



National  
Coaching  
Certification  
Program



# EVALUATION PACKAGE

## Synchro Instructor

### Outcome 2-Provide Support to Athletes in Training

August 2005

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

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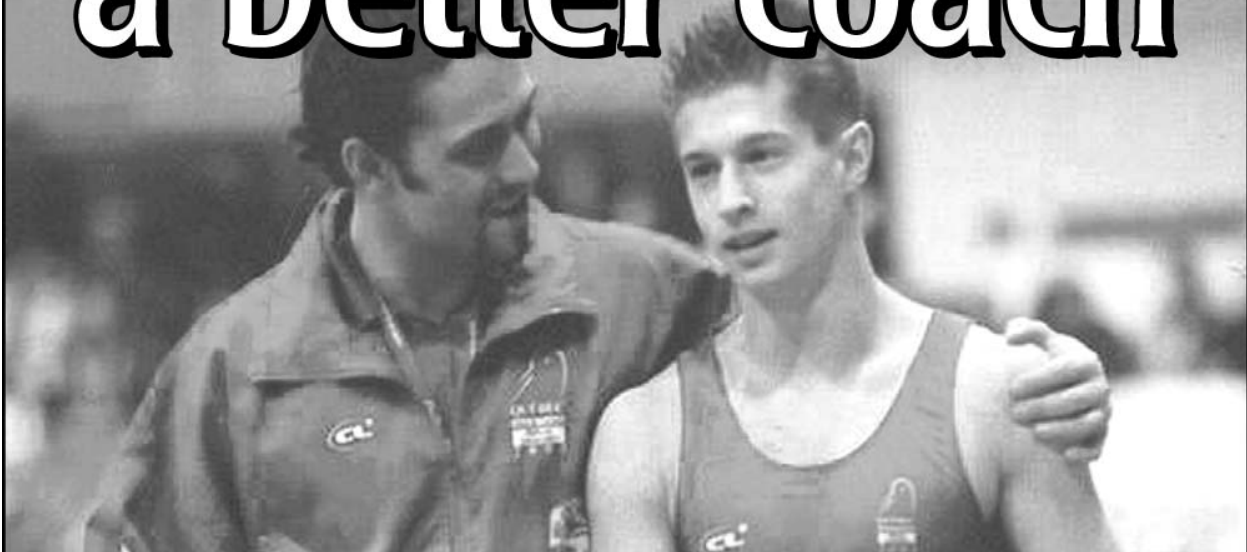
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# How to be a better coach



**Learn to listen**, especially to the athletes – they are excellent teachers.

**Help each athlete develop** all of their capacities: physical, mental/emotional, and social.

**Take a stand** against doping and cheating in sport.

**Thirst for knowledge**  
attend coaching courses, get certified, stay up to date.

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the Coaching Association of Canada [www.coach.ca](http://www.coach.ca)

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*Dear Coach,*

The Coaching Association of Canada is pleased to offer you an interactive Web site that enables you to check your accreditation online. Go to [www.coach.ca](http://www.coach.ca) where you can:

- track your progress through the NCCP;
- update your coaching profile;
- print out copies of your coaching card or a transcript of your coaching courses;
- visit the Coaching Tips and Tools section;
- and so much more!



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## Introduction

This booklet contains the evaluation requirements and forms for Outcome 2- Provide Support to athletes in training of the Synchro Instructor Training Program.

The most important part of the NCCP is coach assessment and evaluation. A well-conducted evaluation will confirm that Synchro Instructor candidates have met all the criteria for each of the **four Outcomes** that have been identified in the SI program. An effective evaluation will also help identify individual strengths and weaknesses of SI candidates and provide some direction for ongoing coach development needs.

The Synchro Instructor training program is designed for two main target groups:

- Qualified *Aquatics Instructors* who require basic technical knowledge of Synchro
- Current and former *Synchro Swimmers* aged 15-18 who are instructing recreational swimmers.

All candidates must complete SI evaluation requirements to attain certification. Evaluation is based on meeting **four OUTCOMES**, each with its own set of criteria, to an appropriate standard that has been established by Synchro Canada.

