

CANADIAN SKI COACHES FEDERATION  
FÉDÉRATION DES ENTRAÎNEURS DE SKI DU CANADA

# *Entry Level Coach Learning Guide and Journal*

Mentor Program - Coaching Evaluation

Name:

Address:

Phone:

Email:



National  
Coaching  
Certification  
Program



# Acknowledgements and Supporters

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

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are funded in part by



Canadian  
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**National  
Coaching  
Certification  
Program**

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## INTRODUCTION

**This journal must be completed by the Entry Level coach and signed by a mentor/evaluator in all appropriate places and on the back page by an evaluator and Provincial Sport Organization in order to satisfy requirements for CERTIFIED status at the Entry Level.**

### ***TRAINED STATUS***

To achieve Entry Level ***TRAINED*** status, you must:

- successfully completing the CSCF Entry Level course

This entitles you to:

- membership in the Canadian Ski Coaches Federation
- a CSCF Entry Level recognition pin
- be hired by a club or ski school and coach/assist with skiers at the “Skier Essentials” level.

### ***CERTIFIED STATUS***

To achieve CERTIFIED status, you must:

- successfully complete this Entry Level Coach Learning Guide and Journal
- complete the NCCP Make Ethical Decisions on-line evaluation at [www.coach.ca](http://www.coach.ca)

On completion of the above:

- you have been evaluated as a competent Entry Level coach
- you can be a lead coach for a skiers at the “Skier Essentials” level

To receive credit for your Coaching Learning Guide and Journal, you need to:

- coach in a program that includes races for at least one season.
- complete all sections of the Journal.
- have a mentor/evaluator sign all Journal pages where required. This attests to completion of the practical experience and understanding of the concepts.
- submit the completed Journal to your Provincial Sport Organization (PSO).
- ensure that the back page of the Journal is completed and signed by your evaluator before it is sent to your PSO.

### ***ADVANCE CERTIFIED STATUS***

To achieve ADVANCE CERTIFIED status, you must:

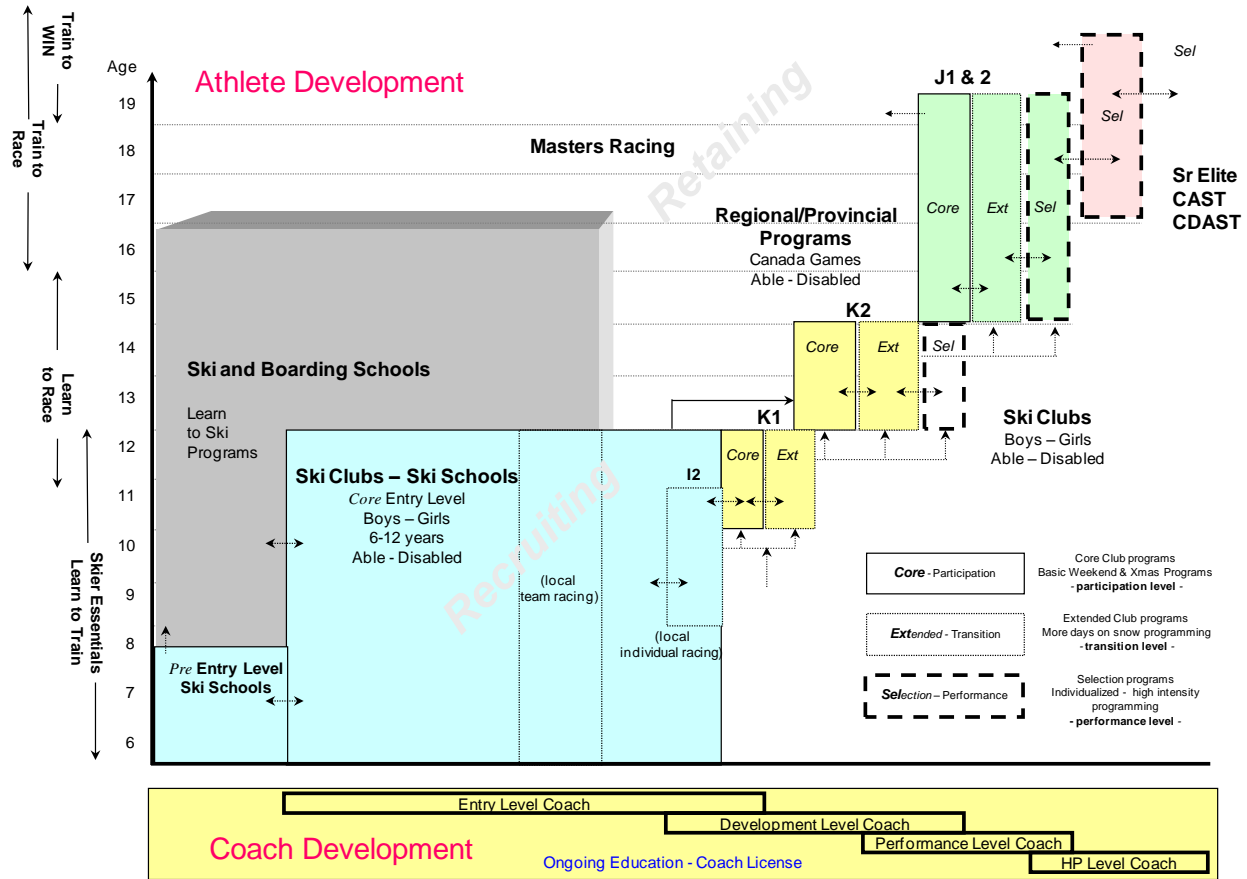
- successfully complete a two day CSIA Snow Park course or a Canadian Freestyle Ski Association Club Coach (Level 1) course.
- successfully complete a CSCF accredited 1 day Entry Level drill/environment setting session

