



Biathlon Canada Playbook for Coach Developers NCCP Coach Workshops and Evaluations

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1. INTRODUCTION

1.1. PURPOSE

This document sets out the procedure for planning, delivering, and reporting NCCP workshops and evaluations. Following the procedures in the document will help events be approved faster and reduce rework.

1.2. RESPONSIBILITIES

a) Divisions:

Divisions are responsible for:

- Delivering NCCP workshops for Community Sport and Competition-Introduction contexts
- ensuring that biathlon programs in their Division are delivered by Competition-Introduction and Competition-Development certified coaches
- ensuring at least one person from their Division has access to create events in the Locker
- ensuring the division has at least one Learning Facilitator and at least one Coach Evaluator for each context
- scheduling and recording workshop and evaluation events in the Locker
- setting the rates paid to Coach Developers for delivering Community Sport and Competition-Introduction workshops
- setting the rates paid to Coach Developers for evaluations

While Divisions retain the responsibility to ensure that NCCP workshops and evaluations are delivered in their Division, they may delegate the procedures of organizing the workshops and evaluations to their Coach Developers.

If there are not enough coaches to organize a coach workshop locally, the division should collaborate with other nearby Divisions to offer the workshop to those in the region. In exceptional circumstances, Divisions can contact Biathlon

Canada's Sport Development Manager (Sheri Adams-Selinger, sadamsselinger@biathloncanada.ca) to assist with the organization of the following online workshops:

- Community Sport Introduction to Coaching Biathlon workshop (1 hour)
- Community Sport Part B workshop (5 hours)
- Competition-Introduction Part 1 workshop (12 hours)

b) Biathlon Canada

Biathlon Canada is responsible for:

- organizing and delivering the Competition-Development workshop
- organizing and delivering Coach Developer workshops
- approving events in the Locker

2. NCCP WORKSHOPS

2.1. PLANNING PROCEDURES FOR WORKSHOPS

a) Initial Planning

Determine the workshop logistics	Set the Date
	Set the Time
	Location (including whether the workshop is online or in person)
Determine who will deliver the workshop	The Coach Developer must be: • Qualified to deliver the NCCP workshop by having: ○ Completed the NCCP Core Training for Learning Facilitators ○ Completed the Biathlon Canada Learning Facilitator training for the context (there is different training for each context) ○ Co-delivered the training with another experienced and qualified Coach Developer • A current registered participant with Biathlon Canada
Prepare the workshop budget and set the workshop price or fee	Facility rental costs
	Coach Developer fee and travel costs
	Biathlon Canada course fee
Workshop registration	Determine how coaches will register for the workshop and how you will gather workshop fees from the coaches. • The Locker (see below) • Zone 4 • Another method

Communicate and advertise	Post the workshop in the Coaches group of Mighty Networks
	Communicate the workshop to the clubs in your Division
	Directly contact coaches who are being considered for coaching at events and need a given level of certification (provincial winter games, Canada Winter Games, coaching at Nationals)
	Communicate and advertise through other means as is common for your Division

b) The Locker

A Locker event must be created for every NCCP Workshop that is delivered. To have access to create events in the Locker, one must complete the following training courses. Reach out to coach@coach.ca for upcoming dates:

- ☐ Locker Training:
 - ☐ English: 1st and 4th Thursday of each month at 1:00 pm ET
 - ☐ French: 2nd Thursday of each month at 10:00 am ET
- ☐ Locker Insights:
 - ☐ English: 2nd Thursday of each month at 1:00 pm ET
 - ☐ French: 3rd Thursday of each month at 10:00 am ET

The above schedule applies year-round, excluding January and December.

The Locker can now collect payments for courses. To set this up for your Division:

- ☐ Complete Locker Logistics training (contact coach@coach.ca for dates)
- ☐ Contact coach@coach.ca to set up your banking information and sign the service agreement with The Coaching Association of Canada
- ☐ Alternatively, Divisions can request Biathlon Canada to set up events with payment going through the Locker for them. Provide all details from 3.a)

Initial Planning. There will be a \$25 administration fee/event for this service.

[Follow these steps](#) to set up an event without using Locker Logistics to receive payments.

[Follow these steps](#) to set up an event that will use Locker Logistics to receive payments.

