



**National
Coaching
Certification
Program**



Manage a Skydiving Program

Reference Materials

Coaching
Association
of Canada



Association
canadienne
des entraîneurs

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.

Partners in Coach Education

		
		
		
		
		

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Purpose of the Document

This Reference Material provides additional information to help you through the Managing a Skydiving Program workshop. It was developed to deepen your understanding and knowledge of key coaching topics relevant to Performance Planning. We recommend that you consult this guide regularly even after your training is complete.

This document will help you – as a future CSPA competition coach – manage a program in a more effective way for your athletes in the **Learn to Compete** (L2C), **Train to Compete** (T2C) and, eventually, the **Train to Win** (T2W) stages of CSPA's Long Term Athlete Development (LTAD) program.

1. COACH REGISTRATION/PORTFOLIO

Name: _____ CSPA # _____ CAC # _____

Address: _____

E-mail: _____ Phone: (____) _____

Ratings Held:

Instructor: type ____ since: _____

Coach 1 ____ since: _____

Coach 2 ____ since: _____

NCCP Multi sport modules completed:	d/j	mo	yr/an
PLAN A PRACTICE 1 _____	Date: _____	/ _____	/ _____
DESIGN A SPORT PROGRAM _____	Date: _____	/ _____	/ _____
MAKE ETHICAL DECISIONS _____	Date: _____	/ _____	/ _____
PLAN A PRACTICE 2 _____	Date: _____	/ _____	/ _____
PERFORMANCE PLANNING _____	Date: _____	/ _____	/ _____
TECHNICAL/TACTICAL ANALYSIS _____	Date: _____	/ _____	/ _____
MANAGE ADMINISTRATIVE ASPECTS _____	Date: _____	/ _____	/ _____
DEVELOPING ATHLETIC ABILITIES _____	Date: _____	/ _____	/ _____
COACHING AND LEADING EFFECTIVELY _____	Date: _____	/ _____	/ _____
CONFLICT RESOLUTION _____	Date: _____	/ _____	/ _____
DOPING PREVENTION _____	Date: _____	/ _____	/ _____
PSYCHOLOGY OF PERFORMANCE _____	Date: _____	/ _____	/ _____
PREVENTION and RECOVERY _____	Date: _____	/ _____	/ _____

Performance Coach Course attended _____ / _____ / _____

Location: _____

Performance Coach ____ since: _____ / _____ / _____

Advanced Coach Evaluation: _____ / _____ / _____

Location _____

Advanced Coach ____ since: _____ / _____ / _____

High Performance Coach ____ since: _____ / _____ / _____

2. COACH'S CHECKLIST FOR EVALUATION

Evidence of achievement – Manage Administration and Logistics

NCCP Standard

- ❑ Coach can present documentation that outlines the philosophy, objectives, basic financial demands, and schedules of competition events and training commitments.
Design a template
- ❑ Coach provides evidence of ongoing communication with skydivers or other key stakeholders.
e-mail tracking, coaches notes, etc.
- ❑ Coach identifies expectations for behaviour and commitment in participants, and identifies appropriate consequences.
Individual/Team Agreement
- ❑ Coach facilitates logistics for away competitions or training events (i.e. travel arrangements, reservation of facilities, food, etc.).
Check list
- ❑ Coach works with program volunteers and or administrators to prepare budgets and other financial aspects for program and/or projects.
- ❑ Coach manages financial resources effectively and responsibly.
- ❑ Coach uses pre-determined templates to produce project reports that are complete, clear, and objective.
- ❑ Coach can formulate sound recommendations where necessary as a follow-up to a project.

Above standard

- ❑ Coach can supervise 2 or 3 other coaches (assistants) using established guidelines and procedures.
- ❑ Coach can effectively and objectively appraise the performance of other coaches (assistants) using established guidelines and practices.
- ❑ Coach delegates activities appropriately to other coaches (assistants) and acknowledges their ideas and input into the program.

Resolves conflicts

NCCP Standard

- ❑ Coach identifies common causes of conflict in skydiving, and individuals/groups likely to find themselves in a conflict situation.
- ❑ Coach applies ethical decision making process to resolve conflicts that are derived from situations that have ethical implications.

Ref. NCCP *Make Ethical Decisions*

- ❑ Coach takes proactive measures to prevent and resolve conflict resulting from misinformation, miscommunication and/or misunderstanding.
- ❑ Internal-external distraction control, rock pass, positive attitude, etc.
- ❑ Coach uses effective techniques and strategies to resolve conflict when personally involved, so that positive relationship with skydivers and participants, officials and other coaches are maintained.

Above standard

- ❑ Coach enables skydivers to resolve conflicts among themselves by facilitating the effective use of conflict resolution techniques.
- ❑ Coach develops proactive strategies to address situations where skydiver(s) do not meet expectations (performance, behaviour or expectations), and deals with these situations in a manner that is assertive and conducive to the resolution of conflicts.
- ❑ Coach works with other coaches (assistants) to help these coaches develop strategies to resolve conflicts encountered during their coaching

Promotes drug free skydiving

NCCP standard

- ❑ Coach assists athletes to recognize banned substances as identified by the Canadian Centre for Ethics in Sport by providing access to appropriate reference material, or use sport expert.
- ❑ Coach assists in educating athletes in drug testing protocols at major competitions (may occur with sport science specialist)
- ❑ Coach identifies and reinforces the consequences for the use of banned substances.
- ❑ Coach provides educational opportunities to athletes on the use of nutritional supplements.
- ❑ Coach monitors athletes for the use of nutritional supplements and drugs (may be indicated on Medical information forms).
- ❑ Coach promotes and models philosophy of fair play and drug free sport as identified Canadian Centre for Ethic in Sport, or provincial legislation.