### **OUTCOME 1- Plan a Practice**

- Organize a series of lesson activities into a plan that enhances the learning of one or more skills
- Design an Emergency Action Plan

### **OUTCOME 2- Provide Support to Athletes in Training**

- Ensure that the lesson environment is safe
- Implement an appropriately structured and organised lesson
- Make intervention that promote learning

### **OUTCOME 3- Analyze Performance**

- Detect and Correct performance errors in order to choreograph and teach a routine of Star 1-4 skills for performance at a water show

### **OUTCOME 4- Make Ethical Decisions**

Before beginning the process of evaluation, all Synchro Instructor candidates should have a copy of the Synchro Canada Star Manual.

## Procedure

1. Print out a copy of this booklet.
2. Complete the required written assignment using the forms provided.
3. Submit completed work of this booklet to approved Evaluators along with evaluation fee.
4. Receive complete forms from Evaluator. Ensure that the Evaluator has signed the box at the bottom of each page, and make a complete copy for your own records.
5. Submit completed forms pages 7-9 to your Provincial/Territorial Synchro Association office. Your completion of this Outcome will be registered on the CAC database.
6. When you have completed all four outcomes you are fully certified as a Synchro Instructor.

# SYNCHRO INSTRUCTOR

## OUTCOME 2

### Provide Support to Athletes in Training EVALUATION PACKAGE

#### OUTCOME 2: Provide Support to Athletes in training

##### Criteria to be Evaluated:

- Ensure that the lesson environment is safe
- Implement an appropriately structured and organised lesson taken from the 10 week plan.
- Make intervention that promote learning

##### Evaluator Information:

Evaluators must be trained Synchro Canada Evaluators and approved by Provincial/Territorial Synchro office prior to candidate assessment. Contact your Synchro office for a list of approved Evaluators.

##### Evaluation Fee:

- \$20.00, payable to the evaluator at the time of evaluation.

**SYNCHRO INSTRUCTOR  
OUTCOME 2 EVALUATION PACKAGE**

**Synchro Instructor Candidate Information:**

Name of Candidate: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_ Prov/Terr Postal Code

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

NCCP Number (if available): \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

*Summary comments from Evaluator:*

Score achieved = \_\_\_\_\_ (minimum total of 52 required)

*“As a qualified evaluator, I agree that this coach has met the standards for competency in Outcome 2 of the Synchro Instructor training program”*

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ NCCP/Certification Number: \_\_\_\_\_

Certification title: \_\_\_\_\_

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

\_\_\_\_\_ Prov/Terr Postal Code

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only: Registration certificate number: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Position: \_\_\_\_\_

## Notes for Evaluation of Outcome 2

### Guidelines for Evaluators:

- Remember to follow any pool rules that are applicable – e.g. wearing deck shoes.
- Evaluators should introduce themselves to the pool deck staff prior to going out on the deck.
- Refer to page 8 for an explanation of the marking matrix.
  - Read through the coaches lesson plan prior to the evaluation
  - Read the Star Manual description of the skills the coach has listed, prior to the lesson starting.
  - Refer to the Star manual during the lesson, to confirm that the Star Manual progressions are being followed.
- Remember to sign the bottom of each page of the booklet, in the space provided.

### Guidelines for Synchro Instructor Candidates:

- Well before the date of your evaluation, inform the pool staff (and others who may need to know) that an evaluator will be present during your lesson.
- In your lesson plan, show all teaching points and progressions for the main skill you will be teaching. This will allow the Evaluator to review your plan before you begin your evaluation.
- Make sure you have two (2) copies of your lesson plan – one for your own use and one to give the evaluator.
- Bring your Star manual with you.

This evaluation will be done on-deck, while the instructor leads a class. The evaluation should take place sometime between Lessons 5 and 8.

**Coach to complete prior to evaluation:**

Which number lesson is being evaluated? \_\_\_\_\_

What new skill is being taught? \_\_\_\_\_ Star manual page: \_\_\_\_\_

What skills are being reviewed? \_\_\_\_\_ Star manual page: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_



**SYNCHRO INSTRUCTOR  
OUTCOME 2 EVALUATION PACKAGE**

### Checklist for Evaluation of Evidences

Using the checklist on the next two pages, evaluate evidence according to the 3-2-1-0 standard and mark the number in the appropriate box. Pass standard is minimum of 52. Shaded criteria are “must see” and require a minimum score of 2 to attain pass standard.

