and delivered an Apprentice Coach course
6. A Master Facilitator recognized by Boxing Canada will train and evaluate the Learning Facilitator to complete his or her certification.
7. The material used during the Apprentice Coach and Club Coach courses must be that developed by the Coaching Association of Canada and Boxing Canada.
8. Demonstrate he/she understands the new NCCP model.
9. Minimum of 5 years coaching experience in a boxing gym.
10. Must conduct at least one course every two years.

Application Procedure:

Provincial and Territorial Boxing Associations may submit names for consideration to Boxing Canada for approval, or candidates may apply directly to their P/TBA.



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

Prerequisites:

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

Requirements:

1. Recommendation from the Provincial or Territorial Boxing Association for acceptance
2. Must attend all NCCP Competition Introduction Multi-Sport modules (Parts A and B)
3. Must attend and complete all Evaluator training course requirements
4. Must have passed the online “Make Ethical Decisions” evaluation (score of 90% or better)
5. A Master Evaluator recognized by Boxing Canada will train and evaluate the Evaluator to complete his or her certification.
6. The material and standards used to evaluate Apprentice and Club Coaches must be that developed by the Coaching Association of Canada and Boxing Canada.
7. Demonstrate he/she understands the new NCCP model.
8. Minimum of 5 years coaching experience in a boxing gym.
9. Must conduct one evaluation at least once every two years.

Application Procedure:

Provincial and Territorial Boxing Associations may submit name for consideration to Boxing Canada for approval, or candidates may apply directly to their P/TBA.



Appendix 8- Fiscal Responsibilities and Fees

Fees

1. Apprentice Coach and Club Coach Contexts

1.1 Apprentice Coach Workshops:

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

1.2 Club Coach Workshops:

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

1.3 Apprentice Coach and Club Coach Evaluation

The following schedule outlines the policies regarding the payment of evaluators.

Upon registering for the certification process the coach pays the required fee to the Provincial or Territorial Boxing Association. The suggested fee for the certification process is \$150.00 for both the Apprentice Coach and Club Coach contexts. In the case of Club Coaches, the fee structure is based on the assumption that the candidate is already certified as an Apprentice Coach. If this is not the case, the applicable fees will be \$300.00

1.4 Competition- Development

To be determined.

Administration

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Honoraria

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

- Honorarium of \$20/ hour for LFs

- The E must receive two (2) payments, consistent with the certification requirements that apply in each context and which are outlined in the Evaluator handbook: the first should be issued upon completing the marking of the first series of certification requirements (\$50.00) and the second upon submission of the documentation pertaining to the second series of certification requirements, the action plan and the NCCP Database Registration form (\$100.00).

- In the event that the candidate does not successfully complete the requirements pertaining to Performance Analysis, Planning of a training session, or Assessment of a Boxer prior to his or her first fight, the honorarium applicable for a second marking will be \$30.00. The honorarium applicable for the second marking of any video will be \$40.00.

- Expenses:
 - Mileage - set by each P/TBA (Minimum of \$0.30 per kilometre - over 75 km return)

 - Meals - set by each P/TBA (Minimum Breakfast \$7.00; Lunch \$10.00; Dinner \$18.00= \$35/day)

 - Any additional expenses must be approved by the P/TBA;

 - The Learning Facilitator and Evaluator must provide their P/TBA with a signed Expense Claim Form accompanied by original receipts. Expense allowances include GST / HST.

For all NCCP program components delivered or offered to coaches from the Apprentice Coach and Club Coach contexts, payment of honoraria to Es or LFs must be made through the Provincial or Territorial Boxing Association.



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Appendix 9 – Transition Policy: Recognition of Credits and Certification

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

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

Training done and certification achieved in the “old, levels-based” NCCP	Recognition in Boxing Canada's new coach development system
Certified Level 1	<ul style="list-style-type: none"> Apprentice Coach - Certified
Certified Level 2	<ul style="list-style-type: none"> Apprentice Coach - Certified Club Coach - Certified
Certified Level 3	<ul style="list-style-type: none"> Apprentice Coach – Certified Club Coach - Certified Development Coach* - Certified
Certified Level 4 or 5	<ul style="list-style-type: none"> Apprentice Coach - Certified Club Coach - Certified Development Coach* - Certified High Performance Coach* - Certified
Theory Level 1 only	<ul style="list-style-type: none"> Apprentice Coach - In training
Technical Level 1 only	
Practical Level 1 only	
Technical Level 1 + Technical Level 2 only	
Technical 1 Level + Technical 2 Level + Technical 3 Level only	
Theory Level 1 + Theory Level 2 only	
Theory Level 1 + Theory Level 2 + Theory Level 3 only	
Theory Level 1 + Technical Level 1 only	<ul style="list-style-type: none"> Apprentice Coach - Trained
Theory Level 1 + Practical 1 Level only	
Practical Level 1 + Technical Level 1 only	
Theory Level 1 + Technical Level 1 + Theory Level 2	<ul style="list-style-type: none"> Apprentice Coach - Trained Club Coach - In training
Theory Level 1 + Technical Level 1 + Technical Level 2	
Theory Level 1 + Technical Level 1 + Technical Level 2 + Theory Level 2	<ul style="list-style-type: none"> Apprentice Coach - Trained Club Coach - Trained Apprentice Coach - Certified Club Coach - In training
Certified Level 1 + Technical Level 2	
Certified Level 1 + Theory Level 2	
Certified Level 1 + Practical Level 2	
Certified Level 1 + Technical Level 2 + Practical Level 2	
Certified Level 1 + Technical Level 2 + Theory Level 2	



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Continued

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

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

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

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



BOXING CANADA

NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Appendix 10 - Boxing Canada Coaching Certification Recommendations

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

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



BOXING CANADA
NCCP POLICY & PROCEDURES MANUAL – JANUARY 2012

Appendix 11 - Fee Structure for Learning Facilitator and Evaluator Training

Boxing Canada responsibilities:

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

Provincial or Territorial Boxing Associations' responsibilities:

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