Above standard

- ❑ Coach develops a system to monitor athletes' use of nutritional supplements and drugs and can provide updated evidence of current supplements or drugs being used by the athlete(s).
- ❑ Coach demonstrates a thorough understanding of testing protocols and procedures used by drug testing officials.
- ❑ Coach works with managers, other coaches or specialists to manage drug-testing procedures in order to minimize possible distractions that may influence athlete performance during competition.
- ❑ Coach appropriately supports athlete during drug testing procedures.

3. PERFORMANCE REVIEW – STAKEHOLDER ASSESSMENT

This form should be used to provide feedback to the coach on their ability to manage a skydiving program. The form can be submitted as part of a portfolio and used by a trained and accredited evaluator to validate the achievement of the criteria from other sources.

Please check the appropriate box for the person submitting this assessment.

PARTICIPANT

PEER COACH

ADMINISTRATOR

Rate the responses to the statement by circling the frequency that you perceive that your coach achieves each evidence (never, sometime, often, always).

DATE: _____

My coach manages administration and logistics by...	Never	Sometimes	Often	Always
Providing me with current information about the program in the form of newsletter, email, website or announcements.	1	2	3	4
Identifying his or her philosophy of the program	1	2	3	4
Identifying a clear indication of program costs	1	2	3	4
Ensuring that participants understand sport-specific rules and consequences for not following the rules	1	2	3	4
Working with program volunteers to help run the program	1	2	3	4
Making sure that there are no surprise costs that could have been avoided	1	2	3	4
Providing me with progress reports on my sport-specific ability	1	2	3	4
Making sound recommendations on the development of the program	1	2	3	4
Supervising other instructors (assistants)	1	2	3	4

My coach helps to resolve conflicts in my sport by...	Never	Sometimes	Often	Always
Clearly outlining expectations for behaviour and commitment to sport	1	2	3	4
Promoting and facilitating communication among stakeholders	1	2	3	4
Clarifying communication to resolve perceptions of misinformation	1	2	3	4
Promoting positive relationships among stakeholders	1	2	3	4
Facilitating individuals to understand the causes of potential conflicts	1	2	3	4
Applying consistent leadership and fairness when dealing with conflicts	1	2	3	4

My coach takes measures to promote drug free sport by...	Never	Some times	Often	Always
Helping me to recognize banned substances.	1	2	3	4
Providing me appropriate education about drug testing protocols	1	2	3	4
Reinforcing the consequences for the use of banned substances	1	2	3	4
Helps me understand appropriate use of nutritional supplements	1	2	3	4
Asking me to identify drugs or supplements that I am currently taking	1	2	3	4
Promoting fair play and drug free sport	1	2	3	4
Knowing the testing protocols and procedures used by drug testing officials	1	2	3	4
Providing me with necessary support during drug testing at competitions	1	2	3	4

4. COACHING LINKS AND PARTNER DIRECTORY

Partners

National Sport Organizations: www.coach.ca

Sport Canada: www.pch.gc.ca/sportcanada/

International Coaching Organizations

International Council for Coach Education: www.icce.ws/

Australian Sports Commission: www.ausport.gov.au/coachofficial/index.asp

Sports Coach UK: www.sportscoachuk.org/

Coaching Diploma Programs

Douglas College: www.douglas.bc.ca/calhtm/programs/ppper.htm

York University: www.kinesiology.yorku.ca/certificate_program/coaching/index.htm

National Coaching Institutes: www.coach.ca/eng/institutes/contact.cfm

Université Laval: www.ulaval.ca/sg/PR/C1/1.394.01.html

5. COACHES ASSOCIATIONS

Coaches of Canada

www.coachesofcanada.com

Coaches of Canada
103-3 Concorde Gate, Suite 108
Toronto, Ontario M3C 3N7

416-426-7023
Fax: 416-426-7331
info@coachesofcanada.com

Coaches Association of British Columbia

www.coaches.bc.ca

Coaches Association of British Columbia
3820 Cessna Drive, Suite 200
Richmond, British Columbia V7B 0A2

604-333-3600, ext. 3
1-800-335-3120
Fax: 604-333-3450
info@coaches.bc.ca or

Coaches Association of Saskatchewan

www.saskcoach.ca

Coaches Association of Saskatchewan
1870 Lorne Street
Regina, Saskatchewan S4P 2L7

306-780-9313
Fax: 306-781-6021

Coaches Association of Prince Edward Island

www.sportpei.pe.ca/affiliate/Coaches.htm

Coaches Association of Prince Edward Island
P.O. Box 302
Charlottetown, Prince Edward Island C1A 7K7

902-569-0583 or
1-800-247-6712
Fax: 902-368-4548

Coaching Manitoba

www.coachingmanitoba.ca

Coaching Manitoba
Sport Manitoba
200 Main Street
Winnipeg, Manitoba R3C 4M2

204-925-5904
Fax: 204-925-5916

Coaches of Canada Manitoba Chapter

c/o University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba R3B 2E9

204-786-9248
Fax: 204-783-7866

Coaches Association of Ontario

www.coachesontario.ca

Coaches Association of Ontario
108-3 Concorde Gate, Suite 108
Toronto, Ontario M3C 3N7

416-426-7086
Fax: 416-426-7254

6. COMPETITION DEVELOPMENT MULTI-SPORT MODULE

DESCRIPTIONS

The Competition – Development context focuses on training coaches who are working with athletes who are in the training to train or training to compete stages of long-term athlete development.

