

CCI-Advanced Evaluation

Managing a sport program for T2T athletes

Coach portfolio

The coach will **submit their portfolio** to the Evaluator no later than two weeks after the portfolio components' review (pre-brief). The portfolio will include:

Administration:

- List of communication tools that outlines the philosophy and objectives of the program (may include letter to athletes or parents, email, newsletter, website, phone tree, etc.)
- Schedule of competition and training commitments
- Athlete code of conduct or athlete contract or evidence of a mutual goal-setting strategy (identifying expectations for behaviour and commitment and appropriate consequences)
- Competition trip planning tool (i.e. TO DO list)
- Example of budget for away competitions (with overnight stay)
- Club's coaching organizational chart with roles and dates of planned coaches meetings
- Evidences of club selection procedures and criteria for major competitions like eastern/western championships or national championships communicated on website or by e-mail

Athlete Monitoring (the coach must provide the following for at least two athletes)

- Evidences of tracking and assessment of objective indicators of performance in relation to athlete or team goals (for example: tests results compared to Nordiq Canada's Athlete Development Matrix benchmarks, practice sessions attendance, training diary, training loads/volumes, etc.)
- Report of assessment identifying appropriate level of progression and steps for improvement
- Description of how privacy of information is protected and confidentiality maximized
- Evidence of debriefing session or interview with athlete or parents to discuss progress in relation to individual goals (debriefing report)
- List of communication tools and strategies used for effective communication to promote program messages