

# CCIA Roller Ski Practice and Analyzing Technique Portfolio

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**2019**



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## **Coaching a Roller Ski Session, and/or Analyzing and Improving Ski Technique with T2T Athletes**

The coach will submit their Completed Coach Portfolio to the Evaluator no later than one week prior to the scheduled evaluation. The portfolio will include:

- 1) The practice plans that will be used for the roller ski observation evaluation and/or technique observation evaluation.
- 2) The practice plans will clearly specify, among other things, which skills and/or abilities the coach will focus on during the session and which tools the coach plans to use to accomplish this. The skills and/or abilities will be assigned to the coach by the Evaluator at the time of the initial communication between the two.
- 3) An Emergency Action Plan (EAP) relative to the practice session being observed

**See examples of Practice Plans and Emergency Action Plan:**

## PRACTICE PLANNING SHEET #1 (General)

**Team/Program:**

**Date:**

**Location:**

**Time:**

**Duration:**

**Objective(s):**

**Equipment:**

<p style="text-align: center;"><b>Activities</b></p> <p><b>Goals:</b> Athletic abilities, type of effort, length, intensity, movements, etc.</p>	<p style="text-align: center;"><b>Key Points/Messages</b></p> <p>Guidelines, Safety, etc.</p>
<p><b>Introduction</b> (duration =     min)</p>	
<p><b>General Warm-up</b> (duration =     min)</p> <p><b>Specific Warm-up</b> (duration =     min)</p>	
<p><b>Main Part</b> (duration =     min)</p>	

<b>Warm-down</b> (duration =     min)	
<b>Conclusion</b> (duration =     min)	

**Coach Name:** \_\_\_\_\_ **CC#:** \_\_\_\_\_

## PRACTICE PLANNING SHEET #2 (Ski Technique)

**Team/Program:**

**Date:**

**Location:**

**Time:**

**Duration:**

**Objective(s):**

**Equipment:**

<p style="text-align: center;"><b>Activities</b></p> <p><b>Goals:</b> Athletic abilities, type of effort, length, intensity, movements, etc.</p>	<p style="text-align: center;"><b>Key Points/Messages</b></p> <p>Guidelines, Safety, etc.</p>
<p><b>Main Part</b> (duration =     min)</p>	

**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:

- a) Designate in advance who is in charge in the event of an emergency (this may very well be you).
- b) Have a cell phone or a similar communication device that works from that location with you and make sure the battery is fully charged.
- c) 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.
- d) 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.
- e) 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.
- f) 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).
- g) 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.
- h) 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

Coach Name: \_\_\_\_\_ CC#: \_\_\_\_\_

### 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:	<b>9-1-1 for all emergencies</b>
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 site before emergency personnel/vehicles arrive.
- Call the emergency contact person listed on the injured person's medical profile.