Leading Drug-free Sport

The Leading Drug-free sport module focuses on the ability of the coach to apply the *NCCP Ethical Decision-making Model* to sport situations with ethical implications for drug-free sport. This is critical as their athletes at this context are competing at national events, national multi-sport games or beginning to compete internationally where drug-testing is probable. Application of the decision making process reinforces the coaches need to have knowledge of the consequences of using banned substances in sport. Coaches identify educational strategies that they can use to educate athletes about drug-testing protocols at major competitions and take greater responsibility for their sport values and actions.

Managing Conflict

Coaches trained in Managing Conflict will be able to identify common sources of conflict in sport, as well as individuals and groups likely to find themselves in conflict situations. They will gain skills in taking steps to prevent and resolve conflict resulting from misinformation, miscommunication, or misunderstanding. They will also develop skills that empower them to listen and speak for themselves in conflict situations so as to maintain positive relationships with athletes, parents, officials, and other coaches. Modeling such behaviour by a coach is the basis for athletes to enhance emotional development and handle the conflict of national and/or international competition.

Coaching and Leading Effectively

The Coaching and Leading Effectively module focuses on coaches applying intervention techniques that enhance learning with the aim to improve athletes' performance and to promote group and skill development. Coaches will learn how to promote a positive image of sport and model the image to athletes and those supporting their performance. The module provides coaches with a process that they can use to deliver clear messages and explanations when communicating with athletes and those supporting their performance. Coaches also identify opportunities to interact with all athletes and use feedback to improve and correct performance and behaviour.

Psychology of Performance

The Psychology of Performance module focuses on developing coaches' ability to guide athletes through the building of advanced mental preparation skills and focusing skills. It provides coaches with tools to assist athletes in learning how to manage distractions and conduct visualization so they can prepare themselves technically and tactically for training and competitive conditions. The coaches gain knowledge and ideas on how to work with athletes or teams to identify appropriate outcome, performance, and process goals related to their ability to focus on performance. Coaches also gain debriefing skills that both they and athletes can apply to assist athletes in assessing their performance in training and in competition.

Developing Athletic Abilities

Coaches trained in the Developing Athletic Abilities module will be able to implement general and sport-specific training protocols and methods to appropriately develop or maintain sport-specific athletic abilities. Coaches focus on applying training principles and variables to training methods that build an athletes' fitness in endurance, strength and speed as a well sport specific conditioning. After completing the module coaches will also be able to select and adapt testing and training protocols and methods to athletes training from 6-9 to 9-12 times per week in single to triple periodization.

Prevention and Recovery

The Prevention and Recovery module trains coaches in identifying common injuries in their sport and developing appropriate prevention and recovery strategies so that their athletes can continue to train and compete injury-free. Coaches learn how to support training and recovery with appropriate information and guidance on hydration, nutrition, and sleep as key factors for preventing injury. With this module, coaches will develop the ability to choose skills and drills that help athletes perform skills correctly and ensure athletes perform appropriate warm-ups and cool-downs. Training is provided so coaches can develop functional evaluations for their athletes' return to play and implement recovery and regeneration techniques to maintain or return to optimal performance in training and competition.

7. SAMPLE YEARLY TRAINING BUDGET - EXPENDITURES

Training Jumps	630@35.00/jump	\$22,050.00
Tunnel	6 hrs@850.00/hr	5,100.00
Equipment.....	purchase and maintenance (approx).....	\$1,000.00
Accommodation during training.....	120 days@\$10.00/day	\$1,200.00
Accommodation during competition.....	17 days@\$80.00/day	\$1,360.00
Meals.....	140 days@\$20.00/day	\$2,800.00
Sporting License and membership(s).....		\$140.00
Uniform		\$75.00
Entry Fees		
1 st meet		\$475.00
2 nd meet		\$520.00
Provincials		\$250.00
Nationals		\$750.00
European Cup (includes accommodations)		\$1,750.00
Travel		
by car.....		\$635.00
by air		\$1,640.00
passport and visas.....		\$115.00
Train pass		\$25.00
Misc.....		\$300.00
TOTAL.....		\$40,185.00
Coaching.....		\$UNKNOWN

Projected Income

Instructing and coaching (paid in jumps).....	\$3,200.00
Sponsorship.....	\$400.00
Packing (paid in jumps)	\$2,000.00
Part-time job	\$7,500.00

8. INTEGRATED SUPPORT TEAM

This a partial list of some of the persons that may be necessary for the effective operation of the program.

Experts that could be beneficial for program development and skydiver performance:

- Former team members as advisors and/or athlete mentors
- Nutrition specialist
- Sports Medicine Specialist
- Sport Psychologist
- Massage Therapist
- Physical Therapist
- Riggers and equipment technical experts (C.P., C.F.S., Accuracy)
- High Performance Coach
- NSO Training Advisor/Coordinator
- Assistant coaches

Persons other than experts who could assist with the program:

- QE's and Judges
- Packer(s)
- Videographers
- Fundraisers
- Sponsors
- Travel agent
- Drop zone operator if giving special considerations to athletes in training (e.g. preferential jump prices, specialized training equipment, etc.)
- Family members who directly assist in program coordination
- Others

9. TRAINING SITE SELECTION CONSIDERATIONS

- ❑ Proximity to home
- ❑ Proximity to a wind tunnel
- ❑ Aircraft type and number
- ❑ Mock-up
- ❑ Local weather conditions at that time of year
- ❑ Accommodations
- ❑ Jump costs
- ❑ Equipment availability
- ❑ Drop zone topography
- ❑ Drop zone services
- ❑ Distractions
- ❑ Air traffic
- ❑ Drop zone restrictions
- ❑ Swoop Pond
- ❑ Accuracy tuffet
- ❑ Bungee trainer
- ❑ Ground to air video
- ❑ Team room
- ❑ Creeper area
- ❑ Packers

-Identify additional items your discipline requires.

