



# ARCHERY CANADA NCCP CERTIFICATION CHALLENGE PROCESS

## 1. STATEMENT OF RESPONSIBILITY

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Archery Canada recognizes the importance of having a clear National Coaching Certification Program (NCCP) Challenge Process. We are committed to a fair and appropriate implementation of this process.

This challenge Process has been established to provide coaches who meet the eligibility criteria, outlined below, with the opportunity to proceed to challenge a NCCP certification level evaluation, without having completed the corresponding NCCP-specific training. Coaching certification 'equivalency' is not available.

## 2. CHALLENGE ELIGIBILITY:

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### 2.1) Who can challenge?

The following specific criteria will be used to review, evaluate and approve any challenge applications that are submitted to Archery Canada, and the applicant's appropriate Provincial or Territorial Sports Organization (PTSO).

- Coaches may only challenge the NCCP certification level that is equivalent to the level they actively coach.
- Coaches applying for a challenge must currently be a member in good standing with Archery Canada. This could include but not be limited to coaches who:
  - Are employed as a coach at an Archery Canada affiliated archery club, or have been hired by a National/Provincial section as the National/Provincial coach (or lead technical employee);
  - Are currently responsible for or are actively coaching archers at the coaching level they are challenging; AND
  - due to exceptional circumstances, have limited or no access to training opportunities at the level they are challenging or whose challenge is being sponsored by a Master Coach Developer (MCD) or a coach certified at the level that is being challenged.

- Coaches must meet the outlined prerequisites for the level being challenged. Prerequisites are applied to the Competition stream and are outlined in section 4.2.
- Coaches must complete and submit a [challenge application](#) to Archery Canada at, [coaching@archerycanada.ca](mailto:coaching@archerycanada.ca), accompanied by the applicant's coaching resume, outlining previous coaching experience. Archery Canada will review and evaluate all applications to ensure the applicant meets the challenge criteria. Once reviewed, it will be sent to the appropriate Provincial Coaching Chair for approval. Once it is approved, a suitable evaluator will be assigned for the challenge.

Once the submitted documentation has been verified and a challenge has been accepted by Archery Canada, the application fees outlined below will apply, based on the level being challenged (see Table 1).

A request may be denied if the outlined background and experience of the applicant is deemed inadequate (see prerequisites in following sections).

### 3. CHALLENGE APPLICATION:

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An accepted challenge application comprises three (3) components:

- A completed application form (see Appendix B).
- A coaching resume, clearly outlining the applicant's coaching experience and background.
- Full payment of the appropriate application fees, as defined by the cost for the certification level being challenged (see Table below).

**Note:** In the case where Competition Development certification is being challenged, an interview may be required to demonstrate the applicant's competence for successful completion of the Portfolio Evaluation.

A challenge consists of the application and a successful evaluation of the "portfolio" required for certification. All challenges will be reviewed and evaluated by an appropriate evaluator for the level being challenged, as outlined in sections 4.1 and 4.2.

## 4. ARCHERY CANADA NCCP CERTIFICATION STREAMS

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### 4.1) Instructional Stream (Instructor of Beginner or Intermediate Archers)

Instructional Beginner and Instructional Intermediate courses are designed to be a weekend course delivered and evaluated by the Learning Facilitator(LF). A challenge at these levels will be evaluated by, at a minimum, a certified archery LF.

At the Instructional levels all portfolio work must be completed. This will be followed by an evaluation by the LF. The evaluation may be conducted through a video recording that includes all necessary items for evaluation, or in person.

Upon acceptance of this challenge by Archery Canada, the applicable fees outlined below will apply, payable to Archery Canada (see Table 1).

The purpose of the evaluation will be to determine if the coach can demonstrate the appropriate leadership and skills through hands-on coaching at the challenged level. Candidates must complete and submit all portfolio work within six (6) months of their application being accepted.

Coaches looking to challenge these levels would ideally be coaching archers in the Fundamentals and Learn to shoot stages of the Long Term Athlete Development model ([http://www.archerycanada.ca/images/stories/Documents/LTADM/ENG\\_Archery\\_Comp\\_Model\\_Final.pdf](http://www.archerycanada.ca/images/stories/Documents/LTADM/ENG_Archery_Comp_Model_Final.pdf))

## 4.2) Competition Stream (Introduction to Competition & Competition Development)

**Introduction to Competition:** This course is for coaches who prepare competitive development archers for provincial and/or national age group competitions. A challenge at this level will be evaluated by an archery MCD. All required tasks must be completed and portfolio work submitted within twelve (12) months of the challenge being approved

Upon acceptance of this challenge by Archery Canada, the applicable fees outlined below will apply, payable to Archery Canada (see Table 1).

This level is the first step towards high-performance coaching and as such, the following prerequisites will apply:

- Having been involved in archery as an active archer or coach for, at minimum, 5 years at the local and/or provincial level
- Have successfully completed the online Making Ethical Decisions (MED) module.
- Have a good working knowledge of bow mechanics, for categories recognized by World Archery (recurve, compound and barebow).
- Ideally, the coach would have experience working with archers who are in the Train to shoot, train to compete or shoot to excel stages of the Long Term Athlete Development Model ([http://www.archerycanada.ca/images/stories/Documents/LTADM/ENG\\_Archery\\_Comp\\_Model\\_Final.pdf](http://www.archerycanada.ca/images/stories/Documents/LTADM/ENG_Archery_Comp_Model_Final.pdf))

When completing the evaluation, all criteria and tasks must be clearly demonstrated either through an in-person evaluation or through a video submission.