On completion of the above:

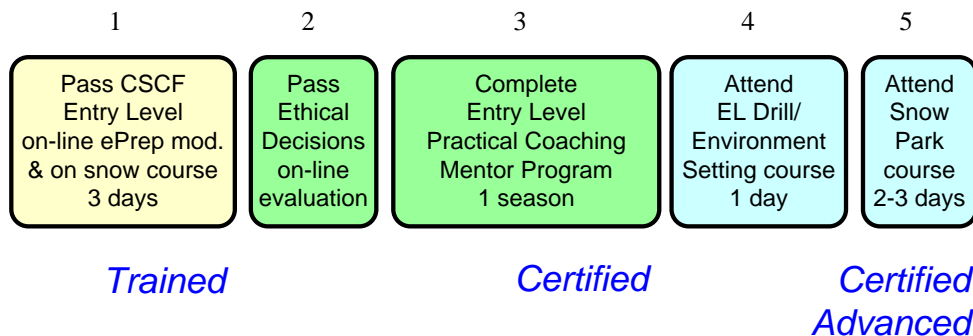
- you are fully equipped to develop children at the “Skier Essentials” stage of development

***Messy, incomplete or unsigned journals will NOT be considered. Take pride in your work!***

## UNDERSTANDING YOUR COACHING CONTEXT



### ENTRY LEVEL PATHWAY



Time Frame	Tasks	Cert. Status	What can be done
Year one	1	Trained	<ul style="list-style-type: none"> <li>Can be hired by a Club</li> <li>Coach/Assist with skiers at the Skier Essentials Level</li> </ul>
Year two	2 & 3	Certified	<ul style="list-style-type: none"> <li>Evaluated as competent entry level coach</li> <li>Can be lead coach for a group of Skier Essentials level skiers</li> </ul>
Year three +	4 & 5	Advanced	<ul style="list-style-type: none"> <li>Fully equipped to develop children in the Skier Essentials development stage</li> </ul>

## ROLES – MENTOR/EVALUATOR – COACH

### Introduction

This section will give you an overview of the important role that the mentor/evaluator should play throughout this practical part of the Entry Level program.

Mentoring is a very effective method of learning as it is very personal. It should meet individual needs of the coach. Discussions, meetings or exchange of ideas between the mentor and coach is a “coaching/learning opportunity”.

An effective working relationship at the beginning of a program will provide a good foundation for a constructive learning and communication environment that will benefit both the mentor and the coach.

The mentor and the evaluator can be the same person or separate people at the Entry level. They must be trained by the CSCF or the Provincial Sport Organization to perform these functions.

The mentor should use the CSCF Mentor/Evaluator Reference Guide. Instructions to the mentor on how to help the coach successfully complete the Coach Learning Guide and Journal are included in the Mentor/Evaluator Reference Guide. The mentor should be familiar with contents of the Journal in order to guide, counsel and challenge the coach while working through each section.

### What should you expect from your Mentor/Evaluator?

- guidance in completing the Journal
- time to discuss with you any questions, concerns or ideas you may have while you are completing the Journal
- time to observe you coaching with your athletes, on the snow at least 2 times during the season.
  - the first time as a learning experience to provide you with feedback on your coaching
  - the second time to provide an evaluation of your coaching for CSCF Entry Level certification purposes. The second time may be a different person who is qualified to do the evaluation.

### What should the Mentor/Evaluator expect from you?

- an honest and thorough effort throughout the process of completing the Journal
- submission of the Journal no later than **1 month** following completion of on snow programming at your ski area

## DEFINE YOUR COACHING CONTEXT

1. Age Group of participants

6 - 8

9 - 10

11 - 12

2. Ability/Skill Level of Group (e.g. Snow Stars level, K1)

3. Type of Program (e.g. Nancy Greene Ski League, K1)

3. Names of participants

Important Individual Facts

(Parent's names, telephone numbers, medical history, schools, other activities/hobbies/interests)

## PLAN A TRAINING SESSION

**Identify logistics for the training day and design a day plan that is organized, age/skill level specific (Snow Stars) and reflects on-hill safety considerations.**

Refer to the “Plan a Training Session” module and reference material presented during the Entry Level course.

