2025

NCCP Gymnastics Foundations

COACH EVALUATION Guide

A guide to becoming a Certified Gymnastics Foundations coach

National Coaching Certification Program

GYM CAN

Acknowledgements

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Gymnastics Canada certifies Gymnastics Foundations coaches who can demonstrate their ability to:

1. Make Ethical Decisions;
2. Plan A Lesson; and
3. Provide Support to Athletes in Training.

If you do all those things well, you will have a successful EVALUATION.

SUCCESSFUL EVALUATION = CERTIFICATION

There are 2 steps to the Gymnastics Foundations Evaluation:

STEP 1: Successfully complete the Coaching Portfolio evaluation; and
STEP 2: Successfully complete the Lesson Observation evaluation.

Evaluation Process for Gymnastics Foundations

HOW DO YOU GET CERTIFIED?

STEP 1:

1. Send your completed Evaluation Application Form and your Coach Portfolio to your Provincial/Territorial Gymnastics Federation WITH PAYMENT, from there it will be sent to a GymCan trained (or certified) Coach Evaluator.

2. The Evaluator will review your portfolio and communicate feedback to you in a timely manner. This portfolio evaluation helps the Evaluator to decide if you are ready for the Lesson Observation evaluation. If your portfolio evaluation is successful, the Evaluator has determined that you are ready for the Lesson Observation evaluation.

3. The Evaluator will notify you and schedule the Lesson Observation.

   (If your portfolio requires changes, the Evaluator will provide feedback and instructions to help you to complete and/or correct your portfolio. Once the Evaluator approves the changes (and your readiness) they will notify you to schedule the Lesson Observation).

STEP 2:

4. You and the Evaluator agree on an observation time and location (in-gym observation); OR
   If the Evaluator is unable to observe you coaching a gymnastics lesson in person, send video footage of you coaching a gymnastics lesson to the Coach Evaluator (video observation).

5. The Evaluator observes you coaching one of your gymnastics lessons.

6. Following the Lesson Observation, your Coach Evaluator will discuss your lesson with you and you will develop an action plan together. If PART 1 (portfolio) and PART 2 (lesson) were successful, you will be granted CERTIFIED status.

   NOTE: If the Lesson Observation is not successful, the Coach Evaluator may tell you that additional steps must be taken before you become certified, or you may even require another observation. Your Provincial/Territorial Gymnastics Federation may require the evaluation fee be paid in part or in full again, if a second observation is required, or if a second Coach Evaluator is needed.

Your Evaluator acts as one of your mentors.
If your Coaching Portfolio or Lesson Observation
have areas that need improvement,
your Evaluator will work with you
to help you develop your skills in these areas.

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STEP 1: Building your Coaching Portfolio

WHAT IS A COACHING PORTFOLIO AND HOW DO YOU MAKE ONE?

Your Coaching Portfolio is a collection of documents, and must include ALL the following:

- ❑ **Completed Evaluation Application Form**

- ❑ ****If you completed GF Theory <u>ONLINE</u>, NCCP Emergency Action Plan eLearning Module (proof of completion)**

- ❑ **Proof of successful completion of the NCCP Make Ethical Decisions eLearning module**
  - *To become an NCCP trained or certified coach, you must complete the NCCP Make Ethical Decisions eLearning module. Visit coach.ca/MED for more information and to access the module.*

- ❑ **Emergency Action Plan**
  - *You may submit your club's EAP or the EAP you designed during your Gymnastics Foundations Theory course.*
  - *Your EAP must include: the phone location, emergency phone numbers, address of the training facility, address of the nearest hospital and/or medical clinic, specific directions to the training facility, location of medical files, location of first aid kit, identification of call and charge persons as well as their emergency/first aid qualifications.*

- ❑ **1 lesson plan**
  - *You learned how to Plan a Lesson in your Gymnastics Foundations Theory course.*
  - *Make sure your Coach Evaluator knows if this is the lesson plan you will use during your observation or if you will provide another one.*

- ❑ **Completed Program Description form**

- ❑ **Completed Coaching Profile form**

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Evaluation Application Form

Send this form + payment + completed portfolio to your Provincial/Territorial Gymnastics Federation

Last name: _____ First name: _____

Address: _____
Street including apartment number *City* *P/T* *Postal Code*

Phone: _____ Email: _____

NCCP number: _____ Club Name: _____

Club Location: _____
City *Province/Territory*

Club Phone: _____ Club Email: _____

Gymnastics Foundations Courses completed:

Introduction course: Date & location: _____

Theory course: Date & location: _____

Gym-sport course: Date & location: _____ Sport: _____
Gym sports include: Acrobatic, Active Start, Aerobic, Artistic, Rhythmic, Trampoline

Following the completion of the Gymnastics Foundations courses listed above, I have been building my coach competencies in a practical work environment working under the supervision and direction of:

Supervisor: _____
Full name *Title*

SUMMARY OF PRACTICAL EXPERIENCE:

I have been coaching for _____ (weeks/months/years) Hours coaching per week _____

Signature of Supervisor: _____ Date: _____

With this application, I signify my intention to complete the Gymnastics Foundations Coach Evaluation.

Coach's signature: _____ Date: _____

Portfolio Contents:

- ❑ Proof of successful completion of the NCCP Make Ethical Decisions eLearning module
- ❑ Emergency Action Plan
- ❑ 1 lesson plan
- ❑ Completed Program Description form
- ❑ Completed Coaching Profile form

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Program Description Form

1. **What are the logistics of your program?**
   (available space, equipment and time - refer to GF Theory)?

2. **Who are your participants? (age/stage, gender, number, special needs)**

3. **What are you trying to accomplish (what you hope the participants will achieve)?**

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Coaching Profile Form

On the form below, rate your level of confidence on a scale from 1 (low) to 5 (high).

How confident do you feel in your ability to:	☹		😐		☺
Planning:	**1**	**2**	**3**	**4**	**5**
Plan warm-up and cool-down activities					
Plan gymnastics games					
Plan activities to develop physical abilities					
Plan activities to develop motor abilities					
Plan activities to develop the FMPs					
Plan circuit-type activities to maximize the time and space available					
Plan activities that are fun, challenging and safe, and ensure continuous activity					
Develop a lesson plan					
Teaching:	**1**	**2**	**3**	**4**	**5**
Teach warm-up and cool-down activities					
Teach gymnastics games					
Teach activities that develop physical and motor abilities					
Teach activities that develop the FMPs/basic skills					
Teach circuits that are safe and that maximize the time and space available					
Teach activities that are fun, challenging, safe and ensure continuous activity					
Assess gymnasts' progress and provide feedback					

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STEP 2: Lesson Observation

WHAT IS A LESSON OBSERVATION AND HOW DO YOU PREPARE FOR IT?

Your Lesson Observation is an opportunity for a Coach Evaluator to observe you while you are coaching a gymnastics lesson. The Coach Evaluator is not expecting a perfect lesson. Their role is to support you and provide feedback to you that will help you grow as a coach.

Here are some tips to help you get ready for your Lesson Observation:

- ❑ **Check with your club supervisor when you set the date and time for your Lesson Observation.**

- ❑ **Plane 15 – 20 minutes prior to your lesson time to pre-brief with the Coach Evaluator with time for pre-lesson organization**
  - *The pre-brief gives you a chance to speak to the Coach Evaluator about any concerns, considerations or changes you may have to your planned lesson.*

- ❑ **Plan 30 minutes following the class to debrief.**

- ❑ **Make sure your Coach Evaluator knows if you are using the Lesson Plan submitted in your portfolio. If you are using a different Lesson Plan, make sure the Coach Evaluator has a copy before the Lesson Observation date.**

- ❑ **The Coach Evaluator wants to observe you coaching a gymnastics lesson that you would usually coach.**

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Filming Your Lesson

If a Coach Evaluator cannot observe you coaching a gymnastics lesson in person, you will need to submit video footage of you coaching a gymnastics lesson.

Videotaped Lesson Evaluation

Your video footage must include the following:

- ❑ **Filmed introduction (1 to 2 minutes maximum)**
  - *At the beginning of the video, you must introduce yourself (state your name, the club where you are working, the time you have spent working with these gymnasts, the gymnasts' age and their level).*
  - *Do this ahead of time so it does not interfere with your pre-lesson preparation.*
- ❑ **Filmed lesson (length of the lesson)**
  - *Start filming 5 minutes before the arrival of the gymnasts so the Evaluator can see you preparing for the class.*
  - *Stop filming 5 minutes after the class is over so the Evaluator can see you 'cleaning' up after the class (if you do not have to coach another class immediately).*
  - *You must film the gymnasts' arrival in the gym, the entire lesson, and the gymnasts' departure from the gym.*
  - *Your footage needs to include all 5 parts of the lesson (Introduction, Warm-up, Main part, Cool-down and Conclusion).*
- ❑ **Filmed self-evaluation (1 to 3 minutes maximum)**
  - *At the end of the video, you must briefly explain what worked, what didn't work, and what you would do differently next time.*
  - *If you deviated from your lesson plan you must explain how and why.*
  - *Do this at a later time if you have back-to-back classes or if you need to collect your thoughts or write down some notes, so your self-evaluation is clear and concise.*

