



TAEKWONDO CANADA

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Taekwondo Canada

National Coaching Standards, NCCP Coach Certification &
Maintenance Standards Policy

Updated Dec - 2017



Canada





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1. Purpose

- 1.1. The purpose of implementing coach education, minimum certification standards and certification maintenance standards is to provide guidelines for the Coaches and instructors of Taekwondo in Canada to assure a minimum level of professional coach education;
- 1.2. To ensure that athletes who participate in Taekwondo in Canada and compete at national or international events have the benefit of professionally trained coaches/instructors who meet the standards of Taekwondo Canada and the Coaches Association of Canada.

2. Guiding Principles

- 2.1. Identifying a clear standard for coaching qualifications will;
 - 2.1.1. Assist in developing better coaches and enhance the quality of athlete programming in Taekwondo
 - 2.1.2. Ensure Taekwondo Canada meets minimum requirements by Sport Funding Partners.
 - 2.1.3. Strengthen Taekwondo Canada's application and inclusion in Canada Games and other major games
 - 2.1.4. Identify higher levels of professional qualifications required by Taekwondo coaches.
- 2.2. Maintenance of certification through professional development;
 - 2.2.1. Reinforces the values of continuous improvement and lifelong learning.
 - 2.2.2. Encourages the sharing of learning among coaches.
 - 2.2.3. Enhances knowledge and competencies in order to provide a high standard of sport coaching practice for their athletes.
 - 2.2.4. Enables coaches to stay current with developments in their coaching context or develop new areas of specialized practice.
 - 2.2.5. Reflects the reality that coach-learning is influenced by a mix of formal, non-formal, and informal learning experiences.
 - 2.2.6. Provides coaches with some opportunity to choose the various learning experiences that will be of benefit to themselves and their athletes.
 - 2.2.7. Must recognize and verify an experience for the purpose of recording professional development credit.

3. Coaching Standards

- 3.1. At this time, the coaching standard for National Events is **C2 - NCCP Dojang Coach certified**. Upon approval of our Competition Development context, Performance Coach (PC), PC will become the coaching standard for National Events. In addition, coaches must:
 - 3.1.1. Be registered with the Coaching Association of Canada (CAC) Professional Coach Department (Pro Coach)
 - 3.1.2. Be registered with Taekwondo Canada
 - 3.1.3. Have a current Global Official's License
- 3.2. To encourage and assist coaches in progressing through the various training and certification requirements, Taekwondo Canada has implemented a graduated coach registration standard for participation at National events.
 - 3.2.1. C1 – Professional Coach certified
 - 3.2.2. C2 – Dojang Coach certified
 - 3.2.3. C3 – Assistant Instructor Certified and Dojang Coach Trained
 - Coaches may register in this category only once.
 - Coaches who registered in 2016 as DC Special Status must register for C2 or C1 in 2017



and beyond.

- Coaches who register as C3 must register as C2 or C1 in following years.
- 3.2.4. C4 – Assistant Instructor Trained
- Coaches may register in this category only once.
 - Coaches who registered in 2016 as AI Special Status must register for C3, C2 or C1 in 2017.
 - Coaches who register as C4 must register as C3, C2 or C1 in following years.
- 3.3. Taekwondo Canada Member Organizations are encouraged to align their policies with these standards.

4. NCCP Coach Certification Maintenance Requirements:

- 4.1. NCCP Coach Certification Maintenance Requirements are in alignment with the Coaching Association of Canada CAC policy on [Maintenance of Certification](#).
- 4.2. Upon achieving a certified status in any context, the coach or instructor's certification will be valid for a maximum period of 5 years.
- 4.3. Maintenance of certification must be based on active coaching and professional development.
- 4.4. Coaches must remain active as a coach or instructor with participants in the designated NCCP context.
- 4.5. Coaches must engage in relevant Professional Development (PD) as approved by Taekwondo Canada and the Coaching Association of Canada (CAC).
- 4.6. Coaches who do not maintain certification based on NCCP Coach Certification Maintenance Requirements will be deemed inactive and must complete and resubmit the evaluation & certification requirements in the designated context.**
- 4.7. Detailed requirements and options for NCCP Coach Certification Maintenance through Professional Development are outlined and defined in **Appendix 1: NCCP Coach Certification Maintenance**.
- 4.8. Coaches must personally track their individual professional development and maintenance activities and submit documentation as supporting evidence of activities to Taekwondo Canada.

5. Appendix 1. NCCP Coach Certification Standards will be updated regularly to reflect program and coach development as well as emerging requirements established by the Coaching Association of Canada and Taekwondo Canada

6. Professional Development (PD)

- 6.1. PD points will be credited as the Coaching Association of Canada (CAC) allows as of January 2014.
- 6.2. To collect PD Points Coaches must submit PD activities to Taekwondo Canada (NCCP Staff)
- 6.3. PD points will be monitored in The Locker (found on coach.ca).
- 6.4. **Eligible Professional Development (PD) points for Maintenance of Certification are outlined in Appendix 1.**
- 6.4.1. Appendix 1: NCCP Coach Certification Maintenance Requirements will be updated regularly to reflect program and coach development as well as emerging requirements established by the Coaching Association of Canada and Taekwondo Canada.



