

**Triathlon Canada**  
**NCCP Competition Introduction**  
**Challenge Process**



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## Introduction

The following package contains all of the necessary information and protocols relevant to the Challenge Process for the NCCP Competition Introduction (“Comp Intro”) certification for Triathlon.

The NCCP Competition Introduction Challenge Process has been developed for those coaches who feel they have the knowledge, experience and competency to satisfy the Comp Intro evaluation standards without first attending the Comp Intro workshops (Part 1: Positioning, and Part 2: Planning). Applicants who are accepted into the Challenge Process will not have to attend Part 1 or Part 2 workshops prior to evaluation (Part 3: Practicing), but will still be required to complete all case studies in addition to an online Ethical Decision Making module, prior to final evaluation in Part 3.

For further detail on the structure of the new NCCP, and Triathlon’s Competition Introduction program in particular, please refer to Appendix 1: The New NCCP: Triathlon.

## Application Process

Applicants are required to submit the attached registration form (Appendix 2), a non-refundable application fee (\$75) and supporting material to:

Competition Introduction Challenge  
c/o Triathlon Canada  
704-1185 Eglinton Ave. E  
Toronto ON  
Canada  
M3C 3C6

The non-refundable \$75.00 application fee should be in the form of a cheque or money order, payable to “Triathlon Canada”.

In addition to the registration form and application fee, all coaches are required to submit a Coaching Portfolio. A complete Coaching Portfolio should include:

- Coaching CV, including:
  - Education
  - Coaching relevant certifications
  - Coaching experience and contexts (i.e. online vs. club)
  - Contact information for two references
- Declaration of Coaching Philosophy
- Any promotional or communication material (i.e. brochure, flyer, website)

- 12 week triathlon training program
  - Identify athlete (age, gender, experience, fitness/competition level)
  - Identify intended event/distance, and goal(s)
  - Identify phase(s) of training
- Any additional information the coach deems relevant to their application

Please note: coaches who wish to have their submitted material returned to them must include a self-addressed stamped envelope.

## Application Review

Upon receipt of the complete application package, the application will be reviewed by a committee. The committee will consist of Triathlon Canada's National Coaching Director, Triathlon Canada's Coaching Education Co-Coordinator, and a Competition Introduction Master Learning Facilitator. All decisions of the committee as they relate to the Comp Intro Challenge Process are final. In the event that one or more of the committee members are not available to review the application, the National Coaching Director shall assign a designate.

Applicants will be notified via e-mail regarding decision of the committee. Unsuccessful applicants will be directed to register for the next available Part 1: Positioning Comp Intro workshop. Successful applicants will order the Competition Introduction manual (cost: \$75.00 including shipping) from the Triathlon Canada head office, and begin their work on the online Ethics evaluation and Case Studies 1 and 2. If successful applicants do not have prior NCCP certifications, they will be entered into the NCCP database and assigned a CC Number. All three evaluations (Ethics, Case Study 1 and Case Study 2) must be successfully completed before the applicant is permitted to register for the final Part 3 evaluation.

### 2007 Intake

From January 2007 to April 2007, the applications will be reviewed as they are received, with an anticipated response time of three weeks from delivery to the committee. Every effort will be made to accommodate "Challenge" coaches into the Part 3 Evaluation during the Spring/Summer of 2007, however time constraints and registration limits may not make this possible. In the event that successful applicants are not evaluated in Spring/Summer 2007, they will receive priority registration for the next available Part 3 Evaluation.

### 2008 Intake and Beyond

For 2008, and each successive year, the deadline for Challenge Applications will be Sept 1<sup>st</sup>. The deadline for Challenge Applications for evaluation in 2008 will be

September 1<sup>st</sup>, 2007. Challenge Applications will be reviewed by committee once per year, with responses issued by mid October. This will allow unsuccessful applicants to register for Part 1 (fall intake) in the same calendar year as their application, while successful applicants can pursue their certification during the 'off-season'.

