EVALUATION PACKAGE

Synchro Instructor

Outcome 3-Analyze Performance

August 2005
The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport federations, and the Coaching Association of Canada.

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The Coaching Association of Canada is pleased to offer you an interactive Web site that enables you to check your accreditation online. Go to www.coach.ca where you can:

- track your progress through the NCCP;
- update your coaching profile;
- print out copies of your coaching card or a transcript of your coaching courses;
- visit the Coaching Tips and Tools section;
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Introduction

This booklet contains the evaluation requirements and forms for Outcome 3- Analyze Performance of the Synchro Instructor Training Program.

The most important part of the NCCP is coach assessment and evaluation. A well-conducted evaluation will confirm that Synchro Instructor candidates have met all the criteria for each of the four Outcomes that have been identified in the SI program. An effective evaluation will also help identify individual strengths and weaknesses of SI candidates and provide some direction for ongoing coach development needs.

The Synchro Instructor training program is designed for two main target groups:

- Qualified Aquatics Instructors who require basic technical knowledge of Synchro
- Current and former Synchro Swimmers aged 15-18 who are instructing recreational swimmers.

All candidates must complete SI evaluation requirements to attain certification. Evaluation is based on meeting four OUTCOMES, each with its own set of criteria, to an appropriate standard that has been established by Synchro Canada.

OUTCOME 1- Plan a Practice

- Organize a series of lesson activities into a plan that enhances the learning of one or more skills
- Design an Emergency Action Plan

OUTCOME 2- Provide Support to Athletes in Training

- Ensure that the lesson environment is safe
- Implement an appropriately structured and organised lesson
- Make interventions that promote learning

OUTCOME 3- Analyze Performance

- Detects and Corrects performance errors in order to choreograph and teach a routine of Star 1-4 skills for performance at a water show

OUTCOME 4- Make Ethical Decisions

Before beginning the process of evaluation, all Synchro Instructor candidates should have a copy of the Synchro Canada Star Manual.

Procedure

1. Print out a copy of this booklet.
2. Complete the required written assignment using the forms provided.
3. Submit completed work of this booklet to approved Evaluators along with evaluation fee.
4. Receive complete forms from Evaluator. Ensure that the Evaluator has signed the box at the bottom of each page, and make a complete copy for your own records.
5. Submit completed forms pages 7-9 to your Provincial/Territorial Synchro Association office. Your completion of this Outcome will be registered on the CAC database.
6. When you have completed all four outcomes you are fully certified as a Synchro Instructor.
OUTCOME 3: Detect and Correct performance errors in order to choreograph and teach a routine of Star 1-4 skills for performance at a Watershow or Star test

Criteria to be Evaluated

- Select music that is appropriate to the age and ability level of the swimmers
- Choreograph a performance routine that incorporates Star 1-4 skills
- Work with the swimmers to teach and perfect the routine
- Present the routine in a Water Show / Star Test
- Detect and Correct Figures and elements

This outcome may be evaluated either at an on-site performance or by submission of video to a qualified evaluator. If video submission is used, the video must be of high quality to be easily heard and seen. Videos of inadequate quality will be returned and a new video must be provided.

Evaluator Information:

Evaluators must be trained Synchro Canada Evaluators and approved by Provincial/Territorial Synchro office prior to candidate assessment. Contact your Synchro office for a list of approved Evaluators.

Evaluation Fee:

- $20.00, payable to the evaluator at the time of evaluation.
- Refer to the Synchro Canada Guidelines for Administration of the 3M NCCP for further information.
Synchro Instructor Candidate Information:

Name of Candidate: ___________________________ Date of Birth: ___________________________
Address: ____________________________________________________________

__________________________________________ Prov/Terr Postal Code
Phone: (____) ___________________________ Email: ___________________________
NCCP Number (if available): ___________________________ Date of Evaluation: ___________________________

Summary comments from Evaluator:


Supervisor’s verification completed= Yes No
Score achieved Part A=______________ (minimum of 2 required)
Score achieved Part B=______________ (minimum total of 8 required)

“As a qualified evaluator, I agree that this coach has met the standards for competency in Outcome 3 of the Synchro Instructor training program”

Evaluator’s Signature: ___________________________ Date: ___________________________

Name of Evaluator: ___________________________ NCCP/Certification Number: ___________________________
Certification title: ___________________________
Address: ____________________________________________________________

__________________________________________ Prov/Terr Postal Code
Phone: (____) ___________________________ Email: ___________________________
Evaluator’s Signature: ___________________________ Date: ___________________________

For office use only: Registration certificate number: ___________________________ Date: ___________________________
Approved by: ___________________________ Position: ___________________________
Verification of Instructor’s Role:

You must obtain the signature of your head coach or aquatic supervisor to verify that you have created the routine and have taught it to your swimmers over a 10 week (minimum) session. Ask your Head Coach or Aquatics Instructor to complete and sign this form.

HEAD COACH / SUPERVISOR VERIFICATION

This will confirm that __________________________ has completed the following requirements for Outcome 3 of the Synchro Instructor Training Program.

