

CCI Seasonal Plan Portfolio

2019



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Portfolio details for “Designing a Seasonal Plan for L2T Athletes”

The coach will submit their completed Coach Portfolio to the Learning Facilitator. The portfolio will include:

- Sample of 1 practice plan (see “practice plan” evaluation for details)
- Emergency Action Plan (see “practice plan” evaluation for details)
- Seasonal plan for each training period of the year, including:
 - a) A brief athlete profile including all information necessary to create a seasonal plan, profile should include at minimum age, stage and ability of athlete, training history, competition schedule. Include rationale for competition schedule compared to norms for age and stage of development and how mental skills (visualization and goal setting) will be included in the plan.
 - b) A summary of team objectives and goals for the season.
 - c) Frequency and duration of training sessions. Briefly explain why certain athletic abilities are being targeted in various periods of the seasonal plan.

The Learning Facilitator will evaluate all the training plans (seasonal and practice) and the emergency action plan:

- for structure and completeness of the plans.
- questioning the coach for clarification as needed.
- providing feedback to the coach on the plans prior to the on-snow observation.

Sample Practice Planning Sheet

Team/Program: Snow Mountain Nordic

Date: Nov 10/2014

Location: Snow Mountain Nordic Trails

Time: 6:00pm

Duration: 1hr 45min

Objective(s): Work on basic ski skills with first on snow practice: balance and agility. Complete an easy ski to get team comfortable skiing around the race trails. Specifically focus on one-foot balance, and various jumping and hopping exercises on skis. Fun games at start of practice will be used for warm up and to practice mental skills

Equipment: Athletes: skate ski gear, water and food; Coaches: cones, soccer balls, first aid kit

Coaches: Steve and Julie.

Activities Goals: Athletic abilities, type of effort, length, intensity, movements, etc.	Key Points/Messages Guidelines, Safety, etc.
Introduction (duration = 5 min)	<ul style="list-style-type: none"> • Welcome athletes • Explain goals for today • Make sure all have proper equipment and clothing and ready to go • Safety guidelines • Explain first game
General Warm-up (duration = 25 min) <ul style="list-style-type: none"> • Scooter-soccer Specific Warm-up (duration = 5 min)	<ul style="list-style-type: none"> • Games held in stadium; set up before arrival • Athletes join in as they arrive, assigned teams by coaches • Incorporate switching focus drill into the game (see below) • Multiple games/groups to ensure that all athletes are active

<ul style="list-style-type: none"> Dynamic stretching and instructions for the rest of the practice. 	<ul style="list-style-type: none"> Incorporate switching focus drill
<p>Main Part (duration = 35 min)</p> <ul style="list-style-type: none"> Practice downhills and stoping (15 min.) <p>Three stations:</p> <p>Snowplow – multiple turns around cones</p> <p>Step turns – do s-turns with step turns</p> <p>Skid turns – focus on side slipping down the hill</p> <ul style="list-style-type: none"> Balance Games (20 min.): <ol style="list-style-type: none"> Squat and stand on skis while moving. Hopping on skis (on flat). Small standing hops, 90s, 180s. Standing on one foot with poles. Progress to moving. Moving one foot balance drills (for those who are comfortable, two foot hopping for those working on balance). 	<p>Downhill:</p> <ul style="list-style-type: none"> No poles. Use the Jackrabbit loop. Set up cones in advance. <p>Balance:</p> <ul style="list-style-type: none"> Use Gradual downhill if possible for balance drills. Athletes with poor quality boots will have difficulty balancing, modify to two foot hopping exercises.

Warm-down (duration = 25 min) <ul style="list-style-type: none"> Ski easy terrain, do 50 double pole, 50 legs only pushes drills to keep things interesting. 	<ul style="list-style-type: none"> Divide into groups as need depending on skill and ability.
Conclusion (duration = 15 min) <ul style="list-style-type: none"> Return to lodge lot and finish with 5min of static stretching in the lodge. 	<ul style="list-style-type: none"> Review pointers for the day.