### Part 3 Evaluation

The Part 3 evaluation is designed to evaluate the *competency* of the coach. To that end, coaches will be evaluated in a training camp environment, usually over 3-4 days, coaching four workouts (swim, bike, run, transition). Coaches will be required to design and implement a workout plan for each session, and provide an Emergency Action Plan for all training venues. All coaches will be supplied with the evaluation matrices prior to evaluation for their review. Triangulated evaluations, involving the coach, a peer coach, and the Evaluator, will be conducted to debrief the session, review the NCCP evaluation matrices, and determine the competency of the coach as defined by the seven NCCP outcomes (See Appendix 1).

Wherever possible, challenge coaches should be evaluated at a time and date independent from coaches who attend Part 1 and Part 2. This suggestion is offered due to the logistical challenges of evaluating a large group (10 or more) of coaches in Part 3. Ideally, a small group of Challenge Coaches would be evaluated in a Spring session, either in conjunction with a designated triathlon club, or as part of an early season training camp.

### Proposed Schedule

Sept 1 <sup>st</sup>	Application Deadline for Comp Intro Challenge Process
October 1 <sup>st</sup>	Applicants notified of acceptance into Challenge Process Applicants are assigned a CC# if they are not in CAC Database
Nov 1 <sup>st</sup>	Coach signs Code of Conduct attestation and forwards to National Office of Triathlon Canada
Nov 15 <sup>th</sup>	Challenge Applicants complete "Making Ethical Decisions" Case Study 1 received by Evaluator
Feb 1 <sup>st</sup>	Case Study 2 received by Evaluator
March-April	Part 3 Evaluation Conducted

## Challenge Process Cost

Applicants who are accepted into the Challenge Process can expect the following expenses in pursuit of the Competition Introduction certification:

Non-Refundable Application Fee:	\$75
Comp Intro Manual:	\$75
Case Study 1 Evaluation Fee:	\$25
Case Study 2 Evaluation Fee:	\$50
Part 3: Practicing Registration Fee	\$225
Total Cost:	\$450

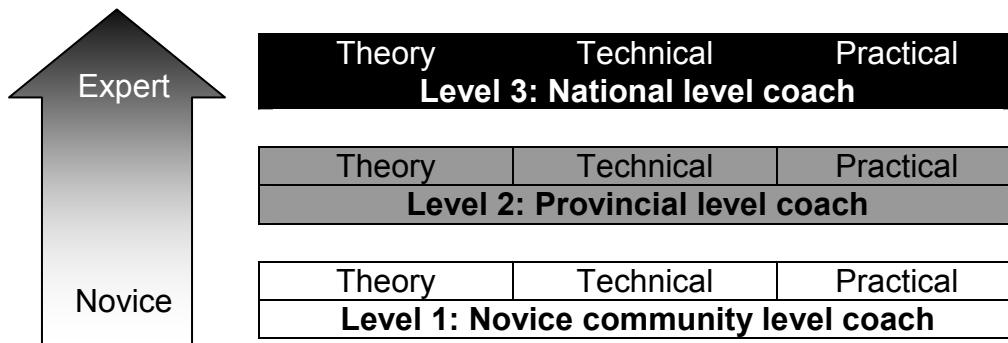
Please Note: The registration fees for Part 1 and Part 2 are \$175 each, and the total cost for coaches who are not part of the Challenge Process is \$725. The \$75 application fee is only for coaches who apply to challenge Comp Intro.

## Appendix 1: The New NCCP: Triathlon

The National Coaching Certification Program (NCCP) was developed in 1974 to provide training and certification to coaches in more than 60 sports. The new NCCP is a competency-based system that moves beyond measuring what coaches *know* to evaluating *what they can do with what they know*, or how they apply and use that knowledge in real-life coaching. Coaches in the new system are trained, evaluated, and certified based on outcomes specific to the group of athletes they are coaching.

### The Old versus the New

The old NCCP involved levels. Levels 1, 2, and 3 each consisted of three components: theory, technical, and practical. Levels 4 and 5 (for international competition level coaches) involved a series of Tasks, some of which were completed for Level 4 and the remainder finished for Level 5. The assumption of the old NCCP was that coaches gained knowledge and expertise as they moved through the levels.