Your footage will be returned to you unmarked if:

- If your voice is not clearly heard or understood.
- If the Lesson portion has been edited without explanation (see Filming Procedures)
- If it does not capture most of the interactions between you and the participants
- If it is incomplete (missing the introduction and the self-evaluation).
- It cannot be played.

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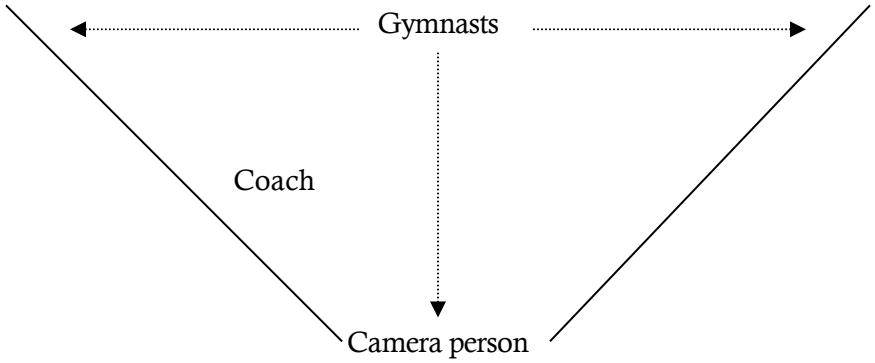
If your video footage is returned to you unmarked:

- ❑ You will need to re-film it and resubmit it at your expense. If your footage was returned because it could not be played, you will not have to pay an additional fee.
- ❑ If your video footage was returned for any other reasons, you may be required to pay additional fees.

Part 2: Filming Procedures

To assist you in producing quality video footage, we suggest that you consider the following when you film:

- ❑ **The film of the Lesson itself must be unedited** - if you have a planned break (snack or drink) you must indicate the start of the break on the film (before turning the camera off) and you must indicate the end of the break on the film (after turning the camera on). This can be done by the coach or the camera person.
- ❑ **Your voice must be clear and audible at all times**. This means that the camera cannot be too far from you. You should ask a parent or another coach to film if your gym is big or if you move around a lot. You can also use a portable microphone.
- ❑ **Background noise, including music, should be minimal.** You may need to prep the other coaches in the gym so they can help keep the noise level down as much as possible.
- ❑ **The camera must be held steady**. This is best done using a tripod, which can be moved, or by placing the camera on a steady surface.
- ❑ **The camera must focus on the coach and participants throughout.** You will need to make sure that the camera angle is wide enough to capture you and the participants as they complete the different activities you have planned. The camera person should stand behind and to the side about 8 to 10 feet away from you. The camera angle must be able to capture the demonstrations, discussions and performances of the gymnasts. If you move, the camera person also needs to move.



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Ready to Be Evaluated? A Checklist

- ❑ Complete your portfolio.
  - ✓ Evaluation Application form;
  - ✓ Proof of successful completion of the NCCP Make Ethical Decisions eLearning module;
  - ✓ Emergency Action Plan;
  - ✓ 1 Lesson Plan;
  - ✓ Completed Program Description form; and
  - ✓ Complete Coaching Profile form

- ❑ Contact your Provincial / Territorial Gymnastics Federation.
  They will tell you where to send your portfolio.
  They will tell you the cost of the Evaluation in your province.

- ❑ Send your portfolio, with payment, to your Provincial / Territorial Gymnastics Federation.

- ❑ Wait to be contacted by a Coach Evaluator.

- ❑ When the Coach Evaluator contacts you, make arrangements for your Lesson Observation.

- ❑ The Coach Evaluator will observe you coaching a gymnastics lesson at your club OR

  The Coach Evaluator will observe a video of you coaching a gymnastics lesson.

- ❑ Debrief with the Coach Evaluator.

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Sample Evaluation Forms

To give you an idea of what you are being evaluated on, the documents on the following pages are the forms that your Coach Evaluator will use to evaluate you.