Rationale for the practice: This group of athletes is just returning to skiing from the dryland season, therefore the focus of practice will be on agility and balance skills. The L2T stage of development includes the late window of optimal trainability for motor skills and therefore balance and agility exercises are still an important focus for L2T athletes. Practicing these skills is also a good refresher for the athletes before we start doing longer skis on more difficult terrain. As the on snow season progresses and skills improve, the balance and agility drills incorporated in this practice will be more of a warm up activity. We are also incorporating mental skills training into this practice with the switching focus drill during soccer. This drill is used to help athletes learn to focus their attention on different cues while completing a physical activity. Every time the whistle blows during the game, athletes must switch their focus from a teammate to an opponent (or vice versa) and must try to spend as much time as possible watching that person while playing the game.

Coach Name: Steve

CC#: 007

Practice Planning Sheet (Blank)

Team/Program:

Date:

Location:

Time:

Duration:

Objective(s):

Equipment:

Coaches:

Activities Goals: Athletic abilities, type of effort, length, intensity, movements, etc.	Key Points/Messages Guidelines, Safety, etc.
Introduction (duration = min)	
General Warm-up (duration = min) Specific Warm-up (duration = min)	

Main Part (duration = min)	
Warm-down (duration = min)	
Conclusion (duration = min)	

NB: Please ensure that you include a rational for how your practice plan adheres to LTAD principles and why you are choosing the exercises and drills included in the plan.

Rational for the practice:

Coach Name:

CC#:

Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold activity/practice sessions and for any facility or site where you regularly host competitions.

An EAP can be simple or elaborate should cover the following items:

- 1) Designate in advance who is in charge in the event of an emergency (this may very well be you).
- 2) Have a cell phone or a similar communication device that works from that location with you and make sure the battery is fully charged.
- 3) Have emergency telephone numbers with you (facility manager, fire, police, ambulance) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
- 4) Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
- 5) Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one way streets, or major landmarks.
- 6) Have a first aid kit accessible and properly stocked at all times, as well as a supply of blankets (all coaches are strongly encouraged to pursue first aid training).
- 7) The ski area should have a snowmobile and appropriate medical transport toboggan available at the trail head to transport injured skiers to an ambulance. The ski area may also have a portable heater available in case the injured person needs to be left on the snow until the Emergency Personnel arrive.
- 8) Designate in advance a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge). Be sure that your call person can give emergency vehicles precise instructions to reach the ski area, and the

snowmobile operator precise directions to where the injured skier is located on the trail system.

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb

Sample Emergency Action Plan

Contact Information:

Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two-sided, on a single sheet of paper.

Emergency phone numbers:	9-1-1 for all emergencies
Cell phone number of coach:	(xxx) xxx-xxxx
Cell phone number of assistant coach:	(xxx) xxx-xxxx
Phone number of home ski area:	(xxx) xxx-xxxx
In-Charge person (1st option):	Suzie Chalmers (coach)
In-Charge person (2nd option):	Joey Lemieux (assistant coach)
In-Charge person (3rd option):	Angela Stevens (parent, nurse, usually on site)
Call person (1st option):	Brad Fontaine (parent, cell xxx-xxxx)
Call person (2nd option):	Sheila Lachance (parent, cell xxx-xxxx)
Call person (3rd option):	Stefano Martinez (parent, cell xxx-xxxx)

Roles and Responsibilities

In-Charge person:

- Reduce the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- Designate who is in charge of the other participants.
- Protect yourself (wears gloves if he/she is in contact with body fluids such as blood).
- Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding).
- Wait by the injured person until emergency personnel arrive and the injured person is transported.
- Fill in an accident report form.

Call person:

- Call for emergency help.
- Arrange for transport by snowmobile/ambulance for emergency personnel and injured skier as appropriate.
- Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done).
- Clear any traffic from the entrance/access to training to site before emergency personnel/vehicles arrive.
- Call the emergency contact person listed on the injured person's medical profile.

Coach Name: _____ CC#: _____

Sample Seasonal Plan

Athlete profile and goals:

Name: Julie **Age:** 12

Sport background	Julie played soccer at a rec. level. She did gymnastics until age 11. Julie highland danced until the age of 10. Limited ski experience outside of structured ski program. She has skate rollerskied last summer and is comfortable skiing and playing on rollerskis.
Motivation level	Julie does not have training partners in the summer because she spends most of the summer at her family cottage. Julie's parents have made an effort to bring her to town to do fun sports with friends during this period, which has helped her motivation for training.
Past year main results (major events,	Julie participates in local ski events. Last year she raced in all of the Mountain Cup races (5 races) in the midget category reaching the podium in a few races. Julie was sick and was unable to race at Midget NorAms.
Energy systems +/-	Julie's strengths are on the short distance events and sprint events. Julie lacks endurance and aerobic power due to low training load.
Strength +/-	Came to program with good general strength due to her participation in gymnastics, but has made a not progression due to a lack of strength training. Julie's latest National Strength Test score was 121.