*\*\*Triathlon is a relatively new sport and had only developed a Level 1 before the NCCP began transitioning to the new competency based model. Level 2 and 3 never existed in Triathlon.*

### Competency versus Content

In the old program, certification was primarily based upon a coach's participation in courses and the completion of assignments and practical coaching requirements. In the new program, coaches will be identified as "Trained" upon completion of these types of activities and will be identified as "Certified" when they have demonstrated that they are capable of integrating the skills, knowledge, and attitudes they have learned as part of their training into their specific coaching environment. The new program is a *competency-based system*, meaning it emphasizes and evaluates what coaches DO with their knowledge (competencies), not just what they know. *(Adapted from NCCP fact sheet)*

### Streams and Contexts

Instead of levels, the new NCCP involves streams and contexts that reflect the different types of coaches working in the Canadian sport system. The new NCCP is more flexible and specific to individual coaches' needs. It also allows coaches at ALL levels to be recognized as professionals and experts. It is vital to have experts working with children, youth, novice adults, and all levels. Coaches may choose to stay in one context, move from one context to another, or move from one stream to another.

Below is the overview of the streams (Community, Competition, and Instruction) and the contexts in each stream (CAC, 2005).

Community Sport Stream	Competition Stream	Instruction Stream
Initiation	Introduction	Novice
Ongoing participation	Development	Intermediate
	High Performance	Advanced

Core competencies woven throughout all contexts, training, and evaluation processes.

Valuing	Interacting	Leading	Problem-solving	Critical thinking
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The contexts depict the level of athlete in each stream that the coach will be working with. For example, a coach in the *High Performance stream* will be working with athletes at *International* and *Olympic* levels. A coach working in the *Community Initiation stream* will be dealing with *athletes just entering the sport* in a fitness and recreational setting.



### Community Stream

Coaches in this stream will be working with athletes in a school or community based setting. Athletes in this stream participate primarily for fitness and participation, not competition. Coaching education experience focus on ethics, safety, basic skill and fitness development, enjoyment and fun.



### Competition Stream

Coaches in this stream work with athletes who are actively competing either at a local, Provincial level (Introduction), National level (Development), or International level (High Performance). Coaching education experiences focus on ethics, sport safety, fitness and training, supporting athletes in training and competition, planning, analyzing performance and organizing programs.



### Instruction Stream

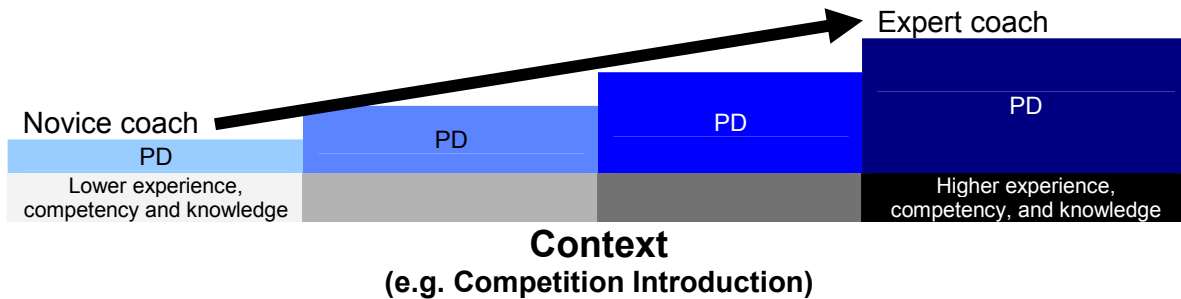
Coaches in this stream are 'skill coaches'. They do not focus on training, planning, or overall programs, but instead specialize in teaching the skills of the sport. In triathlon, a swim instructor in the Red Cross or I Can Swim program would represent a coach at the novice instructional level. A cycling coach who is brought in once a week to do performance analysis and cycling skills with elite athletes in triathlon would be in the Advanced Instructional stream.

Triathlon has no plans to develop Instruction Stream programs. Coaches seeking to obtain certification in the Instruction Stream are referred to Swimming, Cycling and Athletics.

