



**TAEKWONDO CANADA**

613-695-5425 | [info@taekwondo-canada.com](mailto:info@taekwondo-canada.com) | [www.taekwondo-canada.com](http://www.taekwondo-canada.com)

# **Taekwondo Canada**

## **Coaching Standards and NCCP Policy**

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**Updated:**

# Taekwondo Canada

## Coaching Standards and NCCP Policy

### 1. General

1.1. **Purpose** - 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 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.

1.2. **Definitions**. The following terms have these meanings in this policy:

1.2.1. *National Coaching Certification Program (NCCP)* – this national program is designed and delivered in partnership with the government of Canada, provincial/territorial governments and national/provincial/territorial sport organizations (P/TSOs);

1.2.2. *Coach* – an individual registered as a coach who coaches athletes at the Local, Provincial or National level.

1.2.3. *National Team Coach* - Any coach appointed as a Taekwondo Canada national team coach for an event, period of time or series of events;

1.2.4. *Coach Qualification Levels*:

1.2.4.1 *C1* – Performance Coach certified

1.2.4.2 *C2* – Dojang Coach certified

1.2.4.3 *C3* – Assistant Instructor certified

1.2.4.4 *In Training* – the coach has completed some portion of the required training for the context

1.2.4.5 *Trained* – the coach has completed all training required for the context

1.2.4.6 *Certified* – officially recognized as possessing certain qualifications or meeting certain standards. In Taekwondo, certification is achieved by successfully completing all context evaluation requirements

1.2.4.7 *Certified – Not Renewed* – a coach who was previously certified but who did not complete sufficient professional development to retain certified status

1.2.4.8 *Coaching Association of Canada (CAC)* – The national organization recognized by Sport Canada that oversees coach development in all sports. They are our partners in NCCP development.

1.2.4.9 *The Locker* – The CAC database which stores coach qualifications for all sports in Canada.

1.2.4.10 *Professional Development* – ongoing training undertaken by certified coaches to remain at the top of their game; it may include attending conferences, workshops, seminars, training camps and courses.

1.2.4.11 *Pro Coach* – The department within CAC that manages the National Professional Coaching program, which provides numerous benefits to registered coaches and monitors Criminal Record Check currency.

1.3. Further information on the NCCP is available in the Taekwondo Canada NCCP Operations Guide.

## 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. To coach at national events or to be appointed as a national team coach, 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. Be Kukkiwon 1<sup>st</sup> Dan or higher
  - 3.1.4. Have a current Global Official's License
- 3.2. National Championships and Selection Events. The coaching standard for National Events is **C2 – NCCP Dojang Coach** certified; however, 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
    - 3.2.3.1 Coaches may participate in this category only once
- 3.3. National Team Coaches. In addition to the requirements listed in article 3.1, the following conditions apply for National Team coaches:
  - 3.3.1. Effective 31 Mar 2020, only **C1 – NCCP Performance Coach** certified - coaches will be eligible to receive funding support from Taekwondo Canada
  - 3.3.2. Effective 1 Jan 2021, coaches must be **C1 – NCCP Performance Coach** certified - to be appointed, named or hired as a National Team coach
- 3.4. 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 become “certified – not renewed” and must re-achieve “certified” status to participate at national events or be appointed as a national team coach. It is the responsibility of the coach to be aware of their standing. It is not the responsibility of Taekwondo Canada to advise coaches when their certified status will expire.
  - 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 for NCCP workshops and evaluations will be immediately credited as soon as the Locker event is approved by the Coaching Association of Canada (CAC).
    - 6.2. For other PD activities, coaches must submit PD activities to Taekwondo Canada (NCCP Staff). When the activity is approved by TC staff, it will be uploaded into the Locker for CAC approval. Consult Appendix 1 to see the number of PD points for which an event is eligible.
    - 6.3. PD points will be monitored in The Locker.
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). Note: Coaches are not required to achieve trained status before completing certification requirements.
    - 7.2. The **Certification Pathway** (Appendices 2, 3 and 4) leads to earning the “Certified” status. A coach must complete all certification requirements and be evaluated successfully.
      - 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.