-Add these to your checklist

10. TRAVEL

Logistics for travel

For short duration travel within the local area the logistics can be simple. But for extended stays away from home for training camps and competitions the need to plan for the requirements of the skydiver and others traveling with the athlete is important.

Domestic/International

- ❑ Travel dates considerations – time needed for site inspection, lost/delayed luggage, jet lag, travelling individually or as a team, actual time travelling (travel fatigue), on-site practice jumps, acclimation, site-seeing, ticket price (weekend versus week days, cost versus convenience).
- ❑ Determine who will be responsible for booking travel and how - travel agents or booking privately.
- ❑ Determine who is responsible for creating the travel budget and controlling the finances while travelling and during the competition.
- ❑ Make-up of group – Coach, skydiver(s), support staff, others.
- ❑ Site seeing – before or after, individually or as a team, used for psychological preparation or decompression, tapering, dealing with jet lag, developing team spirit, etc.
- ❑ Modes of travel – pros and cons of road, rail (rail passes) and air.
- ❑ Airline restrictions – overweight baggage, AAD's, carry-on parachutes, number of connections, airport fees.
- ❑ Shipping equipment other than personal equipment; i.e. video equipment, computer(s), creepers, spare parts, rigging tools, etc.
- ❑ Transportation from airport to site.
- ❑ Meals during travel.
- ❑ Local transportation – provided? Or rental car.
- ❑ Accommodations – part of entry fee or extra, cost of extra days prior to and after meet, proximity to competition site, restaurants, laundry facilities, grocery store, pharmacy, etc.
- ❑ Visas and passports for international competition – check expiry date of passports and renew if necessary.
- ❑ Medical – insurance, shots, prescription drugs.
- ❑ Availability and cost of on-site training jumps.
- ❑ Entry fees – what is and is not covered – re-jumps, accommodations, meals, local transportation, rigging.
- ❑ Local currency (international), exchanging currency – when and how much. Can currency be changed back when leaving host country?
- ❑ Skydiving documents – sporting license, licenses or ratings required, logbooks.
- ❑ Rigging manuals for athletes' canopies and containers.

- ❑ Competition site facilities – rigging, team room/tent, food, showers, on-site accommodation, access to video.
- ❑ Language barriers.
- ❑ Accessibility to modes of communication - telephone, internet.
- ❑ Local customs - dos and don'ts.
- ❑ Contacts –phone numbers and/or e-mail local drop zone, airline number, accommodation, automobile rental company, consulate, travel agent, etc.
- ❑ Pre/Post competition media contacts.

Parachute equipment selection, acquisition and maintenance

Usually, the procurement of parachuting equipment will be the responsibility of the skydiver whether purchased by the jumper or supplied by a sponsor. In the instance that the coach is operating a professional school with specialized discipline specific equipment for the purpose of training, the skydiver may still opt to use their own.

Whatever the case, the selection of the parachute, container system, jumpsuit(s), automatic activation devices, helmets, and altimeters should be with safety as the primary consideration followed by function appropriate to the discipline.

The maintenance of the harness/container and reserve parachute must be made by a qualified parachute rigger holding the appropriate rating to perform the degree of maintenance required.

As in the travel checklist ensure that equipment technical manuals are available and that all airworthiness directives have been complied with.

Technical equipment selection, acquisition and maintenance

The selection and upkeep of freefall camera equipment will be the responsibility of the cameraperson. Other technical items (computers, etc.) would be chosen by the coach. For confidentiality reasons, the coach may insist on sole access to the equipment and would be responsible for its care and maintenance.

Working with officials

When utilizing the aid of an official (judge) during training it can be valuable to have the official address the skydivers in the context of what the judge expects to see and what they use to evaluate the skydiving performance. Having a judge periodically score the skydivers in training is a valuable tool for simulating competition. The judge is not used as a coach but as an unbiased observer.

Note: The coach should ensure that during competition, interaction between the officials and the competitors should be limited to social settings before or after the competition. Part of the agreement between the coach and their athletes should state that during competition any need to interact with the officials and/or meet staff should be done through the coach or their designated representative as it relates to scores, the scoring procedures, the running of the competition, the interpretation of the rules, protests, etc.

Sponsorship and Fundraising:

Sponsorship considerations:

- ❑ Determine who is responsible for obtaining sponsorship.
- ❑ Have a budget and program in place to present to prospective sponsors with a description of their role as part of the Integrated Support Team.
- ❑ Show the prospective sponsor what they can gain by sponsoring. e.g. media exposure, community involvement, uniqueness opportunity, etc.
- ❑ Ensure there is no conflict between prospective sponsors, the ideals of the athletes, the objectives of the PSO and/or NSO and the intention and philosophy of the program.
- ❑ Consideration must be given to the requirements and restrictions of the sponsorship, as well as the obligations to the sponsor such as public appearances. Examples of requirements and restrictions could include wearing the sponsors clothing during awards ceremonies and no association with beer companies.
- ❑ The prospective sponsor must be made aware that the training and competition of the skydiver will always be placed above the desires of the sponsor. Any contract between sponsors and the skydiver(s), coach and IST will reflect this.

Fundraising considerations:

- ❑ This can prove to be a full time endeavour and is seldom done by one individual. As with sponsorship, determine who will do the fundraising and the requirements put on the skydiver(s) to participate.