Technique +/-	Julie has the basic timing and weight shift in both classic and skating. She lacks up upper body engagement and full use of the power from her legs.
Tactics +/-	Julie has only raced locally and lacks experience in large fields. Her lack of experience leads to her non confidence in mass starts events at the local level. During the training season we will incorporate large group sessions (combined with T2T stage 1 athletes) to get her comfortable with pack skiing.
Mental skills +/-	<ul style="list-style-type: none"> Completed goal setting workshop last season and participated in all team mental training activities. It was noticed that focusing on outcome/performance goals is paralyzing for Julie, she get very anxious tends to loose technique and motivation during races. This season we encourage process goals for her and get her try not to look to results as an evaluation of her race performance. This season we will be holding sessions covering the following topics at training camps or special events. Pre-race mental preparation Continue to emphasize effort, doing one's best, finishing, and persistence/ perseverance Awareness of pre-competitive emotions Develop self-confidence Develop focus/refocus and concentration skills <p>In two weeks following these sessions we will include drills to incorporate these skills into practices to ensure retention.</p>

Athlete racing Calendar and rational:

Dec 25: Boxing Day burn off (skate)

Jan 7: XC duathlon (skate/classic)

Jan 20: Juniors Race (classic)

Jan 28: Little Loppet race (classic)

Feb 17: Midget NorAms (skate and classic)

March 10: Cookie sprint (skate)

March 27: Slush Cup (skate).

The racing calendar has 8 races on the schedule for Julie this year. Except for the Midget NorAms all will be local races with age appropriate distances (2-3km) and competition (most local midget races get 20 athletes competing in Julie's age category). The races selected offer a variety of different distances and techniques and competition formats that will challenge Julie in different ways and keep things interesting. Furthermore, the race schedule is well spaced out allowing for recovery and practice time between each race to help improve and consolidate skills.

Team Goals: This season the L2T group has four team goals:

- 1) The entire team skies at least 3 times per week between Jan and March.
- 2) Everyone completes at least 3 on snow races.
- 3) Increase the distance we can balance on one ski when rollerskiing and skiing (measured at start and end of the dryland and on snow seasons).
- 4) Have at least three fun information and special events per period.

General Preparation Period (May and June)

Objectives:

- General strength in the form of circuit training.
- Rollerski balance and agility once a week (focus on good technique)
- Working on building aerobic base by getting training volume through a variety of fun activities (running, hiking, kayak, RS, soccer)
- Acquire good technical skills through the use of video.
- Mostly non-specific training.
- Intensity only as a game or fun relay.
- Focus and intentional control exercise incorporated once a week (mostly during games).

For example the switching focus drill during soccer. This drill is used to help athletes learn to focus their attention on different cues while completing a physical activity. Every time the whistle blows during the game, athletes must switch their focus from a teammate to an opponent (or vice versa) and must try to spend as much time as possible watching that person while playing the game.

NB: July/August training break – athletes encouraged to continue in their other activities maintaining strength, stability, endurance and speed.

Month:	May				June				July					Aug		
Week:	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19
Skill Dev. Camp					X											
Competition preps.(time trials, rehearsals)																
Competitions																
Special activities – classroom				X												
Special activities – dryland							X									
Special activities – on snow																
Social activities																
Rollerskiing			X1	X1		X1	X1									
Classic technique On Snow																
Skating technique			X1			X1										
Up/down technique				X1			X1									
Regular dryland practice		X1	X1	X2	X1	X1	X2	X1								
Other	PM															
Training volume	N/A 5-7 hrs of fun activity per week															

Special Events: May 26: Make a smoothie nutrition class. **June 7:** In town adventure training (learn to paddle and orienteering). **June 24:** Mt Awesome Hike! Full day **PM:** Parents Meeting

Specific Prep Period (Sept to Nov)

Objectives:

- Technique and balance on rollerskis,
- Work on chin-ups at every practice (use bands).
- Introduce goal setting. Every practice will have a dedicated time for athlete to write down their goals on a whiteboard at practice. Reviewed at the end of every practice during stretching.
- Focus on technique during transition to on snow., ensure good habits. Incorporate balance and weight shift often during early on snow.
- Focus on classic skiing on snow (no classic rollerskis for this group)
- Incorporate some strength on skis, especially on snow
- Increase the amount of speed work once on snow.