- Teach a group of recreational swimmers for a 10 week session
- Created and choreographed a routine of Star 1-4 skills for these swimmers
- Taught and perfected the routine with the swimmers
- Presented the swimmers performing the routine at a water show or other similar performance.
- Detect and Correct Figures and Elements Appropriately for the Level

Dates of session: __________________________ Star level(s) covered: __________

Location of Session: __________________________________________________________

Age of swimmers: _______________ No of swimmers: _______________

Name of Supervisor: _______________ Title/Position: _______________

Signature of Supervisor: __________________________ Date: ________________

Name of Evaluator: __________________________ Date: __________

Evaluator’s Signature: __________________________
# Checklist for Evaluation of Criteria

**Part A: ASSESSMENT OF ROUTINE COMPOSITION**

Highest Level of Group (Star #) ________________________

Routines should be made up of the skills that the swimmers are learning and have already learned. **List the skills required for the highest star that the swimmers are working on.** Coach notes when in the routine that skill is done – 1st length, mid pool, etc. (variations on Star skills are allowed and encouraged!)

Score will be 3-2-1-0 based on number of available skills in the appropriate Star level, as compared to the content of the routine.

- 100% of skills included in routine = 3
- 80% or more of skills = 2
- 50% or more of skills = 1
- less than 50% of skills = 0

Minimum pass standard is a score of 2

<table>
<thead>
<tr>
<th>List skills:</th>
<th>When skill occurs in routine-</th>
<th>Evaluator check</th>
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Number of skills used in routine:

Maximum number of available skills:

Total Percentage:

Score:

Name of Evaluator: ____________________________ Date: ________

Evaluator's Signature: ________________________
**Part B: EVALUATION OF THE PERFORMANCE**

Was the routine presented at a (check one):

- Watershow
- Performance for parents
- Star test with ‘audience’

Evaluate each criterion according to the 3-2-1-0 standard and mark the number in the appropriate box. Pass standard is 8.

<table>
<thead>
<tr>
<th>Evidences</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
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<tbody>
<tr>
<td>Was the music appropriate to the age and ability level of the swimmers?</td>
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<td>If the swimmers had special routine suits, were they appropriate?</td>
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<td>Did the swimmers look like they were well prepared?</td>
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<tr>
<td>Did the swimmers look like they enjoyed the experience?</td>
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**SUBTOTALS BY COLUMN:**

**TOTAL SCORE:**

Additional Comments:

Name of Evaluator: ___________________________ Date: ___________

Evaluator's Signature: ___________________________
Information for Evaluators

Congratulations! You have been identified as one of Synchro Canada’s Evaluators for the 3M NCCP, Synchro Instructor (SI) Context. You have a crucial role in our coaching education program and this booklet is designed help you meet the responsibilities that are required of an Evaluator.

The most important part of the 3M NCCP is coach assessment and evaluation. A well-conducted evaluation will confirm that Synchro Instructor candidates have met all the criteria for each of the three outcomes that have been identified in the SI program. An effective evaluation will also help identify individual strengths and weaknesses of SI candidates and provide some direction for ongoing coach development needs.

Within each outcome, the pass standard for SI Candidates is 80%. For many of the criteria, scoring of candidates is done using a 3-2-1-0 scale, where a score of 2 indicates that the coach has met the standard. A score of 3 indicates that the candidate has exceeded the required standard; 3’s should be awarded only if warranted. Certain other criteria will either be met (score = yes) or not met (score = no), but the overall yes: no ratio must still exceed 80%. There are several instances where a given criterion MUST be met and a pass score is unattainable without it.

SI Candidates who do not meet the pass standard are probably not yet ready, and would likely benefit from some additional time working with an experienced coach. A passing score will not be awarded if a candidate does not meet the established standard! It is in the candidate’s (and the athlete’s) best interest to spend some extra time becoming truly proficient.

The following chart describes how criteria will be evaluated:

<table>
<thead>
<tr>
<th>SCORE</th>
<th>Quality of work or performance</th>
<th>Degrees of Understanding</th>
<th>Degrees of Frequency</th>
<th>Degrees of Effectiveness</th>
<th>Degrees of Independence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Exceeds the Standard</td>
<td>Thorough/complete</td>
<td>Consistently</td>
<td>Highly effective</td>
<td>Independently</td>
</tr>
<tr>
<td>2</td>
<td>Meets the Standard</td>
<td>Substantial</td>
<td>Frequently/Usually</td>
<td>Effective</td>
<td>With minimal assistance/ prompts</td>
</tr>
<tr>
<td>1</td>
<td>Approaches the Standard</td>
<td>Partial/incomplete</td>
<td>Sometimes</td>
<td>Moderately effective</td>
<td>With assistance</td>
</tr>
<tr>
<td>0</td>
<td>Has not demonstrated the required knowledge/skills</td>
<td>Misunderstanding/ misconceptions</td>
<td>Rarely/never</td>
<td>Ineffective</td>
<td>Unable to perform task</td>
</tr>
</tbody>
</table>

Adapted from the Ottawa-Carleton District School Board
Teacher Manual for Assessment, Evaluation and Reporting – Elementary