## 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 years    |
| Dojang Coach (Competition Introduction)     | 20 points / 5 years    |
| Performance Coach (Competition Development) | 30 points / 5 years    |






### NCCP Professional Development Credits

|                          | Activity Category                                 | Points   | Limitation   |
|--------------------------|---|--|--|
| Taekwondo Sport Specific | Actively coaching                                 | 1 point/year for every season coached OR<br>1 point/year for Learning Facilitator or Evaluator activity            | <b>To a maximum</b> of points equal to the number of years of the certification renewal period, e.g. 5 points for the 5 year |
|                          | 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  | No maximum or minimum  |
|                          | Taekwondo Canada Sparring Seminar/Camp            | 3 + hours /3 points  | No maximum or minimum  |
|                          | Taekwondo Canada LF and Evaluator Update          | 2 + hours /2 points  | No maximum or minimum  |
|                          | Taekwondo Canada National Referee Seminar         | 3 + hours /3 points  | No maximum or minimum  |
|                          | International Referee Seminar (WTF (IF) Approved) | 3 + hours /3 points  | No maximum or minimum  |
|                          | Coach self-directed activity                      | 3 points for the valid certification period – must be validated by TC prior  | <b>Maximum</b> 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   |
|                          | P/TSO Training events                             | 1 point/hour to a maximum of 3 points per event<br>Includes: provincial ref seminars, training camps and workshops | No maximum or minimum  |
| 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  | <b>To a maximum</b> of 50% of required PD credit for the context in a certification  |

## Appendix 2: Assistant Instructor Coach Pathway

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





### Appendix 3: Dojang Coach Pathway

|  |  |   |
|--|--|---|
|  Assistant Instructor Workshop (1 Day)  |  Assistant Instructor Certification   |   |
| +  | +  |   |
|  Multi-Sport Modules (2 Days)<br>Making Ethical Decisions<br>Planning a Practice<br>Sport Nutrition (online only) | Portfolio – Required Evidence: <ul style="list-style-type: none"> <li>• NCCP Making Head Way Training Module               <ul style="list-style-type: none"> <li>○ (NEW)</li> </ul> </li> <li>• MED online Evaluation Certificate of completion</li> <li>• Provincial Referee Seminar Certificate</li> <li>• A competitive plan</li> <li>• Standard First-aid Certificate</li> <li>• CPR Level C Certificate</li> <li>• Report cards or other strategies for monitoring athlete performance</li> <li>• Online task for analyzing performance</li> <li>• Referent model for a sport skill</li> <li>• Seasonal training plan for an athlete</li> <li>• Application of the Make Ethical Decision Making process to a Taekwondo Competition specific scenario.</li> </ul> |   |
| +  |  | +   |
|  Dojang Coach Workshop (1 Day)  |  | Formal Observation <ul style="list-style-type: none"> <li>• Before a competition (warm-up and competition readiness)</li> <li>• During a competition (fight or series of fights)</li> <li>• After a competition (after fight or between fights).</li> </ul> |
| +  |  |   |
|  Multi-Sport Modules (2 Days)<br>Design a Sport Program<br>Basic Mental Skills<br>Teaching and Learning           | Debrief<br>Provide feedback and clarify evaluation requirements<br>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 Competition-Development Multi-Sport Modules that are available now - see NCCP Multi-Sport Modules under *Training Pathway*.
- See section 3.3 for which coaches will require PC and related effective dates.