\*Note: in the new NCCP the coach working at the Introduction to Competition level may have as much experience and "expertise" as the coach working at the High Performance level. But their experience and expertise will be specific to their level of coaching.

### Professional Development within a Context

Unlike the old system, which forced coaches to move up levels in order to gain knowledge, the new system allows a coach to work towards expertise within a specific context. For example, if a coach is working with age-group adults in Triathlon, they will be in the Introduction to Competition context. Coaches can work towards expertise within each context. As depicted in the diagram below, coaches engage in ongoing professional development (PD) to maintain their certification. They are not forced to move into a context featuring information and skills that may not be relevant to the athletes they are coaching. Instead, they focus on developing expertise that is most beneficial for their athletes' needs. (For some coaches, this might involve completing more than one context; for others it may involve moving into a different stream, depending on their athletes).



### Timeline: Triathlon Transition to the New NCCP

As mentioned, Triathlon only developed a Level 1 in the old NCCP before the system began changing. Below is a synopsis of the past and current status of the transition to the new program.

- 1998 Launch of Level 1 Triathlon (first triathlon coaching education course)
- 2002 Level 2 preparation stopped and transition begun to the new NCCP
- 2003 Formal development of Competition Introduction context started
- 2005 Conditional approval of Competition Introduction
- 2005-06 Pilot of Competition Introduction courses
- 2005-06 Initial preparation of Competition Development context
- 2006 Final approval of Competition Introduction context  
Pilot for Competition Development initiated
- 2007 Start of Community Stream development

### Pathway to Certification

In the new NCCP, a coach's transcript will reflect their status as they progress through a designated context. These designations are:

#### Trained

Coaches who have completed all educational requirements for a given outcome, but are not evaluated.

#### Certified

Coaches who have completed the education and evaluation requirements.

*\*Note: there is no "Certified" designation in the Community Stream because there is no evaluation component. Coaches at this level will only be designated as "Trained".*

## Triathlon Introduction to Competition (Comp Intro) Overview

Introduction to Competition was the first context to be developed in Triathlon. It was launched across Canada in the Fall of 2005 and will be finally approved by CAC by the end of 2006. Below is an overview of this context and the process of certification.



### Comp Intro coaches in Triathlon will usually be:

- Coaches of age-group adults and / or KOS athletes;
- Focused on developing skills and fundamental sport technique;
- Implementing plans ranging from 8-12 weeks up to one season;
- Supporting athletes in all areas of development both in training and competition.



### Coaches taking Comp Intro can expect the following:

- A minimum of 8-12 months to complete full certification;
- A professional approach to the program, including assessment / evaluation procedures, ongoing professional development, recertification;
- Appropriate fees to cover the aforementioned approach;
- Expectation that coaches complete the program with the intention to coach. This is not a program for athletes wishing to gain personal knowledge in the sport.

## The Outcomes

In Triathlon Introduction to Competition there are seven main outcomes evaluated throughout the context. Coaches must demonstrate competency in the following:



### Coaching Holistically

Adopts professional practices in coaching.  
Integrates holistic components into safety, supporting athletes in training, managing the program, and planning.  
Integrates knowledge of Triathlon (philosophy, rules) into practices and planning.



### Supporting Athletes in Training

Ensures that the practice environment is safe.  
Designs and implements an appropriately structured and organized practice in each sport (swim, bike, run).  
Makes interventions that promote learning.



### Analyzing performance

Detects performance in swimming, cycling, running, and transitions.  
Corrects performance in swimming, cycling, running, and transitions.  
Uses effective communication to encourage athletes to analyze their own performance in swimming, cycling, running, and transitions.



**Planning a Practice**

Identifies appropriate logistics for practice.  
 Identifies appropriate activities in each part of the practice.  
 Designs an Emergency Action Plan (EAP).



**Planning a Program**

Outlines structure of own program based on training and competition opportunities.  
 Identifies appropriate measures to promote athlete development within own program.  
 Integrates seasonal training priorities in own practice plans.  
 Analyzes program.



**Managing aspects of a sport program**

Manages administrative aspects of program and oversees logistics.  
 Reports on program and athlete progress throughout season.