Media relations:

- ❑ Media relations person must consult with the coach and skydiver(s) prior to the release of information.
- ❑ Educate skydiver(s) on media relations; what to and what not to say, how to conduct oneself during an interview (professionalism). Always assume someone is watching. Note that nothing is “off the record”. Comments should be positive in nature.
- ❑ Contact the media. Don’t wait for them to contact you.
- ❑ Be selective as to type of media to contact. Ask to speak to sports reporters, if possible, instead news reporters.
- ❑ Create and update skydiver(s) biography. As a press release the biography must adhere to the athlete confidentiality agreement.
- ❑ Have contact information available or establish contact with skydiver’s local media.
- ❑ Educate the media – hand-outs, the rules of the competition, pre-competition interviews, invitation to meet and greet, etc. Have video available for them to use.
- ❑ Ensure information is correct and relevant. Ask for a preview of the article/news clip before release to ensure accuracy.

11. SAMPLE COMMUNICATION TOOL FOR ACCURACY PROGRAM

(E-mail, poster, magazine, etc.)

Philosophy of the Joe B. Accuracy School:

I am a former member of the Aeroflot national skydiving team and have won medals in many prestigious European competitions before moving to Canada. And I want help you win.

Each skydiver has abilities, potential and desires. It is with the help of the coach that the individual can perfect their skills, realize their potential and turn their dreams into realities.

I have tailored a program for the dedicated skydiver, to develop their physical, technical, tactical and psychological skills. This will be done in a fair and equitable manner as per the precepts of Sport Canada, the NCCP, the CAC and the LTAD program of the CSPA.

Discipline Specific Objectives:

Equipment: Development of intimate knowledge of the design and flight characteristics of the accuracy parachute. This will include the selection, packing, maintenance and trim adjustments to the canopy and component parts.

Meteorology and Topography as they pertain to precision accuracy: Determining the effects of winds (aloft and on the ground, direction and strength), thermals, temperature, humidity, density altitude, obstacles, drop-zone dimensions and physical make-up (pavement, grass, ponds, etc.).

Spotting: Individual and team

Flight paths to final: Individual and team; getting to the right place at the right time, spacing the stack, collision avoidance, safety, the use of front riser spirals and canopy control in deep brakes.

Final approach: Individual and team; spacing, concentration, angle choice and adjustments.

Strike angles and techniques: the three types of strikes, body position, foot position and heel placement.

Also covered in the program are such things as team dynamics, achieving the ideal performance state, rules and tactics, logistics for training and competition, performance tracking and so on.

Entry level for the program:

CSPA membership, "A" CoP, 50 accuracy jumps, own a precision type accuracy canopy and be willing to commit to the year long program.

Contact: **Joe Blowzitska Skydiving School**
Frozenfoot, Sask
1-555-FLY-SLOW

12. TALENT IDENTIFICATION

(Entrance to program)

Discipline: _____ Date _____

Name: _____ Age: _____ Sex: _____

Address: _____

CSPA # _____ CoP _____ Ratings: _____

Phone: _____ E mail: _____

Time in sport: _____ # of jumps to date: _____ jumps last season _____

Tunnel time: _____

Competitions attended/placing(s): _____

Skills/Training Camps attended: _____

Other Sports/Activities: _____

Skill Level	Fun	L2F	L2C	T2C	T2W	A4L
Discipline Knowledge						
Physical Literacy						
Emotional						
Cognitive						
Mental						
Discipline skills						
Tactical						
Equipment Knowledge						
Safety						

Notes:

13. SKYDIVER/TEAM PROGRESSION (SAMPLE)

Sample Accuracy Program

Name: S. Fredricks

Date: April 28, 2011

Program Stage: Meso 2 - pre-meet #1

Benchmark: turns to final on line at 200'

Results: Needs improvement Achieved level Exceeded level

Notes: becoming consistent, never too low

Benchmark: assessing conditions

Results: Needs improvement Achieved level Exceeded level

Notes: Has difficulty changing approach to suit changing conditions, not using cues.
Work on improving assessment.

Benchmark: Body position

Results: Needs improvement Achieved level Exceeded level

Notes: Looking much more comfortable with new gear

Benchmark: Body position at strike

Results: Needs improvement Achieved level Exceeded level

Notes: Getting head down and bringing knees up but only when straight on line. Work
on body position as cue to correct flight line and angle

Benchmark: Foot placement

Results: Needs improvement Achieved level Exceeded level

Notes: Marked improvement – body position improvement is working

14. SKYDIVER/TEAM PROGRESSION

Name: _____ **Date:** _____

Program Stage: _____

Benchmark: _____

Results: Needs improvement Achieved level Exceeded level

Notes: _____

Benchmark: _____

Results: Needs improvement Achieved level Exceeded level

Notes: _____

Benchmark: _____

Results: Needs improvement Achieved level Exceeded level

Notes: _____

Benchmark: _____

Results: Needs improvement Achieved level Exceeded level

Notes: _____

Benchmark: _____

Results: Needs improvement Achieved level Exceeded level

Notes: _____

15. ATHLETE REPORT (SAMPLE)

Date February 24, 2011

Coach: S. Macintosh

Discipline: C.P.