| Entry<br>(Coaches Register with Taekwondo Canada)  |   |
|--|---|
| <b>Recommend Dojang Coach Certified</b>  |   |
| <b>Webinar: Introduction of Performance Coach – Competition Development Context</b>  |   |
|  <p><b>NCCP Competition Development Multi Sport Modules</b></p> <ul style="list-style-type: none"> <li>• Managing Conflict (0.5 Day)</li> <li>• Leading Drug Free Sport (0.5 Day)</li> <li>• Coaching and Leading Effectively (1.5 Days)</li> </ul>  <p><b>Taekwondo Canada Webinars</b></p> <ul style="list-style-type: none"> <li>• Webinar 1: Sport Profile and NCCP Pathway</li> <li>• Webinar 2: Planning for Taekwondo with LTAD</li> </ul>                               | <p><b>Module 1: Entry Portfolio:</b></p> <ul style="list-style-type: none"> <li>Task 1 – Leadership Challenge</li> <li>Task 2 – Managing Conflict online evaluation</li> <li>Task 3 – Leading Drug Free Sport online evaluation</li> <li>Task 4 – EAP (Home and Away)</li> <li>Task 5 – Comp-Dev MED evaluation</li> <li>Task 6 - Making Head Way (Concussion Training – CAC) Locker online training</li> </ul> |
| Coaches must complete entry Portfolio to move to next step in pathway  |   |
|  <p><b>Taekwondo Canada Webinars</b></p> <ul style="list-style-type: none"> <li>• Webinar 3: Understanding Taekwondo Abilities</li> <li>• Webinar 4: Integrating Taekwondo Specific Abilities in Training</li> <li>• Webinar 5 - Sport Profile and Gap Analysis</li> </ul> <p style="text-align: center;">+</p>  <p><b>NCCP Competition Development Multi Sport Modules</b></p> <ul style="list-style-type: none"> <li>• Developing Athletic Abilities (1.5 Days)</li> </ul> | <p><b>Module 2: Taekwondo Fitness Challenge</b></p> <ul style="list-style-type: none"> <li>Task 1 – Baseline Fitness Testing</li> <li>Task 2 – Training Plan</li> <li>Task 3 – Training Video</li> <li>Task 4 – Debrief / Report</li> </ul>   |





**Taekwondo Canada Webinars**

- Webinar 6 - Determinants of Skilled Performance
- Webinar 7 - Applying Biomechanical Principles
- Webinar 8 - Using Technology for Notational Analysis



**NCCP Competition Development Multi Sport Modules**

- Prevention and Recovery (1 Day)

**Module 3: Analyzing Taekwondo Performance**

- Task 1 – Determinants of Performance
- Task 2 – Key Performance Indicators
- Task 3 – Notational Analysis



**Taekwondo Canada - Competition Readiness**

- Webinar 9 - Planning Objectives in YTP
- Webinar 10 - Quantifying Training and Micro Planning



**NCCP Competition Development Multi Sport Modules**

- Performance Planning (1 Day)
- Advanced Practice Planning (1 Day)

**Module 4: Yearly Training Plan**

- Task 1 – Gap Analysis Sport Profile
- Task 2 – Creating the YTP
- Task 3 – Meso and Micro cycle planning
- Task 3 – Micro cycle planning



**Taekwondo Canada - Competition Readiness**

- Webinar 11 - Recovery and Taper for Performance
- Webinar 12 - Talent ID and Selection



**NCCP Competition Development Multi Sport Modules**

- Psychology of Performance (1 Day)

**Module 5: Competition Preparation**

- Task 1 – Create the Taper Plan
- Task 2 – Mental preparation plan
- Task 3 – Prevention and Recovery
- Task 4 – Selection

Must have completed all pre-requisite training prior to entering the training camp.

In order to enter this stage of the pathway the coach must have completed all modules and verified context specific athletes



### **Taekwondo Canada - Supporting Athletes in Training**

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

### **Module 6: Practice Observation**

This module could be completed as part of the training camp workshop. Tasks may include:

Task 1 – Technical & Tactical Practice and Observation plan

Task 2 – Developing Athletic Abilities plan

Task 3 – Formal observation

Task 4 - Debrief

### **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