



Coach Evaluator Evaluation Tool





PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



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Coach Evaluator Evaluation Tool

This Evaluation Tool lists the evidences you must look for in your on-site evaluations of Coach Evaluators and presents a Summary of Evaluation that allows you to determine the Coach Evaluator's standard of performance.

The evidences in the Evaluation Tool are presented in terms of the three outcomes Coach Evaluators must meet:

- Evaluates portfolios
- Observes and evaluates coaches
- Communicates and leads in ways that enhance coach learning

The Evaluation Tool includes a Summary of Evaluation. This Summary determines the standard of performance as:

- E** Exceeds Expectations
- M** Meets Expectations
- NI** Needs Improvement

Once you have conducted a few evaluations, you may want to use the Evaluation Table on page 7.

Coach Evaluator: _____

Sport: _____

Evaluates Portfolios

For each criterion (Collects Portfolio, Marks Portfolio, and Debriefs Portfolio), put a checkmark beside the evidence that best describes what you observed.

	Check One	Comments
Collects Portfolio		
<input type="checkbox"/> Collects the coach's portfolio at least 2 weeks before the formal observation	E	
<input type="checkbox"/> Collects the coach's portfolio in the 2 weeks before the formal observation	M	
<input type="checkbox"/> Doesn't collect the coach's portfolio before the formal observation	NI	
Marks Portfolio		
<input type="checkbox"/> Uses an approved marking tool to provide specific descriptive and prescriptive feedback throughout the coach's portfolio	E	
<input type="checkbox"/> Uses an approved marking tool to provide feedback on parts of the coach's portfolio	M	
<input type="checkbox"/> Does not provide any feedback on the coach's portfolio	NI	
Debriefs Portfolio		
<input type="checkbox"/> Asks questions that 1) lead the coach to reflect on his or her portfolio and 2) help the coach identify his or her strengths, weaknesses, and opportunities for improvement; also provides examples of best practices	E	
<input type="checkbox"/> Suggests areas where the coach could improve	M	
<input type="checkbox"/> Asks vague questions, asks questions that focus on weaknesses in the coach's performance, or provides feedback without giving the coach an opportunity to discuss it	NI	

Observes and Evaluates Coaches

For each criterion (Arranges a Prebrief, Completes the Prebrief, Creates a Comfortable Atmosphere during the Prebrief, etc.), put a checkmark beside the evidence that best describes what you observed.

	Check One	Comments
Arranges a Prebrief		
<input type="checkbox"/> Contacts the coach at least 1 week before the formal observation	E	
<input type="checkbox"/> Contacts the coach in the week before the formal observation	M	
<input type="checkbox"/> Contacts the coach the day of the formal observation	NI	
Completes the Prebrief		
<input type="checkbox"/> Explains the evaluation process, reviews the evaluation tool(s), and lets the coach ask questions, seek clarification, express concerns, etc.	E	
<input type="checkbox"/> Explains the evaluation process and reviews the evaluation tool(s)	M	
<input type="checkbox"/> Doesn't do a prebrief	NI	
Creates a Comfortable Atmosphere during the Prebrief		
<input type="checkbox"/> Asks lots of questions, gives the coach time to think about and formulate questions, answers questions in a positive manner, and encourages the coach to use the evaluation as an opportunity for growth	E	
<input type="checkbox"/> Asks questions and gives the coach a chance to provide input	M	
<input type="checkbox"/> Didn't ask any questions or describe the educational purpose of the evaluation	NI	
Uses Approved Coach Evaluation Tool(s) to Collect Data		
<input type="checkbox"/> Uses approved coach evaluation tool(s) to collect data and provide feedback on the coach's performance	E	
<input type="checkbox"/> Uses approved coach evaluation tool(s) to collect data on the coach's performance	M	
<input type="checkbox"/> Bases observations on impressions and feelings	NI	

	Check One	Comments
Completes a Debrief		
<input type="checkbox"/> Asks questions that 1) lead the coach to reflect on his or her performance, 2) help the coach identify his or her strengths, weaknesses, and opportunities for improvement, and 3) allow the coach to express his or her feelings, analyze the training, and synthesize new learnings from the experience	E	
<input type="checkbox"/> Asks questions that lead the coach to reflect on his or her performance; also suggests areas where the coach could improve	M	
<input type="checkbox"/> Asks vague questions, asks questions that focus on weaknesses in the coach's performance, or provides feedback without giving the coach an opportunity to discuss it	NI	
Completes an Action Plan		
<input type="checkbox"/> Works with the coach to develop an Action Plan; also confirms that the coach understands the purpose and value for growth and professional development of each item in the Action Plan	E	
<input type="checkbox"/> Works with the coach to develop an Action Plan for growth and professional development	M	
<input type="checkbox"/> No action plan was created	NI	
Makes a Recommendation about the Coach's Certification		
<input type="checkbox"/> Makes a recommendation about the coach's certification, bases his or her recommendation on observations made during the evaluation of the coach's performance, and confirms that the coach understands the recommendation	E	
<input type="checkbox"/> Makes a recommendation about the coach's certification	M	
<input type="checkbox"/> Makes a recommendation about the coach's certification but doesn't support it with observations made during the evaluation of the coach's performance; also doesn't confirm that the coach understood or agreed to the recommendation	NI	

Communicates and Leads in Ways that Enhance Coach Learning

For each criterion (Promotes a Positive Image of Canadian Sport, Communicates, Uses Respectful Language, etc.), put a checkmark beside the evidence that best describes what you observed.