Athlete: W. Thompson

Week # of Program: 15

Competitions attended and results since last report: indicate type of comp. (e.g. developmental)

Meet 1 Dev. Sunshine South Winter Meet – Speed: 6th, Zone: 14th, Distance: 9th

Skills/Training Camps attended since last report: Equipment seminar, physical/mental practice sessions

Skydives made since last report: 73

Tunnel time since last report: N/A

Skill Level	0	1	2	3	4	5
Discipline Tech. Knowledge				X		
Physical Literacy		X				
Emotional			X			
Cognitive			X			
Mental				X		
Discipline skills			X			
Tactical			X			
Equipment Knowledge					X	
Safety				X		

0: regression

1: static

2: minor progress

3: normal progress

4: above average progress

5: mastery

Tests used to determine results: Sunshine Meet - first developmental competition of the season

Observations and Recommendations: Shows signs of concentration skills improvement – continue cross-brain exercises.

Not entirely comfortable with set-up point with new zone canopy – just needs more jumps on it
Needs improvement on body movement in harness (fluidity) at initiation – use video & hanging harness work

16. ATHLETE REPORT

Date: _____

Coach: _____ Discipline: _____

Athlete: _____ Week # of Program: _____

Competitions attended and results since last report: indicate type of comp. (e.g. developmental)

Skills/Training Camps attended since last report: _____

Skydives made since last report _____ Tunnel time since last report _____

Skill Level	0	1	2	3	4	5
Discipline Tech. Knowledge						
Physical Literacy						
Emotional						
Cognitive						
Mental						
Discipline skills						
Tactical						
Equipment Knowledge						
Safety						

0: regression

1: static

2: minor progress

3: normal progress

4: above average progress

5: mastery

Tests used to determine results: _____

Observations and Recommendations: _____

17. FAI ANNUAL SPORTING LICENSE APPLICATION

**F.A.I. ANNUAL SPORTING LICENSE APPLICATION
FORMULE DE DEMANDE DE LICENCE SPORTIVE
ANNUELLE DE LA F.A.I**



TO AVOID DELAY, PLEASE PRINT CLEARLY/VEUILLEZ IMPRIMER CLAIREMENT S.V.P.

NAME / NOM : _____ SEX / SEXE _____

CSPA MEMBERSHIP # _____ EXPIRY DATE: _____
DE MEMBRE DE L'ACPS: _____ DATE D'ÉCHÉANCE: _____

ADDRESS: _____

CITY / VILLE: _____ PROV: _____ PC: _____

MEMBER GROUP / GROUPE MEMBRE: _____

DATE OF BIRTH _____ PLACE OF BIRTH _____
DATE DE NAISSANCE: _____ LIEU DE NAISSANCE _____
(M / D / Y)

HEIGHT/ _____ WEIGHT / _____ COLOUR EYES / _____ COLOUR HAIR / _____
TAILLE: _____ POIDS _____ YEUX _____ CHEVEUX _____

Highest International Certificate of Proficiency level and number/
Niveau et numéro du certificat international de compétence supérieur: _____

I hereby certify that I have fulfilled the requirements outlined below and have been medically examined & considered fit to participate in parachuting, within the last 2 years. (a copy of a current medical must be on file with CSPA).
Je, soussigné, confirme par la présente avoir satisfait aux exigences décrites ci-dessous et avoir subi au cours des deux dernières années un examen médical attestant que je suis apte à pratiquer le parachutisme. (Copie d'un certificat médical valide doit être annexé à la présente ou se trouver dans les dossiers de l'A.C.P.S.

I pledge myself to become familiar with, submit to, and be bound by the National & Int'l FAI, ACC & CSPA rules & recommendations and the FAI Sporting Code and procedures governing sanctioned air meets and trials for official records.
Je m'engage à prendre connaissance et de me soumettre aux règlements et recommandations nationaux et internationaux de la FAI, de l'ACC et de l'A.C.P.S ainsi qu'au code sportif et procédures de la FAI gouvernant les rencontres et tribunaux sanctionnés pour les records officiels.

I, hereby apply for an FAI Annual Sporting License for the year _____ to validate my CSPA CoP.
Je demande par la présente, une licence sportive de la FAI pour l'année _____ afin de valider mon certificat de compétence de l'A.C.P.S.

A Sporting License is valid for the calendar year January 1st to December 31st.
Une licence sportive est valide pour l'année calendaire du premier janvier au 31 décembre

Fee: \$55.00 Applicant's signature: _____

Visa Mastercard # _____ - _____ - _____ - _____ Expiry Date: Mth _____ Yr _____

Name on Card: _____ PLEASE FAX TO: 613-445-2698

18. SAMPLE ATHLETE/COACH AGREEMENTS

Athlete Agreement

This agreement made this _____ day of _____, 20_____

Between:

The Joe Bloggins Centre of Skydiving Excellence
1500 Skyway Road,
Anytown, N.L.
(hereafter referred to as the "Centre")

And: _____, residing at

Telephone: (_____) _____ (_____) _____

E-mail address _____

(hereafter referred to as the "Athlete")

Participant data:

CSPA number	_____
CSPA number expiry date	_____
Highest Certificate of Proficiency	_____
Ratings held	_____
Date of Birth	_____
Place of Birth	_____
Home Drop Zone	_____

Whereas:

- the Athlete wishes to receive training and competition coaching from the Centre;
- the Centre recognizes the need to clarify the relationship between Centre and the Athlete by establishing their respective rights and obligations

Obligations of the Centre:

The Centre shall:

- assess the Athlete's skydiving abilities in their chosen discipline before the commencement of the program;

- b) develop an individual periodized training program for the Athlete for the period from _____ to _____;
- c) develop a performance plan respecting the Athlete's entrance level to the program and expected goals;
- d) coach the Athlete throughout the program following the performance plan to and including training, pre-competition, competition and recovery;
- e) track the Athlete's progression during the program and provide the Athlete and any stakeholder deemed appropriate by the Athlete and the Centre with periodic assessments;
- f) assist with travel arrangements to and from competitions;
- g) assist with financial management; and
- h) keep in strict confidence any matters relevant to all parties – medical, performance evaluations, finances, infractions with regards the Code of Conduct, agreements made with sponsors, and any other items deemed appropriate by the centre, the Centre's staff, sponsors, athletes and/or other stakeholders.