**Making Ethical Decisions**

Correctly applies the NCCP 'make ethical decisions' process.

**Comp Intro (Triathlon) PARTS**

Comp Intro in Triathlon involves three PARTS. They are: Positioning, Planning, and Practicing. Each Part involves an educational component and an evaluation component. Below is a brief overview of the parts, followed by a description of the process to become certified. The final section includes a detailed roadmap of this context, the parts, evaluation, and designations.

Course	Part 1: Positioning	Part 2: Planning	Part 3: Practicing
General Scope of Course	Positioning oneself in the ethics, philosophy, and practices of the sport and coaching. Includes safety, practice planning, growth/development, ethics, rules of the sport, presented within a holistic framework.	Focuses on planning, particularly longer term (annual, seasonal); includes sport-specific technical component, basic physiology, motor learning.	Completes motor learning component and involves coaches in a real-world coaching setting, being observed and evaluated; i.e. demonstrating the practice of coaching.
Evaluation component	Ethical Decision Making Case Study (1)	Case Study (2)	On-site evaluation (practical setting)
Status	<b>Trained*</b>	<b>Trained*</b>	<b>Certified*</b>

*\*Status assumes successful completion of each Part and complimentary evaluation components.*

## Overview: Comp Intro Coaching Path

1. Coaches enter the program by completing PART 1: Positioning, and signing the Coaches' Code of Conduct. At this point they are entered in the CAC database and considered "Trained" for outcomes specific to PART 1. New coaches are assigned a Coaching Card number (CC#).
2. Using their CC# to log into the CAC website ([www.coach.ca](http://www.coach.ca)), coaches successfully pass an on-line evaluation called "Making Ethical Decisions".
3. In addition to Making Ethical Decisions, coaches must successfully complete Case 1: MOOVNOT, before registering for PART 2.
4. Coaches complete PART 2: Planning. After successful completion of PART 2, coaches are credited as "Trained" for all outcomes related to PART 2.
5. Coaches must complete Case 2: MOOVNOW, which includes implementing an 8-12 week program, before registering in PART 3.
6. Coaches complete PART 3: Practicing, which involves practical application, assessment, and evaluation of their coaching competencies in a camp-based setting. Coaches are evaluated in a minimum of one swim, bike, run and transition workout during the camp.
7. After a successful evaluation in PART 3: Practicing, coaches are considered Certified Comp Intro Triathlon coaches and will be required to recertify every four years. Recertification will involve a series of professional development activities and proof of active coaching.

**\*Note: at this stage, the coaches' designation in the CAC database is changed from "Trained" to "Certified". If a coach does not complete the certification within two years of their entry into the program, they will be removed from the database and required to start the entire process from the beginning.**