2.2. DELIVERING WORKSHOPS

Prior to the start of the workshop, the Coach Developer should:

Ensure that all participants meet the prerequisites for the workshop	☐ Community Sport Pathway ☐ Competition-Introduction Pathway
Ensure that all registrants are registered participants with Biathlon Canada	☐ Go to this page, then click on the Individual Registrant Lookup button. ☐ Press CTRL-F, then type the person's name to search for the person by name
Send the registrants an email to introduce yourself and share information about the workshop	☐ See Appendix A for templates. ☐ Be sure to download the Coach Workbook and send it to the participants as an attachment, rather than sending the participants a link to the Shared Drive.
Use the most recent version of the materials	☐ Materials include the Learning Facilitator Guide, Slides, and Coach Workbook ☐ Find the materials in the NCCP Workshop Materials and Coach Resources Shared Drive.

	☐ All active Coach Developers should have access to this shared drive ☐ If you do not have access, please contact sadamsselinger@biathloncanada.ca .
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2.3. REPORTING ON COMPLETED WORKSHOPS

Once a workshop has been delivered, the Division or Coach Developer must:

Add attendees	Ensure all participants who successfully completed the workshop are added as "Attendees"
Confirm participant status	Write a private note that includes: ☐ Your confirmation that all participants met the prerequisites ☐ Your confirmation that all participants are current registered participants with Biathlon Canada ☐ Which organization will be responsible for paying the Biathlon Canada course fee
Submit the Locker Event for approval	

Biathlon Canada will:

- ☐ Send an invoice for the [Biathlon Canada course fee](#)
- ☐ Approve the Locker Event
- ☐ Send the participants and the Coach Developer a course feedback survey

3. NCCP EVALUATIONS

Coaches in the Competition-Introduction or Competition-Development pathways require a successful evaluation in order to be certified. There are no evaluations for the Community Coach context.

3.1. PLANNING PROCEDURES FOR EVALUATIONS

a) Initial Planning – Division responsibilities

A coach that is ready to be evaluated should reach out to the Division to be connected to a Coach Evaluator in the Division. When the evaluation request is received, the Division will:

Review requirements	Use the Locker to ensure all the required training is complete.
	Competition-Introduction context must complete the following: 1. NCCP Multi-Sport training: ☐ NCCP Coach Initiation in Sport ☐ NCCP Planning a Practice ☐ NCCP Design a Basic Sport Program ☐ NCCP Sport Nutrition ☐ NCCP Teaching and Learning ☐ NCCP Basic Mental Skills ☐ NCCP Make Ethical Decisions ☐ NCCP Emergency Action Plan ☐ NCCP Safe Sport Training ☐ NCCP Understanding the Rule of Two ☐ NCCP Creating a Positive Sport Environment 2. Biathlon-specific training: ☐ Biathlon Canada Introduction to Coaching ☐ Biathlon Canada's Competition-Introduction Coach Workshop Part A ☐ Biathlon Canada's Competition-Introduction Coach Workshop Part B

	☐ Evidence of successful completion of the Canadian Firearms Safety Course Competition–Development context must complete the following: 1. Pre-requisites: ☐ Certified Biathlon Canada Competition–Introduction coach ☐ 2 years experience coaching athletes in the Train to Train or Train to Compete context 2. NCCP Multi–Sport training: ☐ NCCP Developing Athletic Abilities ☐ NCCP Psychology of Performance ☐ NCCP Prevention and Recovery ☐ NCCP Managing Conflict ☐ NCCP Leading Drug–free Sport ☐ NCCP Coaching and Leading Effectively 3. Biathlon–specific training: ☐ Biathlon Canada’s Competition–Development Coach Workshop Part A ☐ Biathlon Canada’s Competition–Development Coach Workshop Part B Ensure the coach is a current registered participant with Biathlon Canada: ☐ Go to this page, then click on the Individual Registrant Lookup button. ☐ Press CTRL-F, then type the person’s name to search for the person by name
Determine who will complete the evaluation	The Coach Developer must be: • Qualified to deliver the NCCP workshop by having: ○ Completed the NCCP Core Training for Evaluators ○ Completed the Biathlon Canada Evaluator training for the context (there is different training for each context)

	○ Co-evaluated with another experienced and qualified Coach Developer ● A current registered participant with Biathlon Canada
Connect the Coach Evaluator with the coach	Divisions may complete this or they may share the coach's contact information with the Coach Evaluator who will finish the planning process.
	In this step, the Division will also confirm the evaluation fees (including travel reimbursement for the Coach Evaluator) and payment process with both the coach and the Coach Evaluator.

b) Initial Planning – Coach Evaluator responsibilities

Gather coach portfolio	Request the required portfolio pieces from the coach.
	Competition–Introduction context must submit: ☐ Season plan ☐ Practice plan ☐ Emergency action plan
	Competition–Development context must submit: ☐ Yearly training plan ☐ Microcycle plan ☐ Practice plan ☐ Emergency action plan ☐ Competition plan
Evaluate the portfolio	Use the evaluation tool to evaluate the portfolio pieces. ● The evaluation tools can be found here. ● This step enables the Coach Evaluator to determine the readiness of the coach candidate for the formal observation.
	Communicate feedback on the portfolio to the coach