Obligations of the Athlete:

The Athlete shall:

- a) adhere to the performance plan as developed by the Centre to the best of their ability;
- b) make payments of all fees/costs on a weekly basis or as necessary (i.e. travel expenses, entry fees, etc.);
- c) disclose any reason why they are unable to follow the program to the Centre and coach as soon as possible;
- d) keep in strict confidence any matters relevant to all parties – medical records, performance evaluations, finances, infractions with regards the Code of Conduct, agreements made with sponsors, and any other items deemed appropriate by the centre, the Centre's staff, sponsors, athletes and/or other stakeholders;
- e) agree to comply with the standards for anti-doping as stipulated in CSPA PIM 5, policy 5 which adheres to the Canadian Anti-Doping Program (www.cces.ca) and in accordance with the F.A.I. Anti-Doping Rules and Procedures (FAI 3.11.2). Athletes are responsible for familiarizing themselves with the anti-doping policies;
- f) conduct themselves in a manner that is conducive to achieving the highest performance possible and avoid taking any deliberate action that involves significant risks to their ability to perform;
- g) avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with the training or competition for themselves or other athletes; and
- h) maintain the highest standards of integrity, behaviour and good sportsmanship.

Amendment:

This agreement or any portion thereof may not be cancelled, changed or amended in any way without prior written consent of the Athlete, the Centre or any of its authorized agents.

Default

Where one of the parties to this agreement is of the opinion that the other party has failed to conform with its obligations under this agreement it shall forthwith:

- a) notify that party in writing of that default;
- b) indicate in the notice to the party the steps to be taken to remedy the situation; and
- c) indicate in the notice a reasonable period of time within which such steps shall be taken.

IN WITNESS WHEREOF the parties hereto have caused these presents to be duly executed as of the date first written above.

Signed in the presence of:

Signature of witness

Print name of witness

Signature of Centre's Officer

Signature of Athlete

Print name of Athlete

Print name of Centre's Officer

Title of Centre's officer

See also: Athlete Agreement CSPA PIM 4F

Section 14 Annex A: Model Athlete/NSO Agreement

Model Athlete/NSO Agreement

AGREEMENT made this _____ day of _____, 200__

BETWEEN

_____, having its national office
at _____ (hereinafter referred to as "the NSO")

AND

_____, residing at
_____ (hereinafter referred to as "the Athlete").

WHEREAS the Athlete wishes to be an active competitor in NSO-sanctioned events with his or her rights and obligations clearly defined;

WHEREAS the NSO is recognized by _____ (the NSO's International Federation) and Sport Canada as the sole National Federation governing the sport of _____ in Canada;

WHEREAS the NSO and _____ recognize the need to clarify the relationship between the NSO and the Athlete by establishing their respective rights and obligations;

AND WHEREAS the Sport Canada Athlete Assistance Program (hereinafter referred to as "the AAP") requires these rights and obligations to be stated in a written agreement to be signed by the NSO and the Athlete who applies for assistance under the AAP;

AND WHEREAS the International Federation requires that the NSO certify the eligibility of the Athlete to compete as a member in good standing;

NOW THEREFORE the parties agree to the following:

NSO's Obligations

- 1. The NSO shall:**
 - a) organize, select and operate teams of athletes, coaches and other necessary support staff (a National Team) to represent Canada in the sport of _____ throughout the world;
 - b) communicate with athletes both orally and in writing in the language of their choice (French or English);
 - c) publish selection criteria for all national teams at least three (3) months before the selection for any particular team and at least eight (8) months before the selection

- of major games teams (e.g., Olympic, Commonwealth, Pan American, FISU) and World Championship Teams;
- d) conduct selection of members to all national teams in a manner that is in conformity with the generally accepted principles of natural justice and procedural fairness;
 - e) publish criteria for the selection of athletes to the AAP ten (10) months before the start of the AAP eligibility cycle for the particular sport;
 - f) nominate all athletes who meet AAP criteria;
 - g) organize programs and provide funding for the development and provision of coaching expertise, officials and event training centres in Canada in the sport of _____ in accordance with the budget of the NSO;
 - h) assist the Athlete in obtaining quality medical care and advice;
 - i) provide the Athlete selected to be a member of the National Team with the National Team uniform;
 - j) protect the eligibility of the Athlete by ensuring that a mechanism for the establishment of a trust fund for the Athlete exists that is in accordance with International Federation rules and advise the Athlete of the nature of all payments to and withdrawals from the trust fund;
 - k) regularly provide National Team program information (training and competition) to the Athlete in the form of mailed correspondence;
 - l) provide a formal review of the Athlete's annual training program;
 - m) provide funding for the Athlete for training camps and competitions in accordance with the budget of the NSO;
 - n) provide for a representative elected by the athletes to sit as a voting member of the relevant decision-making body of the NSO (for example, the Board of Directors or National Team Committee); and
 - o) provide an appeal procedure that is in conformity with the principles of natural justice and procedural fairness, which shall include access to an independent arbitration process with respect to any dispute the Athlete may have with the NSO, other than those related to the Athlete Assistance Program, and publish the details of this procedure in a prominent manner so that it is freely available to all athletes or any person requesting this information by or on behalf of the Athlete.