	Check One	Comments
Promotes a Positive Image of Canadian Sport		
<input type="checkbox"/> Promotes a positive image of Canadian sport and models NCCP values and philosophy	M	
<input type="checkbox"/> Presents a negative image of Canadian sport and models inappropriate values and behaviours	NI	
Communicates: Listening Techniques		
<input type="checkbox"/> Uses a variety of listening and questioning techniques and adapts them to suit both individuals and groups	E	
<input type="checkbox"/> Uses listening and questioning techniques effectively	M	
<input type="checkbox"/> Makes limited use of effective listening and questioning techniques	NI	
Communicates: Non-verbal Cues		
<input type="checkbox"/> Uses non-verbal cues to enhance the message being delivered	E	
<input type="checkbox"/> Non-verbal cues are consistent with the message being delivered	M	
<input type="checkbox"/> Non-verbal cues are inconsistent with the message being delivered	NI	

	Check One	Comments
Uses Respectful Language		
<input type="checkbox"/> Effectively addresses any comments by the coach that are racist, sexist, or demeaning to others	E	
<input type="checkbox"/> Uses language that is respectful and promotes inclusion	M	
<input type="checkbox"/> Uses language that is racist, sexist, or demeaning to others or allows others to use language that is racist, sexist, or demeaning to others	NI	
Encourages Self-directed Learning		
<input type="checkbox"/> Encourages the coach to explore, problem-solve, and value learning	E	
<input type="checkbox"/> Helps the coach become a self-directed learner	M	
<input type="checkbox"/> Does not encourage the coach to become a self-directed learner	NI	
Provides Constructive Feedback		
<input type="checkbox"/> Engages the coach in two-way discussions about coach development	E	
<input type="checkbox"/> Provides feedback that is positive, specific, and informative	M	
<input type="checkbox"/> Provides feedback that is negative or judgemental or both	NI	

Evaluation Table

	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Evaluates Portfolios				
<input type="checkbox"/> Collects portfolio				
<input type="checkbox"/> Marks portfolio				
<input type="checkbox"/> Debriefs portfolio				
Observes and Evaluates Coaches				
<input type="checkbox"/> Arranges a prebrief				
<input type="checkbox"/> Completes the prebrief				
<input type="checkbox"/> Creates a comfortable atmosphere during the prebrief				
<input type="checkbox"/> Uses approved coach evaluation tool(s) to collect data				
<input type="checkbox"/> Completes a debrief				
<input type="checkbox"/> Completes an Action Plan				
<input type="checkbox"/> Makes a recommendation about the coach's certification				
Communicates and Leads in Ways that Enhance Coach Learning				
<input type="checkbox"/> Promotes a positive image of Canadian sport				
<input type="checkbox"/> Communicates: Listening techniques				
<input type="checkbox"/> Communicates: Non-verbal cues				
<input type="checkbox"/> Uses respectful language				
<input type="checkbox"/> Encourages self-directed learning				
<input type="checkbox"/> Provides constructive feedback				

Summary of Evaluation

To become certified, a Coach Evaluator must achieve *Exceeds Expectations* or *Meets Expectations* on all three outcomes. All Coach Evaluators will receive an Action Plan. Coach Evaluators whose performance is described as *Needs Improvement* will complete, with you, an Action Plan designed to bring the Coach Evaluator to the level of *Meets Expectations*.

You have three choices regarding the Coach Evaluator's status:

- The Coach Evaluator is recommended as a Certified Coach Evaluator
- The Coach Evaluator can be re-evaluated after completing an Action Plan
- The Coach Evaluator is not recommended as a Certified Coach Evaluator

Your final determination of the Coach Evaluator's status should be based upon the data gathered about each of the three outcomes. This data should be considered within the entire context of the information gathered in the portfolio and the debrief, as well as your own professional judgement, experience, and common sense. For example:

- If the Coach Developer achieved the *Needs Improvement* standard in two of the outcomes without having a significant negative effect on the overall coach evaluation, you could recommend that the Coach Evaluator complete an Action Plan and then be re-evaluated. You may also decide that the portfolio does not provide you with enough information and you may need to observe the evaluation in person.

Note, however, that you **MUST NOT** recommend the Coach Evaluator as a Certified Coach Evaluator if any of the coach portfolios indicates that the Coach Evaluator's standard in any of the following areas is *Needs Improvement*, as acceptance of such behaviour would undermine the effectiveness of the NCCP and people's views of the Program:

- Presents a negative image of Canadian sport and models inappropriate values and behaviours
- Lacks knowledge of the context and outcomes required to be evaluated
- Uses language that is racist, sexist, or demeaning to others
- Allows others to use language that is racist, sexist, or demeaning
- Provides feedback that is negative or judgemental or both

Action Plan for Coach Evaluators

COACH EVALUATOR'S NAME:	DATE:
MCD'S NAME:	
SPORT:	

Outcome	Standard	Next Steps
Evaluates portfolios	Exceeds expectations Meets expectations Needs improvement	
Observes and evaluates coaches	Exceeds expectations Meets expectations Needs improvement	
Communicates and leads in ways that enhance coach learning	Exceeds expectations Meets expectations Needs improvement	

The signatures below signify an acceptance of the Evaluation and the Action Plan.

Coach Evaluator's Signature:	
M#) 's Signature:	

M#) 's Recommendation:

The Coach Evaluator is recommended as a Certified Coach Evaluator

The Coach Evaluator can be re-evaluated after completing an Action Plan

The Coach Evaluator is not recommended as a Certified Coach Evaluator

Note: All Coach Evaluators will receive an Action Plan.

M#) 's Signature: _____ Date: _____

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