**Competition Development:** This is the highest coaching certification currently available from Archery Canada and as such, the challenge process is more intensive; also the following prerequisites will apply:

- Having been involved in archery as an active archer or coach for, at minimum, 5 years at the local and/or provincial level
- Have successfully completed the online Making Ethical Decisions (MED) module, as well as the following six required NCCP multi-sport courses:
  - Leading Drug Free Sport
  - Managing Conflict
  - Coaching and Leading effectively
  - Psychology of Performance
  - Prevention and Recovery

- Developing Athletic Abilities
  - Have a good working knowledge of bow mechanics, for bow categories recognized by World Archery (recurve, compound and barebow).

A challenge at this level will be evaluated by an archery MCD.

Upon acceptance of this challenge by Archery Canada, the applicable fees outlined below will apply, payable to Archery Canada (see Table 1).

The evaluation of this certification level will consist of the following:

Portfolio Evaluation:

To meet all the criteria presented on the PORTFOLIO-Evaluation-Form (see Appendix C), a completed workbook and a seasonal/yearly training plan must be submitted to the designated evaluator within twelve (12) months of the challenge being approved.

Guidance can be provided to help the candidate work through the workbook, but the entire workbook must be completed before it is reviewed by the evaluator.

An Action Plan might be designed by the MCD upon evaluation of the workbook.

Practice Evaluation:

To meet all the criteria presented on the PRACTICE-Evaluation-Form (see Appendix D), all required documents, as outlined by the evaluator, must be prepared with an evaluation session to be scheduled with the designated MCD within twelve (12) months of the challenge being approved.

In the case of remote locations, the evaluation can be scheduled with an appropriate, locally-accessible evaluator identified by the MCD or by submitting video recordings that clearly demonstrate all criteria to be evaluated. These processes must be discussed with and approved by the MCD.

As it is unlikely that the full range of evaluation criteria can be realized in a single in-person evaluation opportunity, missing elements can be submitted on video, demonstrating the candidate's ability to coach at that level for evaluation purposes.

An Action Plan might be designed by the MCD upon evaluation of the practice.

Competition Evaluation:

To meet all the criteria presented on the COMPETITION Evaluation Form (see Appendix E), all required documents, as outlined by the evaluator, must be prepared with an evaluation at a competition scheduled for evaluation with the designated MCD within twelve (12) months of the challenge being approved.

In the case of remote locations, the evaluation can be scheduled with an appropriate, locally-accessible evaluator identified by the MCD or by submitting video recordings that clearly demonstrate all criteria to be evaluated. These processes must be discussed with and approved by the MCD.

An Action Plan might be designed by the MCD upon evaluation of the coach in competition.

After this process, it is up to the MCD to recommend the coach be certified at that time or to provide a list of actional steps to be done. A re-evaluation may be required before certification.

**Table 1 Applicable fees**

Instructional Beginner	Portfolio Evaluation Video Evaluation	\$150 \$100
Instructional Intermediate	Portfolio Evaluation Video Evaluation	\$150 \$100 or in-person evaluator costs (whichever is greater)
Introduction to Competition	Portfolio Evaluation Video Evaluation	\$200 \$100 or in-person evaluator costs (whichever is greater)
Competition Development	Portfolio Evaluation Practice Evaluation Competition Evaluation	\$200 \$100 + evaluator costs \$100 + evaluator costs (whichever are greater)

## **5. CHALLENGE RESULTS**

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If a challenger is unsuccessful in his/her evaluation, the evaluator (LF or MCD) will notify the candidate and provide the criteria and rationale as to why the challenge was unsuccessful. An unsuccessful candidate may only re-apply once for a challenge, and only after a period of six (6) months following the first failed attempt. Additionally, the evaluator may provide a list of actional steps to be taken before a re-evaluation can occur. It may be suggested that the challenger enroll in the appropriate course to obtain further instruction and guidance to achieve the certification level.



## **Appendix A – Provincial/Territorial Coaching Chairs**

To see the most up to date list of Provincial or Territorial Coaching Chairs, please visit the Archery Canada website at <http://www.archerycanada.ca/en/coaching>

## **Appendix B: Application Form**

To be completed online, through Google Forms.

English:

[https://docs.google.com/forms/d/e/1FAIpQLSeebn9TOapwvbNcmWQ4GPL9iXGZcOQ76Fqa\\_CSzjF4NpU98vA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeebn9TOapwvbNcmWQ4GPL9iXGZcOQ76Fqa_CSzjF4NpU98vA/viewform)

French:

[https://docs.google.com/forms/d/e/1FAIpQLScru6TOS7fTzjaCla43xiotw\\_3CS9viAGq401ITPW-LR-dUVA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScru6TOS7fTzjaCla43xiotw_3CS9viAGq401ITPW-LR-dUVA/viewform)