They are:

- Portfolio Evaluation Form; and
- Lesson Observation Form; and
- Coaching Competency Assessment Results.

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Portfolio Evaluation Form

(To be completed by the assigned Coach Evaluator)

Coach's name:_____ NCCP number: _____

Address: _____
Street including apartment number *City* *P/T* *Postal Code*

Phone: _____ Email: _____

Supervisor's name:_____

Club: _____ Location: _____
City *P/T*

Phone: _____ Email: _____

Gym Sport being evaluated: ❑ Active Start ❑ Artistic ❑ Rhythmic ❑ Trampoline

Coaching Portfolio Item	**Complete**	**Incomplete**
1. Proof of completion of the NCCP Make Ethical Decisions eLearning module	❑	❑
2. Emergency Action Plan	❑	❑
3. 1 Lesson Plan	❑	❑
4. Program Description form	❑	❑
5. Coaching Profile form	❑	❑

Comments: _____

_____

_____

_____

_____

Next steps: _____

_____

_____

Evaluator's name:_____ Date: _____

Phone:_____ Email: _____

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Lesson Observation Form

The following tasks are observed and categorized from *Insufficient to Excellent.* Coaches are encouraged to use the Coach Evaluator's ratings and the comments provided as feedback on the strengths and weaknesses of their coaching.

Excellent - The coach performs the task in an outstanding way; exceptional coaching that reflects mastery of the task.
Good - The coach performs the task successfully. The actions taken are appropriate, though a few opportunities were missed that can be improved upon to reach mastery.
Fair - The coach attempts the task but is missing some elements of a successful performance.
Insufficient - The coach attempts the task but requires significant improvement to be successful. Or the coach did not provide evidence of the task (not shown).

The results of the ratings will help the Coach Evaluator make an overall competency assessment.

GYMNASTICS FOUNDATIONS OBSERVATION

Before their lesson, did the coach…	***Excellent***	***Good***	***Fair***	***Insufficient***
Arrive early?	☐	☐	☐	☐
Dress appropriately for the lesson?	☐	☐	☐	☐
Setup equipment to be available, ready and safe for use in the lesson?	☐	☐	☐	☐
Greet each participant?	☐	☐	☐	☐

Comments:

_____

_____

_____

Within the Warm-Up, did the coach…	***Excellent***	***Good***	***Fair***	***Insufficient***
Assemble participants appropriately to start the warm-up?	☐	☐	☐	☐
Conduct a balanced warm-up (were all major muscle groups worked)?	☐	☐	☐	☐
Begin the lesson with enjoyable and energetic activities to increase participant body temperature?	☐	☐	☐	☐
Incorporate activities to develop physical components (such as Endurance, Strength, Power or Flexibility)?	☐	☐	☐	☐
Use activities appropriate to the participants' age/abilities?	☐	☐	☐	☐
Involve all the participants?	☐	☐	☐	☐
Maintain good class control?	☐	☐	☐	☐
Move participants onto the 1st activity (main part) quickly and appropriately?	☐	☐	☐	☐

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Comments:

_____

_____

_____

Within the Main Part of the lesson, did the coach…	***Excellent***	***Good***	***Fair***	***Insufficient***
Provide clear and concise instructions?	☐	☐	☐	☐
Teach skills by sequential steps (drills/progressions)?	☐	☐	☐	☐
Teach to the participants' age and abilities?	☐	☐	☐	☐
Teach to ensure many little successes?	☐	☐	☐	☐
Recognize and adapt for an individual's needs?	☐	☐	☐	☐
Correct errors as they occur by providing constructive & specific feedback?	☐	☐	☐	☐
Provide feedback to reinforce effort, trying, etc.?	☐	☐	☐	☐
Keep participants moving through continuous activity (such as stations/circuits)?	☐	☐	☐	☐
Supervise the participants within their view at all times?	☐	☐	☐	☐
Use supplementary equipment to assist with teaching / learning of skills?	☐	☐	☐	☐
Use equipment (large and small) effectively?	☐	☐	☐	☐
Incorporate activities to develop both physical (ESPF) and motor components (ABCS)?	☐	☐	☐	☐
Follow their lesson plan and use activities that match the objectives of their lesson?	☐	☐	☐	☐
Maintain good class control?	☐	☐	☐	☐

Comments:

_____

_____

_____

Within the Cool-Down, did the coach…	***Excellent***	***Good***	***Fair***	***Insufficient***
Assemble participants appropriately to start the cool-down?	☐	☐	☐	☐
Involve all participants?	☐	☐	☐	☐
Maintain good class control?	☐	☐	☐	☐
End the class with an enjoyable activity?	☐	☐	☐	☐

Within the Conclusion, did the coach…	***Excellent***	***Good***	***Fair***	***Insufficient***
End the class on a positive note?	☐	☐	☐	☐

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Comments:

_____

_____

_____

Overall communication: did the coach…	*Excellent*	*Good*	*Fair*	*Insufficient*
Catch the participants' attention quickly?	☐	☐	☐	☐
Provide clear and concise feedback and instructions?	☐	☐	☐	☐
Ask if the participants understand or if they have questions?	☐	☐	☐	☐
Maintain good, clear voice control?	☐	☐	☐	☐
Use non-verbal communication with the participants?	☐	☐	☐	☐
Address participants with respect and kindness?	☐	☐	☐	☐
Have fun with the participants (ex.use humour)?	☐	☐	☐	☐
Handle any unplanned situations appropriately such as equipment/safety/disciplinary/emergency)?	☐	☐	☐	☐

Comments:

_____

_____

_____

General points - Personal: did the coach…	*Excellent*	*Good*	*Fair*	*Insufficient*
Act in a professional manner at all times?	☐	☐	☐	☐
Show enthusiasm?	☐	☐	☐	☐
Display a positive attitude towards their coaching?	☐	☐	☐	☐

General points - Presentation: did the coach…	*Excellent*	*Good*	*Fair*	*Insufficient*
Present the right amount of material?	☐	☐	☐	☐
Present material in a logical way?	☐	☐	☐	☐
Present material at the right level for the participants?	☐	☐	☐	☐
Demonstrate a sound knowledge of the material being presented?	☐	☐	☐	☐
Cover all key points / information relevant to the desired learning experience?	☐	☐	☐	☐

Comments:

_____

_____

_____

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Coaching Competency Assessment Results

For Certification of Coaching Gymnastics Foundations, the coach is evaluated on their ability to implement a safe, age and level-appropriate gymnastics lesson.

<table>
<tr><td>Expert</td><td>Coach demonstrates an extensive base of knowledge and expertise through perfectly meaningful activities and a naturally superior performance for the age and level of the athletes.</td><td>☐</td><td rowspan="3">COMPLETE</td><td rowspan="3">COMPLETE</td></tr>
<tr><td>Proficient</td><td>Coach displays intuitive control of a safe, age and level appropriate lesson and uses sophisticated instructional techniques that focus on the most critical components for individual athlete success.</td><td>☐</td></tr>
<tr><td>Competent</td><td>Coach implements the expected procedures of a safe, age and level appropriate lesson, while displaying a desire to see athletes learn, develop and grow.</td><td>☐</td></tr>
<tr><td>Beginner</td><td>Coach requires more knowledge and experience to successfully implement a safe, age and level appropriate lesson.</td><td colspan="2">INCOMPLETE
❑ The lesson shows that the coach is not ready to be certified.
❑ The lesson has issues concerning safety.
❑ The lesson shows harmful or unethical coaching behaviours.

The evaluator has provided feedback and will discuss action plan items to lead to future success.</td><td>INCOMPLETE</td></tr>
</table>

Comments:

_____

_____

_____

Action Plan:

_____

_____

_____

_____

Evaluator's signature: _____ **Date:** _____

Coach signature: _____ **Date:** _____

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NCCP Gymnastics Foundations

Coaches must be 15 years old (minimum)

LTD STAGE(S):
- ACTIVE START
- FUNdamentals
- Awareness and First Involvement
- Active for Life

SPORT ENVIRONMENT
- Community Programming
- Club



IN TRAINING

REQUIRED GymCan WORKSHOP

1. NCCP Gymnastics Foundations Theory (2-hour course)
2. NCCP Gymnastics Foundations Introduction (1 day course)
3. NCCP Gymnastics Foundations Sport Specific Course (1 day course)
   Choose from:
   Artistic Gymnastics
   Rhythmic Gymnastics
   Trampoline Gymnastics
   Aerobic Gymnastics
   OR
   Active Start



TRAINED

REQUIRED NCCP MODULES

1. NCCP Make Ethical Decisions
2. NCCP Emergency Action Plan



CERTIFIED

EVALUATION

1. Coach Portfolio
   - Coach Profile
   - Program Description
   - 1 Lesson Plan
   - Emergency Action Plan
2. Observation in Training