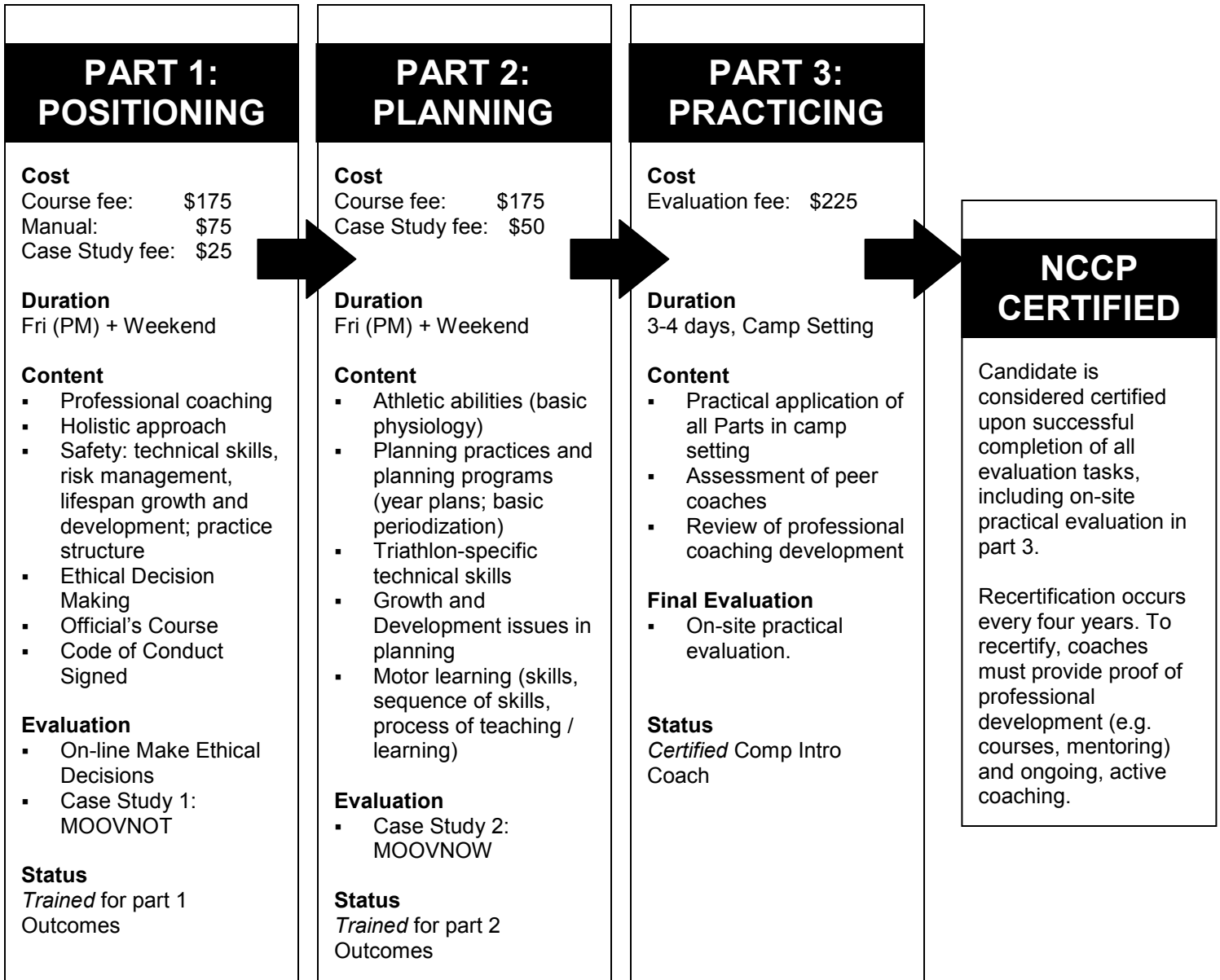
**See the following page for a more detailed schematic outlining the path through Introduction to Competition.**

### Suggested Fee Structure

Part 1: Positioning	\$250 (includes \$75 for the manuals)
Part 2: Planning	\$175
Part 3: Practicing	\$225
Case Study 1	\$25 (marking fee)
Case Study 2	\$50 (marking fee)

For continuing updates on this program, please, see the Triathlon Canada website at [www.triathloncanada.com](http://www.triathloncanada.com). For specific questions related to the program e-mail Triathlon Canada at [info@triathloncanada.com](mailto:info@triathloncanada.com).

# Introduction to Competition TRIATHLON Coaching Path



## Outcomes to be evaluated throughout parts 1-3:

- Coach holistically
- Support athletes in training
- Plan a practice
- Plan a program
- Manage aspects of a sport program
- Make ethical decisions
- Integrate knowledge into practice

# Appendix 2: Comp Intro Challenge Application

## Introduction to Competition Challenge Application

Please Print Clearly



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone No. 1) \_\_\_\_\_ Phone No. 2) \_\_\_\_\_

Preferred method of contact:  E-mail  Phone

PGB Membership # (if applicable): \_\_\_\_\_

Are you a currently certified NCCP coach?  Yes  No

CC # (if applicable): \_\_\_\_\_

Please indicate current NCCP Certifications (Level, Sport, Theory) if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information/experience (i.e. current/past triathlon experience)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note: Application fee of \$75 is non-refundable. Please make cheque or money order payable to "Triathlon Canada" and submit application to:**

Competition Introduction Challenge  
c/o Triathlon Canada  
704-1185 Eglinton Ave. E  
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