Schedule the formal observation	Determine the logistics for the prebrief: ☐ Date ☐ Time ☐ Location (can be in person, over the phone, or by videoconference)
	Determine the logistics for the formal observation: ● Date ● Time ● Location

c) Completing the Evaluation

Complete the prebrief	☐ Will last between 15 and 30 minutes ☐ Explain the process of the evaluation ☐ Review the evaluation tools, outcomes, criteria, evidence and standards for certification ☐ Confirm the practice plan and/or competition ☐ Answer questions
Complete the formal observation	☐ Use the evaluation tool to record and make notes on what you see during the evaluation
Complete the debrief	☐ Will last between 30 and 60 minutes ☐ Gather additional evidence and finalize the evaluation tool ☐ Create Action Plan

d) Reporting and Administration

Provide records to the coach and Biathlon Canada	The Coach Evaluator will send a copy of the following to the coach that was evaluated and to Biathlon Canada's Sport Development Manager (sadamsselinger@biathloncanada.ca): ☐ Any documentation of the portfolio assessment or formal observation(s) that is outside of the evaluation tool ☐ The completed evaluation tool ☐ The Action Plan
Provide records to the Division	The Coach Evaluator will send any required paperwork to receive the agreed upon evaluation honorarium and travel expenses.
Complete the Evaluation event in the Locker	Only complete this step if the coach met or is above standards for the portfolio assessment and formal evaluation(s)
	If the Division completes this step, then the Coach Evaluator must share the following information with the Division representative: ☐ Name of the coach that was evaluated and NCCP # ☐ Date of when the evaluation was completed ☐ Location where the evaluation was completed ☐ Confirm that all required modules were evaluated and the candidate met or was above standards.
	Record the Evaluation in the Locker by following these steps. In the Private Notes section include: ☐ confirmation the coach has all the required courses. ☐ confirmation that the coach met or was above standards for all modules. ☐ confirmation that the required paperwork has been shared with the coach and Biathlon Canada.

	Biathlon Canada will review and approve the Locker event, upon receipt of all required records.
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Appendix A – Templates of emails to participants

a) Community Coach – Part A (in person)

Hi everyone,

My name is <insert name> and I'll be your Learning Facilitator for the Biathlon Community Coach Part A workshop on <insert date>. I wanted to share some details about the course with you.

Biathlon Canada registered participant requirement:

Please ensure you are a current Biathlon Canada registered participant. You can register here: <insert link>. If you're not sure if you have a Biathlon Canada membership, you can check the membership lookup page here: <insert link>.

List of participants:

Attached is a list of the participants and their email addresses, so you can easily connect with one another before and after the course.

Further details:

- Time: <insert start and end times>. Please arrive about 15 minutes early to get settled.
- Where: <insert location name and address>
- Please bring:
 - Lunch
 - Coach Workbook Part A
 - Clothing appropriate for active coaching outdoors

Reference Materials:

- Attached is the coach workbook for Part A. You will need to be able to view and save the workbook during this course. Please either print the workbook out or

download it to your computer. You may not be able to save the workbook on an iPad or tablet.

- Here is the link to Biathlon Canada's coach resources folder:
<https://drive.google.com/drive/folders/1ulaMOun9y3BpJNq255mBHM22uXcrJNp6?usp=sharing>. This is Biathlon Canada's public database for coaching resources. New materials will be added to this folder over time.
- As coaches registered with Biathlon Canada, you will also have access to Biathlon Canada's coach network on the Mighty Networks app. This is a space for coaches to ask questions and share resources, and where Biathlon Canada will post information and updates relevant to the Biathlon Canada coaching community. Here is the link to join:
https://biathlon-canada.mn.co/share/WSB7tDOe7OfEOwhz?utm_source=manual

Please reach out if you have any questions or need additional information about the workshop. I'm looking forward to seeing everyone!

b) Community Coach – Part B (virtual)

Hi everyone,

My name is <insert name> and I'll be your Learning Facilitator for the Biathlon Community Coach Part B workshop on <insert date>. I wanted to share some details about the course with you.

Biathlon Canada registered participant requirement:

Please ensure you are a current Biathlon Canada registered participant. You can register here: <insert link>. If you're not sure if you have a Biathlon Canada membership, you can check the membership lookup page here: <insert link>.