Month:	Aug-Sept				Sept-Oct				Oct-Nov				Nov-Dec			
Week:	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9
Skill Dev. Camp					x										X	
Competition preps.(time trials, rehearsals)																
Competitions													X			
Special activities – classroom										x	x					
Special activities – dryland								X		X						
Special activities – on snow																X
Social activities					X											
Rollerskiing			X	X	X	X	X	X		X	X	X	X	X		
Classic technique															X1	X1
Skating technique										X1	X1	X1	X	X	X	X
Up/down technique															X1	X1
Regular dryland practice			X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2	X2		
Other											SW					
Training volume			N/A -2 team practices a week. Fun active adventures the rest of the time													

Special Events: **Sept 29:** Rollerski potluck! Full day of rollerskiing with snacks and treats brought by you. **Oct 21:** Turkey Trot fun run and Olympic talk with L2C athletes, **Nov 3:** Overnight adventure at Mt. Stoked cabins, strength lessons with coach Steve!. **Nov 28:** Bring on the snow obstacle race. **Dec 1:** Early on snow day at Secret Mountain. **SW:** Ski Swap

Competition period (Dec to March)

Objectives:

- Simulate a variety of race formats
- Complete two long adventure skis per month
- Strength maintenance while maintaining specific strength on snow.
- Develop stress coping skills for races at practice. Including race routines and three cues to make the athletes feel relaxed.
- Assess strength and weaknesses after competition and try to improve weaknesses before the next race
- Away race at midget NorAms

NB: Month of April: Fit fun and active adventures!

Month:	Dec-Jan				Jan-Feb				Feb-March				March			
Week:	16	23	30	6	13	20	27	3	10	17	24	3	10	17	24	31
Skill Dev. Camp																
Competition preps.(time trials, rehearsals)	x															
Competitions			x				x		x		x			x	x	
Special activities – classroom				x								x				
Special activities – dryland																
Special activities – on snow						x				x			x			
Social activities											x					
Rollerskiing																
Classic technique	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x
Skating technique	x	x	x	x	x	x	x	x1	x	x1	x	x	x1	x	x	x
Up/down technique			x1				x1				x1					x1
Regular dryland practice																
Other																

Volume	N/A
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Dec 25: Boxing Day burn off, **Jan 7:** XC duathlon/preparing for an away trip activity session, **Jan 20:** Juniors race, **Jan 28:** Little Loppet race, **Feb 10:** Backcountry Hut Sleep over, **Feb 17** Midget NorAms, **March 3:** Back country loppet with stretching session at day lodge. **March 10:** Cookie sprint, **March 27:** Slush Cup!!!/End of Year Party.

TRANSITION PHASE: Off Season (April-May To August Included)

No scheduled team practices. Athletes at this age are encouraged to participate in a number of other sports throughout the summer to stay active and improve general physical literacy skills. For example athletes could sign up for soccer, baseball, kayaking, mountain biking, orienteering or track and field.

Sample Seasonal Plan (Blank)

Seasonal Plan Explanation

- a) Provide a brief athlete profile including all information necessary to create a seasonal plan, profile should include at minimum age, stage and ability of athlete, training history, competition schedule. Include rationale for competition schedule compared to norms for age and stage of development and how mental skills (visualization and goal setting) will be included in the plan. (see sample provided)
- b) Provide a summary of team objectives and goals for the season. (see sample provided)
- c) Ensure that frequency and duration of training sessions are included in the seasonal plan. Briefly explain why certain athletic abilities are being targeted in various periods of the seasonal plan. (see sample provided)

PS: Use as many sheets you need to plan for all the training periods of your program. At minimum there should be 3 distinct training periods targeting different skills and abilities.

Month:																
Week:																
Skill Dev. Camp																
Competition preps.(time trials, rehearsals)																
Competitions																
Special activities – classroom																
Special activities – dryland																
Special activities – on snow																
Social activities																
Rollerskiing																
Classic technique On snow																
Skating technique On snow																
Up/down technique																
Regular dryland practice																
Regular on snow practice																
Mental Skills																
Other																
Training volume																

Coach Name:

CC#: