



Competition Introduction – On-Field Evaluation Process

In order for you to be certified at the “Competition Introduction” level for Softball you will have to complete the following in order:

1. Complete – Competition Introduction Clinic: Weekend #1 & Weekend #2
2. Complete - Make Ethical Decisions On-Line Evaluation (1 hour approx.) This section is completed independently by the Coach on their own timelines **PRIOR** to submitting their application for the On Field Evaluation. To do this follow these steps:
 - go to www.coach.ca
 - put your cursor over My Locker drop down box (right hand side) and select e-learning
 - log in using your CC# or email and your password (if you forget it you can retrieve it)
 - choose Make Ethical Decisions Online Evaluation - Competition Introduction
3. Submit Application Form (see link), Coach Package, and selected evaluation mode (1 of 2 ways to get evaluated: 1. On-field at a practice 2. Video submission)
4. Accompanying the Application Form – **Coach Package** must include hard copies of:
 - a. Softball Canada – Regional Coach Portfolio – Completed
 - i. Emergency Action Plan (EAP) - Completed for home field
 - b. Observation Kit – first page completed using your 60 min. practice plan
 - c. 60 min. Practice Plan - the practice has 8-12 players & 2 coaches (state age of players, new or review skill). Included in the practice is 1 basic skill & 1 tactical skill (i.e. run downs, double plays, bunt coverage, etc.)

NOTE: PLEASE ALLOW 3 WEEKS BETWEEN SUBMISSION AND ACTUAL EVALUATION TO TAKE PLACE.



Option 1: On-Field Evaluation

1. The coach will apply to Softball Alberta by filling out and submitting the Application Form, Evaluation fee, Coach Package, plus supplying 3 dates that you will be having a practice that the evaluator can choose from. This cost is \$75.00, plus Evaluators expenses (km's round trip, meals and hotel if necessary).
2. This submission must be at least 3 weeks prior to first date listed of On-field Evaluation supplied.
3. Softball Alberta will contact an evaluator and notify her/him of the request for the on-field evaluation. Softball Alberta will ensure the Coach Package is complete and will then give the coach his/her evaluator contact information. The coach will set up the date/time/location with the evaluator. Softball Alberta will then send the Coach Package to the evaluator.
4. The coach completes the On Field Evaluation by running the practice submitted with their team or group of athletes. The Evaluator conducts the evaluation by observing the 60 min. practice and debriefs the coach afterwards. **The athletes in the evaluation must be in a U14 category and above.**
5. The Evaluator will then give back the Coach Package to the coach and provide Softball Alberta an update on the evaluation.
6. Softball Alberta will record the evaluation in the NCCP data base if the coach has passed the evaluation. This process will take 1-3 weeks.



Option 2: Video Evaluation

1. The coach will apply to Softball Alberta by filling out and submitting the Application Form, the Coach Package and the DVD/YouTube video of their practice. The video submission must follow the guidelines below. This evaluation will cost \$75.00.
2. Softball Alberta will ensure Coach Package is complete, then send it out to an Evaluator.
3. The coach completes the Video Evaluation by running the practice submitted with their team or **group of athletes who are in a U14 category and above**. The Evaluator conducts the evaluation by observing the 60 min. practice.
4. The Evaluator will contact the coach within 3 weeks of receiving the Coach Package to do either a Video (Skype) debrief (preferred) or phone call debrief.
5. The Evaluator will make arrangements to give back the Coach Package to the coach and provide Softball Alberta with an update on the evaluation.
6. Softball Alberta will record the evaluation in the NCCP data base if the coach has passed the evaluation. This process will take 1-3 weeks.

Video Protocol

- Videotaping **MUST** be done by a third party/assistant
- Focus of the video is on the coaches competency and ability to interact with athletes
- Tripods should be used whenever possible. If not using a tripod, try to keep the camera stable and steady
- Videotaping should be done in proximity to where the Coach and athletes can be heard
- Lighting may be an issue, please maximize the amount of light possible for your video by altering your camera's shutter speed setting (see your camera's user manual for instruction)
- Minimize the use of the zoom feature- instead move the camera closer if necessary
- Try to video when there is the least amount of activity on other diamonds
- Videos should be submitted in DVD format or an emailed shared file (You Tube)
- Video must be 60 minutes long

Video Format

- An Introduction to the session with the following components:
 - Introduce yourself
 - Time, date and location
 - Team (name, age, skill level, experience and positions)
 - An explanation that facility check has been completed and all necessary equipment is in place
- You must be seen in the video coaching
- Warm-up
- The Practice (same practice plan you submitted)
- Delivery Skills
- Observation of athletes performance of practice goals/objectives
- Detect and Correct as they relate to the assigned skill
- Cool-down
- Practice Conclusion with athletes
- Coach provides a commentary debriefing about the practice (What went well? What would you do different?)