Canada Basketball Learn to Train Coach Portfolio

Please fill out the tasks listed below from 1-6. Templates are provided in the Appendices at the end of this document.

Task 1 – Coach Profile

Name	
Address	
Phone	
Email	
NCCP #	
Best time for evaluator to contact for a debrief	
# years coaching	
Primary context of athlete coached	
Name of Club/School	
Previous involvement in sport (player, referee, administrator)	

- **Context Description**

Number of athletes	
Youngest athlete and oldest athlete	
Number of practices in the season	
Number of competitions in the season	
Number of practices before first competition	
Average length of practice time	
Number of practices/week	
Season start date	
Season end date	

- **Coaching Philosophy**
    - In the Coaching Basketball 101 eLearning module, you started to create your own Coaching Philosophy or your “North Star”.

Clearly describe your core coaching beliefs and values. Explain how your philosophy guides your practice design, athlete interactions, and decision-making as a coach.

- **Building Character**
    - Canada Basketball and the NCCP strongly believe that sport can build character. This only happens if the coach makes a conscious effort to teach these behaviours to their players. This exercise is to help you build on your coaching philosophy and think about what values and behaviours you want yourself, players, assistants, managers, and team followers to display.

Choose a behaviour that you want your team to display and define it
How high of a priority is this value to you and your team?

- Fill in the table describing what it would look like to have too little, too much, and just the right amount of this behaviour for these groups.

	Weakness (Too Little)	**Strength (Right Amount)**	**Weakness (Too Much)**
Team (players)			
Coaches			
Other (parents)			

- Create an action plan to help with future improvements and innovations

- Define who and how people will benefit from this action. If it is only to the benefit of one person or group you may want to re-evaluate the action.

	Do they benefit?	Rationale?
Players		
Coaches		
Parents		
Administrators		

Task 2 – Self-Assessment

- For each item listed below, use the following rating scale:

1	2	3	4
Strongly Disagree	Disagree	Agree	Strongly Agree

	1	2	3	4
I ensured the practice environment had minimal safety risks.				
I responded to injuries that occurred during practice.				
I ensured that practice stayed on time and did not go over expected timelines.				
I used activities that were too challenging and/or dangerous for the athletes' level of development.				
I provided specific goals for the athletes to achieve during practice.				
I assisted the athletes in developing positive values and behaviours that could be used in other areas of their lives.				
I ensured that all equipment was available and ready to use.				
I scolded and punished athletes when not performing to expectations.				
I provided positive feedback that helped the athletes to improve.				
The athletes had fun.				
The athletes' fitness level improved by taking part in this program.				
The athletes have the ability and desire to play next year.				
I held a pre-season meeting with the parents.				
I plan to coach next season.				

What is the best lesson(s) you learned about coaching children at this stage of development that you would share with other coaches?
Give an example of one of the best activities / drills you did with the players. Show how you modified this activity:
Work on an ability (fundamental movement such as speed, balance co-ordination, agility etc.)

How did you load the drill? We load drills to challenge players to adapt and grow. This could be a physical load, mental load, or social/emotional load.
What is one thing you would change if you had to do over?
In what areas do you require information to assist you in becoming a better coach?
If you have decided not to coach next year, what is the reason for your decision?

Task 3 – Participant Assessment Form

- Please have two players complete Participant Assessment Forms (Appendix C) and submit them along with this completed portfolio.

Task 4 – Complete Practice Plans

- The purpose of this task is to demonstrate your ability to plan a training session. You will be required to submit TWO plans for the portfolio. The plans will be assessed by your Evaluator, and you will be given feedback on areas for improvement. These plans will also help the Evaluator determine your readiness for a formal observation. The second practice plan will be the one you will implement at your formal practice observation. You will be evaluated on your delivery of this plan for certification purposes.
- In order to provide objectivity in the evaluation for certification the coach candidate will be required to plan and implement a practice that teaches a defined skill(s) and uses basketball specific training methods. The coach should select skill(s) that is / are commonly coached in the Learn to Train context. The table below outlines the specific elements that should be in the practice. This table can be used as a guide in planning the basketball training sessions.

Introduction	Purpose is to greet athletes and let them know what will be taking place. It should also identify key safety considerations that could be included in the practice
Warm-up	Purpose is to prepare the body for the efforts that will be produced during the Main Part. This segment of the practice

	should progress from general fundamental movements into a more basketball-specific warm-up
Main Part	Purpose is to engage athletes in activities that will help them to improve sport-specific abilities and fitness ● Key performance measures should be identified that will ensure the athletes have the ability to increase their decision making abilities for the skill(s) ● Modified games approach should be evident to train the skill(s) being emphasized
Cool-down	Purpose is to begin recovery, and should include appropriate recovery activities or light aerobic work
Conclusion	Purpose is to debrief and inform about next practice or competition

- **Practice #1**
  - This can be for any concept or skill deemed important for stage of development of your athletes.

