**Performance Coach**

**Taekwondo Managing a Program Checklist**

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| --- | --- |
| **Date** |  |
| **Coach** |  |  | **CC number:** |  |
| Surname | First Name |  |

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| --- | --- | --- | --- |
|  | **Portfolio Requirements** | **Check** | **Date (dd/mm/yyyy)** |
| **Tasks** |  |  |  |

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| --- | --- | --- |
| ***Check*** | ***Evidence of Achievement*** | ***Comments*** |
| **Program Admin** |  | **Communicates philosophy and objectives** |  |
|  | **Athlete program schedule** |  |
|  | **Training Expectations / consequences** |  |
|  | **Facilitate logistics for away competitions** |  |
|  | **Prepare budget to support program** |  |
|  | **Assess equipment and resources** |  |
|  | **Financial support for training plan** |  |
|  | **Utilize other coaches**  |  |
|  | **Leads all aspects of program** |  |

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| --- | --- |
| Rank***(NI, MS, ES)*** | ***Criteria*** |
|  | Manage administrative aspects of the program and oversee logistics |
| Evaluator |
|  |  |
| Signed | Date |
| Evaluator |  |  |
| Surname | First Name |

| **Outcome: Manage a Program** |
| --- |
| **Criterion: Manage administrative aspects of the program and oversee logistics** |
| **Achievement** | **Evidence: Add Sport-specific Examples** |
| **Highly Effective** | **Meet “Above Standard” and:*** Demonstrate ability to work with other coaches (assistants/peers) using established leadership qualities and practices such as:
	+ Formulating and sharing a vision
	+ Values-based decision-making
	+ Collaborative approaches
	+ Encouraging others
	+ Empowering others
	+ Celebrating accomplishments
* Recommend improvements to the process and performance appraisal procedures used with other coaches (assistants)
* Produce and implement a process and procedures for performance appraisal to be used with other coaches (assistants)
* Be an effective mentor for other coaches
* Train other coaches on how to effectively mentor or supervise other coaches, and how to conduct performance appraisals

*Leadership for this context is defined as the ability to influence others to accept, willingly, the leader's purpose and goal to help bring about some better future outcome or result, and to work together, voluntarily, towards achieving that end.* |
| **Above Standard** | **Meet “Standard for Core Certification” and:*** Provide a written assessment of the equipment, facilities, and human/financial resources needed to support the athletes program
* Provide a direct and quantifiable contribution to fund raising initiatives
* Advocate program needs to sport administrators or other relevant authorities in order to access grant or sponsorship opportunities
* Factor in the input of other coaches (assistants) when developing programs
* Supervise other coaches (assistants) and apply performance appraisal procedures
* Delegate activities appropriately to other coaches (assistants) and acknowledge their ideas and input into the program
* Develop budget for programs and activities, and allocate effectively financial resources
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| **NCCP Standard for Core Certification****nccplogoblacksmall** | * Present a communication tool which outlines the philosophy and objectives of the program
* Provide a schedule of competition and training commitments to athletes, parents, and other key stakeholders
* Identify expectations for behaviour and commitment and identify appropriate consequences
* Facilitate logistics for away competitions (e.g., travel arrangements, food, chaperones, etc.)
* Work with program volunteers and/or administrators to prepare budgets and other financial logistics
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| **Below Standard** | * Do not present a communication tool which outlines the philosophy and objectives of the program
* Do not provide a schedule of competition and training commitments to athletes, parents, and other key stakeholders
* Do not identify expectations for behaviour and commitment and identify appropriate consequences
* Do not facilitate logistics for away competitions (e.g., travel arrangements, food, chaperones, etc.)
* Do not work with program volunteers and/or administrators to prepare budgets and other financial logistics
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