GYM CAN Gymnastics Canada

Maintenance of Certification:

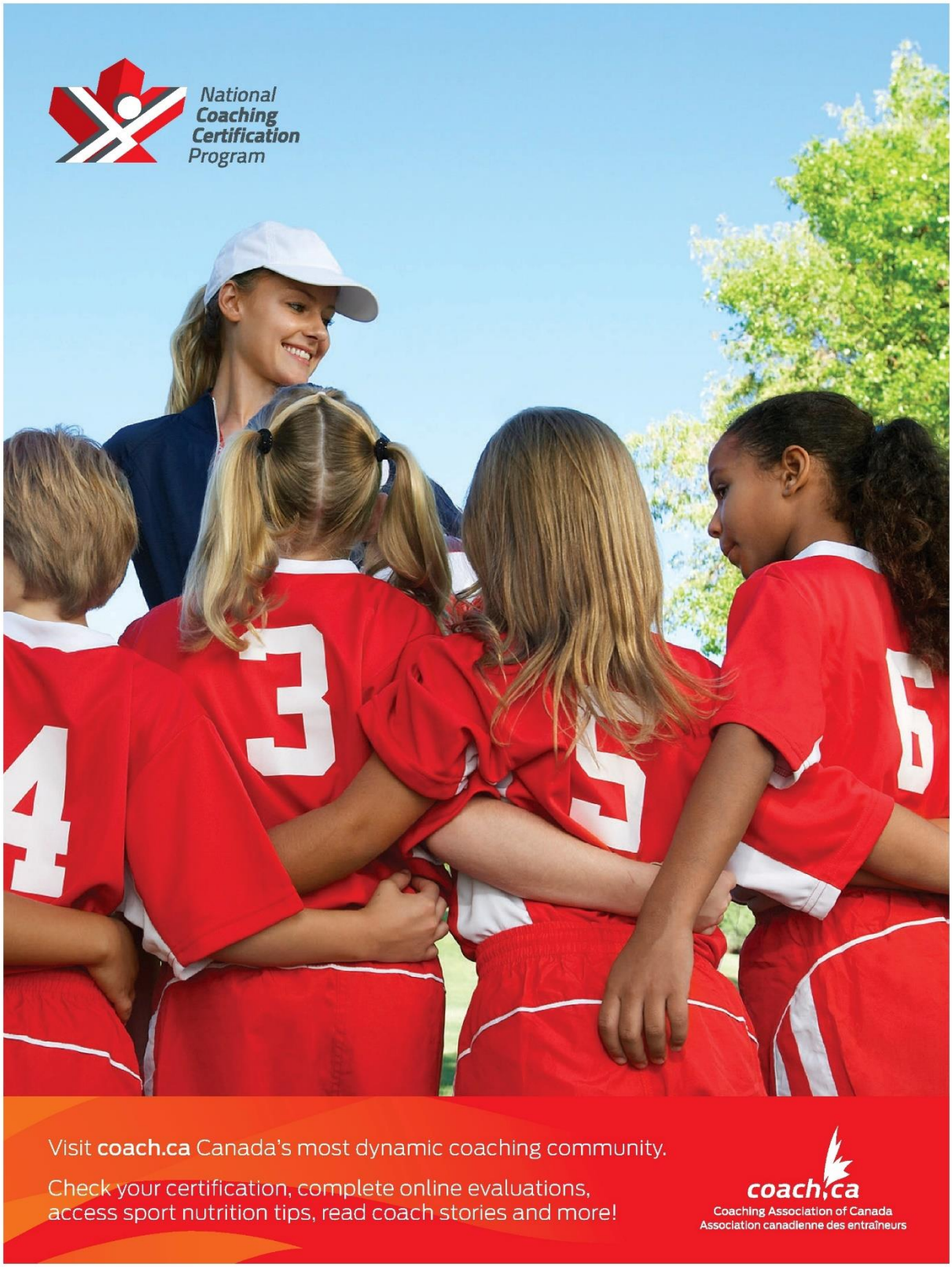
10 professional development points every 5 years.
- Active coaching
- Self-reported professional development
- NCCP workshop or eLearning module
- GymCan NCCP course
- GymCan non-NCCP activity
- Multi-sport non-NCCP activity

To register:

Contact your PTSO to register for Required GymCan Workshops

Visit www.coach.ca/training-modules to complete Required NCCP Modules

National Coaching Certification Program



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