



COACH EDUCATION

POLICY & PROCEDURES



Concacaf

COACH EDUCATION POLICIES

The following policies are in place to ensure the optimal environment for Student Coaches (SC) participating in the Canada Soccer Advanced Coach Education Program (ACEP).

APPLICATION PROCESS

Application Review

- **Application Window:** Open from January 2 - March 31 each year. The application form will be turned off at the end of the business day on March 31. No applications received after this time will be eligible for consideration.
- **Application Review:** All applicants will be screened during the months of April and May, with responses to all applicants no later than May 31.
- **Process:** Course leads will review all applications including previous work submitted on Canada Soccer Advanced Courses to determine the validity of the applications. In situations where a decision cannot be made and further investigation is required, coaches may be asked to participate in an interview.
- **Admission Requirements:** For a candidate to be admitted to a course, the following conditions must be met.
 - Eighteen (18) years of age by the start of the course
 - Completed Application (incomplete applications will not be considered)
 - Required prerequisites for the workshop are complete
 - Concacaf Coaching Convention guidelines regarding minimum time spent coaching after receiving the previous licence
 - Signed letter from the applicant's organization confirming their support for the applicant

Course Fees

- The full course fee is due by June 30. Confirmation of course participation is not complete until payment is received in full. No exceptions.
- All cancellations must be made in writing to the Canada Soccer Technical Department via souellette@canadasoccer.com
- Should a candidate withdraw after a position has been offered on a Course, a refund will be made up until seven (7) days prior to the commencement of the Course, subject to a \$100 processing fee.
- Cancellations made any time within seven (7) days of the commencement of the Course will not be subject to a refund.

Selection Criteria

- Candidates are selected based on the following criteria:
 - Successful completion of the pre-requisite course
 - Coaching environment
 - Satisfactory participation or completion of previous courses (Certified or Certified (Honours))
 - Role in the game (e.g., full-time vs part-time)
 - Level of Club Licensing
 - Provincial realities
 - Preference will be given to equity deserving candidates
 - Timing of registration

Standby List

- If applicants are not offered a place on the course for which they have applied, they will be placed on the standby list. This will be communicated to applicants.
- Once a course has been confirmed as filled, applicants on the standby list will be notified by email that the course is full. This confirmation will be emailed to applicants on the standby list by July 15.
- Candidates on the Standby List will be invited to a course if space permits.
 - The selection criteria will be used to prioritize candidates from the Standby List.
 - The course lead will be responsible for communicating to applicants on the Standby List.

FOREIGN COACHING QUALIFICATIONS

Recognition of Foreign Qualifications

- Canada Soccer does not grant coaching licences by equivalency but does recognize foreign qualifications.

Concacaf Coaching Convention

- Canada Soccer recognizes coaching diplomas from MAs within the Concacaf Coaching Convention as outlined in the Convention.
- Coaches holding the pre-requisite qualification from a Concacaf Coaching Convention MA will be permitted to apply for a place on the subsequent Canada Soccer qualification (eg. USSF B Diploma is permitted to apply for a place on the Canada Soccer A Diploma)

Recognition of Qualification

The following information outlines Canada Soccer's policy on the Recognition of Qualification:

The Concacaf Coaching Convention grants individuals who have successfully completed coaching courses via another FIFA Member Association the right to have their qualifications assessed for recognition.

In these instances, assessments are conducted on an individual basis and only a Recognition of Qualification can be awarded using the prescribed template. A Concacaf coaching licence cannot be acquired as equivalency for a coaching licence granted by another FIFA Confederation (for example, one cannot receive a Concacaf A Licence as an equivalent for a UEFA A Licence).

However, a Recognition of Qualification for your (foreign qualification) will grant you permission to coach in any environment that requires an equivalent Canada Soccer Licence. To receive a Recognition of Qualification (for your foreign qualification), the following is required:

- A copy of your foreign qualification, which will be verified with the awarding FIFA Member Association
- A recent criminal record check from your home country (if applicable)
- A recent Canadian criminal record check and vulnerable sector screen
- Proof of a Canadian work permit, permanent residency, or Canadian citizenship
- Completion of the Respect in Sport Activity Leader Program
- Submission of your National Coaching Certification Program (NCCP) number and the completion of the following online NCCP courses:
 - Making Ethical Decisions (including the Online Evaluation)
 - Emergency Action Plan
 - Making Head Way
 - Understanding the Rule of Two
- Payment of the Recognition of Competence fee (\$300).