7. Defining Contexts and Requirements

- 7.1. The **Training Pathway** (Appendices 2, 3 and 4) Engaging in Training will earn a coach the “*In-Training*” status. I.e. coach has completed some portion of the required training for the context. Completion of training leads to earning the “*Trained*” status. I.e. the coach has completed all training required for the context, which includes Taekwondo specific workshops, generic NCCP workshops and may include other workshops and training (e.g. First Aid).
- 7.2. The **Certification Pathway** (Appendices 2, 3 and 4) leads to earning the “*Certified*” status. A coach must complete all requirements and be evaluated successfully. I.e. the coach has completed all required training and has been evaluated to confirm standards are met.
 - 7.2.1. Assistant Instructor Pathway – Appendix 2
 - 7.2.2. Dojang Coach Pathway – Appendix 3
 - 7.2.3. Performance Coach Pathway – Appendix 4
- 7.3. Coaches may **challenge** the training process to attain certified status and appeal a coaching standard as outlined in the Taekwondo Canada NCCP Operations Manual.

LTAD Stages - GUIDE					
LTAD Stage		Female Ages	Male Ages	WTF Kyrougi	WTF Poomsae
1	Active Start	3 - 5	3 - 5		
2	FUNdamentals	6 - 8	6 – 9		
3	Learn to Train	9 - 11	10 – 12		
4	Train to Train	11 - 15	12 – 16	Cadet 12 - 14	Cadet 12 - 14
5	Train to Compete	15 - 17	16 – 18	Junior 15 - 17	Junior 15 - 17
6	Learn to Win	17 - 19	18 – 21	Senior 17 +	U29
7	Train to Win	> 19	>21	Senior 17 +	U29 U39 U49 U59 O59
8	Active for Life	All Ages	All Ages	World Masters 35+ 45+	35+ 41+ 51+ 61+



Appendix 1: NCCP Coach Certification Maintenance Requirements

** Coaches must personally track their individual professional development and maintenance activities and submit documentation as supporting evidence of activities to Taekwondo Canada.*



Minimum Credits Required to Maintain Certification	
Context	Renewal Period 5 years
Assistant Instructor (Instructor Beginner)	10 points / 5 yrs
Dojang Coach (Competition Introduction)	20 points / 5 yrs
Performance Coach (Competition Development)	30 points / 5 yrs

NCCP Professional Development Credits

	Activity Category	Points	Limitations
Taekwondo Sport Specific	Actively coaching	1 point/year for every season coached OR 1 point/year for Learning Facilitator or Evaluator activity	To a maximum of points equal to the number of years of the certification renewal period, e.g. 5 points for the 5 year certification period
	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	No maximum or minimum
	Taekwondo Canada Poomsae Seminar/Camp -	3 + hours /3 points	3 points maximum
	Taekwondo Canada Sparring Seminar/Camp	3 + hours /3 points	3 points maximum
	Taekwondo Canada LF and Evaluator Update	2 + hours /2 points	3 points maximum
	Taekwondo Canada National Referee Seminar	3 + hours /3 points	3 points maximum
	International Referee Seminar (WTF (IF) Approved)	- 3 + hours /3 points	3 points maximum
	Coach self-directed activity	3 points for the valid certification period – must be validated by TC prior	Maximum of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-Sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/hour of activity up to 3 points maximum	To a maximum of 50% of required PD credit for the context in a certification renewal period








Appendix 2: Assistant Instructor Coach Pathway

TRAINING PATHWAY	CERTIFICATION PATHWAY
 <p>Assistant Instructor Workshop (1 Day)</p>	<p>Portfolio – Required Evidence:</p> <ul style="list-style-type: none"> • One Lesson plan for a given skill practice • Standard or Emergency First-aid Certificate • A complete Emergency Action Plan. • Application of the Make Ethical Decision Making process to a Taekwondo specific scenario. • Evidence of completing the Make Ethical Decision online evaluation • One participant basic skill assessment (referent model) • Three instructor assessment forms that are completed by a senior coach, parent and athlete
+	
 <p>Multi-Sport Modules (2 Days) Making Ethical Decisions Planning a Practice Nutrition</p>	
	+
	<p>Formal Observation</p> <ul style="list-style-type: none"> • Teaching lesson to novice participants
	+
	<p>Debrief</p> <ul style="list-style-type: none"> • Provide feedback and clarify evaluation requirements • Action plan for further development