- **Practice #2**
  - This is the practice at which you will be observed.
  - It need only be one hour in length.
  - Within the main part you must cover the skill of shooting where you will be working on error detection and correction.
  - You need to show how you load a drill.
  - Show where decision making is being developed.
  - You will be required to have your up to date emergency action plan and medical records on hand.
  - You must ensure a safe practice facility.
  - You will need time following the practice to debrief with the evaluator. Maximum of 1 hour.
- For a template and structure of a practice plan, please see Appendix A

Task 5 – Coach Action Steps

- Taking time for personal reflection of your experiences is a great step in personal growth. Reflect on your coaching experience over this past year. Fill out your action steps for your future development. Use the following prompt: “To improve my ability to coach my players…”

I intend to Start…	
I intend to Stop…	
I intend to Maintain…	

Task 6 – Emergency Action Plan

- Please submit a completed Emergency Action Plan.
- For an Emergency Action Plan Template, please see Appendix B.

Appendix A – The Structure of a Practice – Key elements to plan each part

Practice Part	*Time*	*Key Elements*
Introduction Purpose is to greet athletes and let them know what will be taking place	*Variable* *2-3 min*	**Before practice begins:** ➢ Inspect facilities ➢ Organize equipment ➢ Greet each athlete ➢ Assess the energy level of each athlete **At the beginning of practice:** ➢ Review the goals of the practice and the activities planned ➢ Give safety instructions specific to the activities planned
Warm-up Purpose is to prepare the body for the efforts that will be produced during the main part	*5-10 min* *8-15 min*	**General warm-up:** ➢ General exercises or games to loosen muscles and raise body temperature ➢ Dynamic movements / movement prep activities that work on developing the core and fundamental movements **Specific warm-up:** ➢ Brief activities that athletes already know that mimic the movements of the main part (may even be the same activity, but at lower intensity) ➢ A gradual increase in intensity that will not tire the athlete ➢ A quick transition between the end of the warm-up, the explanations/instructions given for the first activities of the main part, and the activities themselves
Main part Purpose is to engage athletes in activities that will help them to improve sport-specific abilities and fitness	*Variable; usually 30-60 min or more*	*3 or more activities linked in the proper order (see suggestions on page 88)* ➢ Activities that challenge the athletes so that they can learn and improve while enjoying themselves ➢ Athletes engaged most of the time in an activity (i.e. not standing around or waiting in line) ➢ Athletes allowed lots of practice for each activity ➢ Activities that are be adapted to the age, fitness, and ability levels of the athletes and are relevant to the sport
Cool-down Purpose is to begin recovery	*5-10 min*	➢ A gradual decrease in intensity ➢ Recovery activities
Conclusion Purpose is to debrief and inform about next practice or competition	*3-5 min*	➢ Provide and ask for feedback on what went well and suggest how improvement can be made ➢ Inform about the next practice or competition (e.g. logistics, goals and emphasis) ➢ Lead team cheer ➢ Speak with each athlete before he/she leaves

Appendix B – Emergency Action Plan Template

Event:	Location:
Charge Person:	Call Person:
Backup:	Backup:
Backup:	Backup:
Location of fully stocked first aid kit:	
Important Addresses	**Emergency Phone Numbers**
Site or Facility (Address, City, Province/Territory):	Emergency Services:
Nearest Hospital:	Facility Manager or Superintendent:
Additional Location Information:	Other:
Directions to site/facility:	

Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calk until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using the club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
    a. The facility location
    b. The closest access door to the injured participant
    c. The nature of the injury
    d. A description of first aid that has been performed
    e. Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

Reminders

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- Before away competitions, ask the host team or host facility for a copy of their EAP in advance.

- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

Appendix C – Participant Assessment Form

This assessment form is to be completed by two players who participated on the team this past season. This form must be submitted as a part of the coaching portfolio.

Coach Name (first and last name)	
Player Name	
Date	

Please complete the following questions:

1. The one thing I liked the most about the coach was their ability to…

2. Where did you improve as a player and what activities did you enjoy the most?

3. How did the coach ensure the players had fun?

4. How could the coach improve to help players next year?