Recognition of Competence is valid for the duration of the validity of your foreign qualification (up to a maximum of three (3) years) and cannot be renewed. To continue coaching in Canada beyond the expiry of your Recognition of Competence, you have the following options:

- Continue your coaching education by applying to enter the Canada Soccer Coach Education Pathway at the appropriate level (i.e., Recognition of Competence at the B Licence level permits application to the Canada Soccer A Licence)
- Successfully complete the Prior Learning Assessment and Recognition (PLAR) process (outlined below).

Once the fee has been paid and the documents above have been submitted to Sarah Ouellette at souellette@canadasoccer.com, your application for recognition will be processed and a decision will be made within thirty (30) days.

Prior Learning Assessment and Recognition (PLAR)

- Coaches with significant playing, coaching, or educational experience may be eligible for PLAR.
 - Consideration will be given to the following:
 - Professional playing career
 - International playing career
 - Masters degree or higher (in a related field)
 - Coaching experience and/or qualifications
- Completing an online application form. As a part of the application, the following must be provided:
 - Playing, Coaching, and/or Educational Résumé
 - NCCP Transcript
 - A recent Canadian criminal record check and vulnerable sector screen
 - A recent criminal record check from your home country (if applicable)
- Successful applicants will be notified that their application is moving on to the next stage of the process, which includes the following:
 - Payment of the PLAR fee of \$1,500
 - Once payment has been made, the applicant will be assigned a mentor to guide them through the PLAR process.
- The PLAR process will require coaches to complete a capping project that includes the following and may include additional requirements based on the results of the coach's prior learning assessment and recognition:
 - On-field coaching demonstration of competency, and/or
 - Match analysis, and/or
 - Portfolio
- The PLAR process may result in a coach being awarded a Licence or provided with access to a workshop without completing the required prerequisite(s):
 - The highest level of qualification that can be awarded via PLAR process is the Canada Soccer B Diploma

FACILITIES & EQUIPMENT

Facility Standards

- Facilities must be able to provide both a classroom and an artificial turf field within walking distance
- The classroom requirements are as follows:
 - Comfortable seating arrangements for a minimum of twenty-four (24) coaches, and a maximum of thirty-six (36) coaches
 - Well-lit with windows that have blinds/curtains.

- Air conditioning or, in areas of the country with a mild climate, windows/doors that can be opened to provide fresh air
- Proximity to men's and women's washroom facilities
- Proximity to men's and women's changing facilities
- The field requirements are as follows:
 - FIFA approved artificial turf
 - Children's Diploma: Half of a regulation 11-aside field
 - C/B/A/Pro Diploma: Full regulation 11-aside field

Proximity to Amenities

- Facilities must be within a reasonable distance of the following:
 - Hotel(s)
 - Restaurant(s)
 - Airport

Course Equipment Standards

- Course Leads must have access to the following during the in-person delivery:
 - Laptop (preferred) or tablet
 - HD Projector and screen or television (appropriately sized for the room)
 - HDMI cable(s)
 - Presenter remote with laser (recommend Logitech Spotlight Presentation Remote)
 - Tactics board with numbered magnets
 - Flip chart paper and/or dry erase board with markers
 - Dry erase markers and/or flip chart markers
 - Balls
 - Cones
 - Bibs
 - Video Camera
 - Microphone/Wireless earbuds

Reality Based Players

- All on-field sessions must be with the targeted participants of the Diploma. The sourcing of these players will be completed 30 days in advance of the start of the course with local clubs and coaches.

COURSE STANDARDS

Course Requirements

- Coaches must have the following materials:
 - Laptop or tablet
 - Notebook with writing instruments
 - Football boots
 - Running shoes
 - Appropriate attire to participate in on-field sessions
 - Once the training kit is received, it is expected that coaches will wear their Nike kit for all in-person training.

Coaches are required to arrange and pay for their own travel, accommodation, and meals during the in person components of the courses. Canada Soccer will provide information on accommodation near the venues. Coaches are not required to stay at the suggested accommodation.

Coaches are responsible for their own nutrition during the in person component of the course. Canada Soccer will ensure that water is available. Coaches should bring their own water bottles, snacks, etc.