Appendix 3: Dojang Coach Pathway





TRAINING PATHWAY	CERTIFICATION PATHWAY
 Assistant Instructor Workshop (1 Day)	 Assistant Instructor Certification
+	+
 Multi-Sport Modules (2 Days) Making Ethical Decisions Planning a Practice Nutrition	Portfolio – Required Evidence: <ul style="list-style-type: none"> • NCCP Making Head Way Training Module <ul style="list-style-type: none"> ○ (NEW) • MED online Evaluation Certificate of completion • Provincial Referee Seminar Certificate • A competitive plan • Standard First-aid Certificate • CPR Certificate • Report cards or other strategies for monitoring athlete performance • Online task for analyzing performance • Referent model for a sport skill • Yearly training plan for an athlete • Application of the Make Ethical Decision Making process to a Taekwondo Competition specific scenario.
+	
 Dojang Coach Workshop (1 Day)	
+	
 Multi-Sport Modules (2 Days) Design a Sport Program Basic Mental Skills Teaching and Learning	
	+
	Formal Observation <ul style="list-style-type: none"> • Before a competition (warm-up and competition readiness) • During a competition (fight or series of fights) • After a competition (after fight or between fights).
	+
	Debrief Provide feedback and clarify evaluation requirements Action plan for further development






Appendix 4: Performance Coach Pathway

NOTE:

- For coaches who will need to be PC certified it is suggested you begin “*in-training*” by completing the NCCP Comp-Dev Multi-Sport Modules that are available now - see NCCP Multi-Sport Modules under *Training Pathway*.
- See Appendix 1 for which coaches will require PC and related effective dates.

TRAINING PATHWAY	EVALUATION PATHWAY
Entry (Coaches Register with Taekwondo Canada)	
Recommend Dojang Coach Certified Webinar: Introduction of Performance Coach – Competition Development Context	
 <p>NCCP Competition Development Multi Sport Modules</p> <ul style="list-style-type: none"> • Managing Conflict (0.5 Day) • Leading Drug Free Sport (0.5 Day) • Coaching and Leading Effectively (1.5 Days) 	<p>Module 1: Entry Portfolio:</p> <ul style="list-style-type: none"> Task 1 – Leadership Challenge Task 2 – Managing Conflict Task 3 – Leading Drug Free Sport Task 4 – EAP (Home and Away) Task 5 – Comp-Dev MED evaluation Task 6 - Making Head Way (Concussion Training – CAC)
Coaches must complete entry Portfolio to move to next step in pathway	
 <p>Taekwondo Canada - Performance Planning Webinar Webinar 1: Sport Profile and Assessing Gaps Webinar 2: Creating the YTP Webinar 3: Microcycle Planning</p> <p style="text-align: center;">+</p>  <p>NCCP Competition Development Multi Sport Modules</p> <ul style="list-style-type: none"> • Developing Athletic Abilities (1.5 Days) • Webinar 4: Integrating Taekwondo Specific Abilities in Training 	<p>Module 2: Yearly Training Plan</p> <ul style="list-style-type: none"> Task 1 – Gap Analysis Sport Profile Task 2 – YTP Task 3 – Microcycle planning <p>Module 3: Taekwondo Fitness Challenge</p> <ul style="list-style-type: none"> Task 1 – Baseline Fitness Testing Task 2 – Training Plan Task 3 – Training Video Task 4 – Debrief / Report
 <p>Taekwondo Canada - Performance Analysis Webinar 1: Using Video to Analyze Performance Webinar 2: Analysis Software Webinar 3: Using video for training</p>	<p>Module 4: Video Analysis</p> <ul style="list-style-type: none"> Task 1 – Angles of observation & KPFs Task 2 – Determinants or Performance Task 3 – Using video in training



 <p>Taekwondo Canada - Competition Readiness Webinar 1: Developing the Taper Plan Webinar 2: Talent ID and Selection +</p>  <p>NCCP Competition Development Multi Sport Modules</p> <ul style="list-style-type: none"> • Psychology of Performance (1 Day) • Prevention and Recovery (1 Day) 	<p>Module 5: Competition Preparation Task 1 – Taper Plan Task 2 – Mental prep plan Task 3 – Prevention and Recovery Task 4 – Selection Task 5 – Competition Logistics</p>
<p>Must have completed all pre-requisite training prior to entering the training camp.</p>	<p>In order to enter this stage of the pathway the coach must have completed all modules and verified context specific athletes</p>
 <p>Taekwondo Canada - Supporting Athletes in Training (4 Days)</p> <ul style="list-style-type: none"> • May occur in conjunction with National Team Training Camp • Planning the Training Session • Making effective Interventions Practical Coaching (Sparring or Poomsae) • Taekwondo Technical Case Study Presentation 	<p>Module 6: Practice Observation This module could be completed as part of the training camp workshop. Tasks may include: Task 1 – Practice plan review Task 2 – Case study presentation Task 3 – Formal observation</p> <p>Module 7: Competition Observation and Debrief Depending on the location and timing training camp, this observation could be done at a National Event. Task 1 – Observation of Coach with fighter over a series of fights Task 2: Debrief</p>