



COACH EDUCATION

STUDENT COACH HANDBOOK



Concacaf

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The handbook serves as a reference for student coaches to understand and comply with the expectations and requirements of their participation with Canada Soccer's Advanced Coach Education workshops.

RIGHTS OF STUDENT COACHES

Each student has the following rights:

- To Learn
- To a Qualified Coach Developer
- To Fair Assessment
- To Be Involved, Taught, and Recognized as Individuals
- To Receive Support
- To be Respected for their Differences
- To Be Treated with Respect
- To Express Themselves Freely
- To Feel Safe

CORE PRINCIPLES OF COACH EDUCATION

The Coaching Education Department is committed to providing a safe, enjoyable, and challenging learning environment for all. We encourage those to speak up and address issues that do not uphold Canada Soccer's Core Education principles.

5 Core Principles of Education at Canada Soccer



Inquiry – *Begin with curiosity and encourage learners to experience information within real-world contexts.*



Ownership – *Strike a balance between active support and inspiring students to make motivated, self-directed progress.*



Growth – *Value an open-mind, viewing challenges as opportunities, and the demonstration of effort and ability over time.*



Equity – *Identify, remove, and prevent barriers and promote practices that help individuals reach their full potential.*



Community – *Connect individual learning to the broader development of groups and societies.*

COURSE STANDARDS

Coach Requirements

Coaches must have the following materials:

- Laptop or tablet
- Access to the internet
- 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).

Communication

All course communication between Coach Developers will be through Google Chat, Google Classroom or recorded video calls.

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

For more information please review the [Canada Soccer Coach Education Policies & Procedures document](#).

EVALUATIONS

Central Competencies for Evaluation

Based on Canada Soccer's Core Educational Principles, the following set of corresponding competencies could be used as categories of evaluation across all learning programs.

WE VALUE:



INQUIRY



OWNERSHIP



GROWTH



EQUITY



COMMUNITY

SO, WE EVALUATE:



CURIOSITY → *The ability to explore different contexts and meet diverse needs.*



ACCOUNTABILITY → *The ability to take responsibility for one's actions.*



OPENNESS → *The ability to focus on progress over perfection.*



LEADERSHIP → *The ability to guide others in a process of growth.*



TEAMWORK → *The ability to cooperate and collaborate with others.*

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%

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.



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	Weight
Certified (Honours)	86-100%
Certified	66-85%
Trained	50-65%
Failed	0-49%
Assessment Tools	Weight
Portfolio	35%
On-Field	65%

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.