Course Participation

Canada Soccer coaching courses are designed to be fun, interactive, and engaging for participants. It is expected that coaches participate in course activities, including classroom and online discussions, on-field coaching activities, and experiential learning exercises.

- Participation includes:
 - Webcams & microphones are turned on and working
 - Contribution to discussions and micro-group tasks
 - Participation on-field where possible.

If coaches are unable to participate in an activity, they must inform the Course Lead as soon as possible. Canada Soccer will consider adapting programs to respond to identified needs and issues (e.g., meals, childcare, transportation, respect for faith/spiritual practices, cultural appreciation, meeting times, locations and facilities, washrooms and structures/signage, equipment/uniforms/change rooms).

Request for Absence

Student coaches that require an absence must submit an email to their Coach Developer, providing the dates and justification for the request. Upon approval, the Coach Developer shall confirm the request in writing and notify the Canada Soccer Diploma Manager for record keeping purposes.

Absences will only be approved for emergency reasons or unforeseen circumstances.

Timeline Policy

An engaging learning environment is grounded on a foundation of respect. While coaches will always be given individual consideration for their specific needs, it is expected that they will be on time, both for in-person workshops and online meetings, and submit their coursework on time. Repeated failure to respect the course timelines will result in removal from the course.

A coach who fails to respect the course timelines will be managed as follows:

- The first offence will result in a conversation with the Course Lead.
- The second offence will result in a written warning from the Course Lead that any further offences will result in removal from the course.
- The third offence will result in removal from the course.

Removal from a Course

Coaches may be removed from a course for several reasons, including but not limited to:

- Breaching the Canada Soccer Code of Conduct and Ethics
- Failure to attend an in-person workshop
- Failure to attend a synchronous online workshop
- Failure to respect the course timelines
- Coaches who are removed from a course will not receive a refund

Evaluation Grades

- All coaches must achieve a passing grade (>50%) on each of the metrics:
 - Coach Portfolio
 - On-Field Sessions (Course Specific)
 - Capping Project
- All courses will use the following grading structure:
 - Fail - 50% or less
 - Trained - 51-65%
 - Certified - 66-85%
 - Certified (Honours) - 86% or higher

Evaluation Submission

Student coaches participate in formative assessment throughout a Canada Soccer workshop. Towards the end of the course, coaches will participate in summative assessment via a Capping Project to evaluate their coaching competency. Capping projects are unique to each workshop; however, the following applies to all of them:

- Capping projects are due no later than the final submission deadline for each workshop, which will be communicated by the workshop lead.
 - For 2023/24 workshops, the final submission deadline is June 30, 2024, unless otherwise communicated by the workshop lead.
- Submission of work after the designated due date is considered as a late submission.
- Late submissions are subject to a \$250 assessment fee. Late submissions will be accepted up to a maximum 60 days after the deadline, unless an extension has been granted, in writing, by a coach developer and confirmed by the workshop lead.
- Submissions received more than 60 days after the deadline will not be accepted unless an extension has been granted in writing and the student coach will be considered to have “Failed” (see below)
- Final Evaluation results will be communicated to student coaches within 30 days of submission or by July 31, 2024, for submissions on or before the deadline.

Final Grade

- Assessments are graded as follows:
 - Certified (Honours) – achieves a grade of 86% or higher overall in portfolio work and an assessment of “Exceeds the Standard” on the practical assessment (non-negotiable). Student coaches achieving Certified (Honours) status may be permitted to proceed to the next diploma immediately.
 - Certified – achieves a grade of 66-85% overall in portfolio work and “Meets the Standard” on the practical assessment (non-negotiable). Student coaches achieving Certified status may proceed to the next diploma after one year.
 - Trained – achieves a grade of 50-65% overall in portfolio work and/or “Approaching the Standard” on the practical assessment (non-negotiable). Student coaches achieving Trained status will receive an action plan to achieve Certified status.
 - Action Plan – student coach must provide evidence of competency in a specific area to receive Certified Status. This may include a reflection process or a video submission specific to an area of development (e.g., explanation, demonstration, environment/organization, strategy, structure, tactical coaching points, intervention process, etc.)
 - Action Plans are evaluated at no additional fee and must be completed within 30 days of receipt.
 - Failed – achieves a grade of 49% or lower overall on portfolio work and/or “Needs Improvement” on the practical assessment (non-negotiable). Student coaches with Failed status may be reassessed and must pay an assessment fee of \$250.