<b>Evidences</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b><i>Before the lesson:</i></b>				
Does the instructor have a complete written practice plan?				
Did the instructor have all necessary equipment ready prior to the lesson?				
Did the instructor greet the swimmers individually as they arrived?				
<b><i>During the lesson:</i></b>				
Did the instructor establish and maintain control of the group?				
Is there an appropriate warm-up in the water?				
Does the instructor use equipment effectively?				
Does the instructor use games and play as learning activities? (Must see 2: score = # games used, up to 3)				
Does the instructor have the swimmers practice the same movement a number of times in a row?				
Does the instructor give correction and then follow-up on that same correction?				
Does the instructor make activity transitions smoothly and without delay?				
Does the instructor have the swimmers do purposeful activity throughout the lesson?				
Does the instructor keep all swimmers in view and safe at all times?				
Is there an appropriate cool-down activity?				
For new/reviewed skills: does the instructor use the progressions in the Star manual?				
Dry land skills?				
Body positions?				
Sculls?				
Appropriate drills as outlined in the manual?				
Appropriate corrections for common errors?				
<b>SUBTOTALS BY COLUMN:</b> (carry forward to continue on next page.....)				

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**Checklist for Evaluation of Evidences (continued)**

<i>Bring forward subtotals by column:</i>				
<b>Evidences</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Overall:</b>				
Did the instructor follow the practice plan, being flexible and making adjustments as necessary?				
Did the instructor have the appearance and attitude consistent with the role of the coach?				
Did the instructor observe all pool rules and avoid unnecessary risk?				
Did the instructor encourage the swimmers with positive verbal and body language?				
Did the instructor do age-appropriate activities with the group?				
Did the instructor treat each swimmer equally and with respect?				
Did the swimmers appear to have enjoyed the lesson?				
<b>SUBTOTALS BY COLUMN:</b>				
<b>TOTAL SCORE:</b>				

Additional Comments:

Name of Evaluator: _____	Date: _____
Evaluator's Signature: _____	

## Information for Evaluators

Congratulations! You have been identified as one of Synchro Canada’s Evaluators for the NCCP, Synchro Instructor (SI) Context. You have a crucial role in our coaching education program and this booklet is designed to help you meet the responsibilities that are required of an Evaluator.

The most important part of the NCCP is coach assessment and evaluation. A well-conducted evaluation will confirm that Synchro Instructor candidates have met all the criteria for each of the four outcomes that have been identified in the SI program. An effective evaluation will also help identify individual strengths and weaknesses of SI candidates and provide some direction for ongoing coach development needs.

Within each outcome, the pass standard for SI Candidates is 80%. For many of the evidences, scoring of candidates is done using a 3-2-1-0 scale, where a score of 2 indicates that the coach has met the standard. A score of 3 indicates that the candidate has exceeded the required standard; 3’s should be awarded only if warranted. Certain other criteria will either be met (score = yes) or not met (score = no), but the overall yes: no ratio must still exceed 80%. There are several instances where a given criterion **MUST** be met and a pass score is unattainable without it.

SI Candidates who do not meet the pass standard are probably not yet ready, and would likely benefit from some additional time working with an experienced coach. A passing score will not be awarded if a candidate does not meet the established standard! It is in the candidate’s (and the athlete’s) best interest to spend some extra time becoming truly proficient.

The following chart describes how criteria will be evaluated:

<b>SCORE</b>	<i>Quality of work or performance</i>	<i>Degrees of Understanding</i>	<i>Degrees of Frequency</i>	<i>Degrees of Effectiveness</i>	<i>Degrees of Independence</i>
<b>3</b>	<b>Exceeds the Standard</b>	Thorough/complete	Consistently	Highly effective	Independently
<b>2</b>	<b>Meets the Standard</b>	Substantial	Frequently/ Usually	Effective	With minimal assistance/ prompts
<b>1</b>	<b>Approaches the Standard</b>	Partial/incomplete	Sometimes	Moderately effective	With assistance
<b>0</b>	<b>Has not demonstrated the required knowledge/skills</b>	Misunderstanding/ misconceptions	Rarely/never	Ineffective	Unable to perform task

*Adapted from the Ottawa-Carleton District School Board  
Teacher Manual for Assessment, Evaluation and Reporting – Elementary*