List of participants:

Attached is a list of the participants and their email addresses, so you can easily connect with one another before and after the course.

Further details:

- Time: <insert start and end times>. Please arrive about 10 minutes early to get settled.
- Where: <insert videoconference link>
- Please bring the Coach Workbook

Reference Materials:

- Attached is the Coach Workbook for Part B. You will need to be able to view and save the workbook during this course. Please either print the workbook out or be equipped with a second screen or computer to view the course materials electronically. You may not be able to save the workbook on an iPad or tablet.

- Here is the link to Biathlon Canada's coach resources folder:
<https://drive.google.com/drive/folders/1ulaMOun9y3BpJNq255mBHM22uXcrJNp6?usp=sharing>. This is Biathlon Canada's public database for coaching resources. New materials will be added to this folder over time.
- As coaches registered with Biathlon Canada, you will also have access to Biathlon Canada's coach network on the Mighty Networks app. This is a space for coaches to ask questions and share resources, and where Biathlon Canada will post information and updates relevant to the Biathlon Canada coaching community. Here is the link to join:
https://biathlon-canada.mn.co/share/WSB7tDOe7OfEOwhz?utm_source=manual

Please reach out if you have any questions or need additional information about the workshop. I'm looking forward to seeing everyone!

c) Competition Introduction – Part A (virtual)

Hi everyone,

My name is <insert name> and I'll be your Learning Facilitator for the Biathlon Competition-Introduction Coach Part A workshop. I wanted to share some details about the course with you.

Biathlon Canada registered participant requirement:

Please ensure you are a current Biathlon Canada registered participant. You can register here: <insert link>. If you're not sure if you have a Biathlon Canada membership, you can check the membership lookup page here: <insert link>.

List of participants:

Attached is a list of the participants and their email addresses, so you can easily connect with one another before and after the course.

Further details:

- <insert how many sessions the workshop will run – i.e. 4 sessions of 3 hours each>
- Dates: <insert dates the workshop will run>
- Time: <insert start and end times>. Please arrive 10 minutes early to get settled.
- <insert the virtual meeting login details>

Reference Materials:

- Attached is the coach workbook for Part A. You will need to be able to view and save the workbook during this course. Please either print the workbook out or be equipped with a second screen or computer to view the course materials electronically. You may not be able to save the workbook on an iPad or tablet.
- Here is the link to Biathlon Canada's coach resources folder:
<https://drive.google.com/drive/folders/1ulaMOun9y3BpJNq255mBHM22uXcrJNp>

[6?usp=sharing](#). This is Biathlon Canada's public database for coaching resources. New materials will be added to this folder over time.

- As coaches registered with Biathlon Canada, you will also have access to Biathlon Canada's coach network on the Mighty Networks app. This is a space for coaches to ask questions and share resources, and where Biathlon Canada will post information and updates relevant to the Biathlon Canada coaching community. Here is the link to join:

https://biathlon-canada.mn.co/share/WSB7tDOe7OfEOwhz?utm_source=manual

- The Evaluation Toolkit is also attached, so you can see what the evaluation requirements are to move from being a coach in training or trained to certified. We'll chat about this more during the course.

Please reach out if you have any questions or need additional information about the workshop. I'm looking forward to seeing everyone!

d) Competition Introduction – Part B (in person)

Hi everyone,

My name is <insert name> and I'll be your Learning Facilitator for the Biathlon Competition-Introduction Coach Part B workshop. I wanted to share some details about the course with you.

Biathlon Canada registered participant requirement:

Please ensure you are a current Biathlon Canada registered participant. You can register here: <insert link>. If you're not sure if you have a Biathlon Canada membership, you can check the membership lookup page here: <insert link>.

List of participants:

Attached is a list of the participants and their email addresses, so you can easily connect with one another before and after the course.

Further details:

- Time: <insert start and end times>. Please arrive about 15 minutes early to get settled.
- Where: <insert location name and address, directions if needed>
- Please bring:
 - Lunch
 - Coach Workbook
 - Clothing appropriate for active coaching outdoors
 - Biathlon rifle, tools and cleaning kit, ammunition (if you have these)

Reference Materials:

- Attached is the coach workbook for Part B. You will need to be able to view and save the workbook during this course. Please either print the workbook out or

download it to your computer. You may not be able to save the workbook on an iPad or tablet.

- Here is the link to Biathlon Canada's coach resources folder:
<https://drive.google.com/drive/folders/1ulaMOun9y3BpJNq255mBHM22uXcrJNp6?usp=sharing>. This is Biathlon Canada's public database for coaching resources. New materials will be added to this folder over time.
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