Reassessments

- If a student coach receives ‘Trained’ status, they will be eligible to receive an action plan, which must be completed within 30 days of receiving their result (see above).

- If a student coach receives a 'Failed' grade, they may be re-assessed or pursue mentorship (see below).
 - Re-assessment cannot occur until a minimum of 4 months, and must be completed within 12 months, of receiving the final grade.
 - To initiate the re-assessment process, the student coach must:
 - Submit a letter confirming their desire to be re-assessed to the workshop lead. If the student coach would like to be re-assessed by a different Coach Developer from the one who conducted the initial assessment, this must be indicated in the letter.
 - Pay the \$250 assessment fee and provide a copy of the receipt.
 - The re-assessment process will include a pre-brief to ensure the student coach is clear on the re-assessment expectations.
 - Student coaches receiving a Certified grade through the re-assessment process are awarded the appropriate licence.
 - Student coaches receiving a 'Failed' grade following the re-assessment process must pursue mentorship in order to receive an additional re-assessment.

Mentorship

- A student coach receiving a 'Failed' grade may pursue mentorship. A student coach receiving a 'Failed' grade following the re-assessment process must pursue mentorship in order to receive an additional re-assessment.
 - Mentorship consists of up to two mentoring sessions and two practical re-assessments.
 - Each practical re-assessment must occur within 90 days of the mentoring session.
 - A fee of \$250 per mentoring session must be paid.
 - A fee of \$250 for each practical reassessment must be paid.
 - Student Coaches completing both mentorship sessions will receive "Trained" status and must complete their final assessment by June 30th of the following year. The final assessment will be completed by a different Coach Developer from the one that provided the student coach with their initial grade and conducted the mentorship session.

Appeals

- Coaches who wish to appeal a failed evaluation must submit a written letter to souellette@canadasoccer.com within two (2) weeks of the evaluation date, highlighting specific areas of the evaluation that they are appealing.
- A \$250 evaluation fee is required as part of the appeal.
- The evaluation will be referred to the course lead for review. If the original evaluation was conducted by the course lead, it will be referred to another member of the Canada Soccer Coach Education team for review.
- Appeals will be completed and a decision provided to the appellant within 30 days of receipt.
- Decisions of an appeal are final and are not subject to further appeal or any other review of the decision.

Course Results, Action Plans & Certificates

- Coaches will receive their course results and action plans within 30 days of course completion along with an updated biography form to be returned to Canada Soccer in advance of the quarterly coach announcement.
 - Coaches who do not return their completed biography form will be announced using information from the application. Once an announcement is made changes cannot be made.
- Certificates will be issued along with information on the maintenance and renewal of the Licence within one (1) day of being announced via Canada Soccer's digital media channels.
- Announcements of successful completion of courses will occur quarterly on the following approximate schedule:
 - August 31
 - November 30
 - February 28
 - May 31

Advanced Coach Education Diploma Assessment and Final Grade Overview

The table below provides a breakdown of what the student coach will be assessed on, the proportion of their grade that each assessment tool will carry, and what overall grade is required to become certified. A detailed breakdown of each assessment tool will be provided within the course's syllabus.

Note: Student coaches must meet the certified standard on all three assessment tools to pass the course.

ADVANCED COACH EDUCATION DIPLOMA ASSESSMENT OVERVIEW	
Status	Score
Certified (Honours)	86-100%
Certified	66-85%
Trained	50-65%
Failed	0-49%
Assessment Tools	Weight
Portfolio	35%
On-Field	40%
Capping Project	25%

C Diploma Assessment and Final Grade Overview

The table below provides a breakdown of what the SC will be assessed on, the proportion of their grade that each assessment tool will carry, and what overall grade is required to become certified. A detailed breakdown of each assessment tool will be provided within the course's syllabus.

C DIPLOMA ASSESSMENT OVERVIEW	
Status	Score
Certified (Honours)	86-100%
Certified	66-85%
Trained	50-65%
Failed	0-49%
Assessment Tools	Weight
Portfolio	35%
On-Field	65%

Definitions of Competency for each Assessment Tool

Needs Improvement

Identified performance that needs Improvement to achieve the National Coaching Certification Program (NCCP) standards. Explicit direction from Canada Soccer staff will be required to progress in the program. Learners performing at this level need to work on identified knowledge and skills gaps to ensure they are prepared to work in these subject areas.