Athlete's Obligations

2. The Athlete shall:

- a) recognizing the responsibilities of the coaches in coaching-related decisions, follow the training and competitive program mutually agreed to by the following:
 - the NSO representative responsible for developing and monitoring National Team training and competitive programs (the National Coach or High Performance Director, for example);
 - the Athlete's personal coach; and
 - the Athlete;
- b) avoid living in an environment not conducive to high-performance achievements or taking any deliberate action that puts his or her ability to perform at risk or limits performance;
- c) provide the National Coach or his or her designate, by mail sent to the National Office, with an annual training chart and monthly updates of changes to the chart or any other appropriate information that the NSO may request;
- d) subject to paragraph 2(e), participate in all mandatory training camps and competitions as described in Appendix A of this Agreement (Appendix A is sport specific and is not included in this document);
- e) notify the NSO immediately in writing of any injury or other legitimate reason that will prevent the Athlete from participating in an upcoming event referred to in Appendix A of this Agreement (Appendix A is sport specific and is not included in this document) and ensure in the case of an injury that a certificate from a medical doctor setting out the specific nature of the injury is forwarded to the NSO within three weeks of the injury;
- f) dress in the National Team uniform and other official clothing, if applicable, while travelling or participating as part of the National Team;
- g) avoid any action or conduct that would reasonably be expected to significantly disrupt or interfere with a competition or the preparation of any Athlete for a competition;
- h) during or at National Team training camps and competitions, avoid alcoholic consumption to a level that would reasonably be expected to impair the Athlete's ability to speak, walk or drive, or cause the Athlete to behave in a disruptive manner;
- i) avoid the use of banned substances that contravene the rules of the International Olympic Committee (IOC), the rules of the International Federation and the Canadian Policy on Doping in Sport;
- j) submit, without prior warning, to unannounced doping-control tests in addition to other prior-notice tests and submit at other times to doping-control testing when requested by the NSO, Sport Canada, the Canadian Centre for Ethics in Sport (CCES) or other authorities designated to do so;
- k) avoid the possession of anabolic drugs and neither supply such drugs to others directly or indirectly nor encourage or condone their use by knowingly aiding in

any effort to avoid detection of the use of banned substances or banned performance-enhancing practices;

- l) participate, if asked by the NSO to do so, in any Doping Control/Education Program developed by the NSO in co-operation with Sport Canada and the CCES;
- m) avoid participating in any competitions where federal government sport policy has determined that such participation is not permitted;
- n) participate in sport-related, non-commercial promotional activities on behalf of the Government of Canada. The NSO usually makes such requests for participation and arranges the activities. Unless supplementary compensation is arranged, these activities do not normally involve more than two working days per athlete per year;
- o) adhere to and comply with the NSO's appeal procedure; and
- p) actively participate in all AAP evaluation activities. Athletes will co-operate fully in any evaluation of the AAP that may be conducted by the Minister or anyone authorized to act on the Minister's behalf and provide such data as the person conducting the evaluation considers necessary for the proper conduct of the evaluation.

3. Default of Agreement

- a) Where one of the parties to this agreement is of the opinion that the other party has failed to conform with its obligations under this agreement, it the following shall occur shall forthwith:
 - i) The one part shall notify the other party in writing of the particulars of the alleged default.
 - ii) If there exists a reasonable opportunity to correct the default and the default is not so fundamental as to amount to a repudiation of this agreement, the notifying party shall indicate in the notice the steps to be taken to remedy the default and a reasonable period of time to complete the remedial steps.
 - iii) The parties agree that the giving of the above referred-to notice by a party will not prevent that party from later asserting that the default was so fundamental as to amount to a repudiation of this agreement.
- b) If the party receiving the notice remedies the breach within the specified time, the dispute shall be considered resolved and neither party shall have any recourse against the other concerning the matter alleged to comprise the default. If the party receiving the notice fails to remedy the breach within the specified time and either party wishes recourse against the other concerning the matters alleged to comprise the default, that party shall use the dispute settlement mechanism of this agreement to resolve the differences between the parties.

Duration of Agreement

This AGREEMENT comes into force on the _____ day of _____, 200__, and terminates on the _____ day of _____, 200__.

Athlete Declaration

I hereby declare that in return for any financial assistance provided by the Sport Canada Athlete Assistance Program, I undertake to fulfil all commitments and responsibilities outlined in the booklet *Athlete Assistance Program Policies and Procedures* and my Athlete/NSO Agreement. I agree to refund any assistance provided to me, payable to the Receiver General of Canada, should my eligibility status change or my carded status be withdrawn, effective the withdrawal/change of status date.

(the NSO)

Witness Date NSO Representative

Witness Date Athlete

19. RECOMMENDED READING

Power and Ethics in Coaching by Paul Tomlinson and Dorothy Strachan National Coaching Certification Program: <http://www.coach.ca/eng/products/documents/Power-Ethics.pdf>

Canadian Professional Coaches Association A GUIDE TO Employment Contract for Coaches http://www.coach.ca/eng/certification/documents/REP_CPCAGuide_March00.pdf

A Handbook on Performance Review Coaches by Rose Mercier and Penny Werthner, Ph.D. <http://www.coach.ca/eng/products/documents/HANDBOOK-PERFREVIEW-ENG.pdf>

Anti-Doping, Drug free sport, Banned substances, Drug Testing, Policies:

<http://www.fai.org/antidoping/adrp>

<http://www.wada-ama.org> and <http://www.cces.ca/pdfs/WADA-PUB-ProhibitedList-E.pdf>

www.cces.ca