Approaches the Standard

Represents achievement that falls below the national Certification Program (NCCP) standard. The learner demonstrates the specified knowledge and skills with limited effectiveness. Learners performing at this level need to work on identified knowledge and skills gaps to ensure they are prepared to work in these subject areas..

Meets the Standard

Represents the National Coaching Certification Program (NCCP) standards for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness, while more direct support and practice are required. Learners achieving at this level are confidently prepared to work in this training's subject areas.

Exceeds the Standard

Identifies the achievements that surpasses the National Coaching Certification Program (NCCP) standards. The learner demonstrates the specified knowledge and skills with a high degree of effectiveness and signs mastery are evident. Learners achieving at this level considerably prepared to work in this training's subject areas.

Re-Evaluation C Diploma

Trained coaches are permitted to apply for re-evaluation twice within twelve (12) months of completing the course.

- If unsuccessful in both attempts, the coach would be required to be mentored for a minimum of 6 months and be allowed a final third attempt no later than twenty four (24) after completing the course.
- If unsuccessful in their third attempt they would be required to complete the C Diploma workshop.

Re-Evaluation Advanced Coach Education Diplomas

Trained coaches are permitted to apply for re-evaluation based on the details of their action plan and in consideration of the following:

- A minimum of three (3) months have passed since the conclusion of the course
- No more than twenty-four (24) months have passed since the conclusion of the course
- Trained coaches seeking re-evaluation after twenty-four (24) months have passed since the conclusion of the course will not be re-evaluated and will be required to complete the course in its entirety to attain Certified status.

GOOGLE CLASSROOM

Google Classroom

All content in Google Classroom will be posted by the Course Lead using the following structure:

- Phase/Block → Module Number → Module Title → Upload Content OR Outline description
 - Example: Phase 1 - Module 1: Coaching Philosophy

All coaches are required to use their first and last name in their Google Classroom profile, as well as a passport photo for their avatar. **No exceptions.** Coaches who disregard this policy will not receive credit for their work and will be removed from the course.

Assignments

- The Google Classroom ecosystem is most efficient when only Google Workspace tools such as Google Docs are used. Considering this, all course work will be done using the Google templates provided (Google Docs, Google Sheets, etc.) in the assignment. **No exceptions.** Coaches who disregard this policy will not receive credit for their work.

Communication

All course communication between Coach Developers will be through Google Chat, Google Classroom or recorded video calls. Coach Developers are required to do the following:

- Download the Google Chat app on their phone
- Download the Google Chat app on their computer
- Turn on Google Chat notifications on both their phone and computer

Coach Developer Standards

Canada Soccer Coach Developers are bound by the Canada Soccer Code of Conduct and Ethics. Additional requirements of Canada Soccer Coach Developers are as follows:

- Punctuality
 - Be early and prepared ahead of all meetings, classroom, and field sessions.
- Attire
 - Always dress in a professional manner by wearing the appropriate Nike equipment when representing Canada Soccer.
- Communication
 - Professional, courteous, and timely communication is a foundational component of building good relationships. Always respond to communication within two (2) business days **no exceptions.**
 - If you will be unavailable or away from work, put an “Out of Office” notification on your email that informs the sender of the date of your return to work.
- Feedback & Monitoring
 - Coach Developers are required to monitor their assigned coaches as they progress through the course. This includes periodic check-ins to ensure that coaches understand the course material.
 - Feedback from Coach Developers should be timely, concise, constructive, actionable and directed at changeable behaviour. The feedback should be specific to the coach’s reality and should focus on both strengths and areas of growth. **For feedback to be meaningful, it must be personal.**
- Tracking Progress (Google Sheets Tracker)
 - Coach Developers are required to ensure that their assigned coaches are on track to complete the course by updating the tracker on a weekly basis. **No exceptions. Failure to update the Tracker will result in dismissal.**
- Action Planning
 - A coach’s action plan should include strategies for improvement and support, given the coach’s club/academy reality.
 - Coach Developers are required to check in with their coaches three (3) months after they receive their action plan. The details of this check in must be entered into the appropriate Tracker column.
- Social Media
 - Coach Developers are not permitted to post course photos on social media without approval of Canada Soccer.