### **Make a Plan for your Day**

- What are the logistics that are necessary in planning the training day?
  - equipment needed
  - choice of terrain
  - activities duration
- Identify a clear goal (e.g. that matches the Snow Stars level of the participants).
- Introduce the day activities and set daily goals for the training session.
- Identify warm up activities
  - activities to raise the body temperature
  - stretching
  - ski like movements and warm up runs
- Identify activation (challenge through skill training drills) activities
  - Do things that require coordination and thinking first (new things).
  - Do things that involve strength as a key factor next.
  - Do things that challenge endurance last.
- Identify Cool Down activities
  - Slowly reduce intensity, bringing participants to calm.
  - Stretch.
- Review the day, set goals and meeting times for next day.

## TRAINING SESSION PLAN

**Age of participants:**

**Snow Stars level:**

**Yearly period:**

**Date:**

**Club:**

**Time: from:                      to:**

**Equipment needed:**

**Hill space needed:**

**Goal(s):**

**Introduction**

Key messages/safety points

**Warm-up**

Include general and specific warm-up, and stretching exercises

Key messages/safety points

Equipment needed

**Main part**

Check the order of the activities

Key messages/safety points

Equipment needed

**Cool down**

Key messages/safety points

Equipment needed

**Conclusion**

Key messages/safety points

## DESIGN AN EMERGENCY ACTION PLAN

Refer to the “Plan a Training Session” module and reference material presented during the Entry Level course.

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the ski hill where you normally hold practices and for any ski hill where you regularly host competitions.

An EAP can be simple or elaborate should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a radio with you and make sure the battery is fully charged. If this is not possible, you will have to send someone at any ski lift to call the ski patrol.
3. Have contact numbers (parents/guardians) for the athletes.
4. Have on hand a medical profile for each athlete, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
5. Prepare descriptions of training site to provide ski patrol to enable them to reach the site as rapidly as possible.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb

## EMERGENCY ACTION PLAN CHECKLIST

### Access to telephones

- Radio, battery well charged
- Training venues
- Home venues
- Away venues
- List of emergency phone numbers (home competitions)
- List of emergency numbers (away competitions)
- Change available to make phone calls from a pay phone

### Ski Patrol contact

- The ski patrol are contacted in advance of training or racing

### Participant information

- Personal profile forms
- Emergency contacts
- Medical profiles

### Personnel information

- The person in charge is identified
- The call person is identified
- Assistants (charge and call persons) are identified

*The medical profile of each participant should be up to date and located in the first aid kit.*

*A first aid kit must be accessible at all times, and must be checked regularly. See the appendices of Plan a Practice reference document for suggestions on contents for a first-aid kit.*

## SAMPLE EMERGENCY ACTION PLAN

### Contact Information

Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two-sided, on a single sheet of paper.

Ski patrol phone numbers:	(xxx) xxx-xxxx
Cell phone number of coach:	(xxx) xxx-xxxx
Cell phone number of assistant coach:	(xxx) xxx-xxxx
Phone number of home club:	(xxx) xxx-xxxx
Charge person (1 <sup>st</sup> option):	Suzy Chalmers (coach)
Charge person (2 <sup>nd</sup> option):	Joey Lemieux (assistant coach)
Charge person (3 <sup>rd</sup> option):	Angela Stevens (parent, nurse, usually on site)
Call person (1 <sup>st</sup> option):	Brad MacKenzie (parent, cell xxx-xxxx)
Call person (2 <sup>nd</sup> option):	Sheila Stevens (parent, cell xxx-xxxx)
Call person (3 <sup>rd</sup> option):	Stefano Martinez (parent, cell xxx-xxxx)

### Roles and responsibilities

#### Charge person

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- Designate who is in charge of the other participants
- Protect yourself (wears gloves if he/she is in contact with body fluids such as blood)
- Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Wait by the injured person until Ski patrol arrives and the injured person is transported
- Fill in an accident report form

#### Call person

- Call for emergency help
- Provide all necessary information to dispatch (e.g. training site location, nature of injury, what, if any, first aid has been done)
- Clear any skier traffic from the entrance/access to the training site before ski patrol arrives
- Call the emergency contact person listed on the injured person's medical profile

## STEPS TO FOLLOW WHEN AN INJURY OCCURS

### Step 1: Control the environment so that no further harm occurs

- Stop all athletes
- Protect yourself if you suspect bleeding (put on gloves)
- Shelter the injured athlete from the elements and from any skier traffic

### Step 2: Do a first assessment of the situation

If the athlete:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them



**Activate  
EAP!**

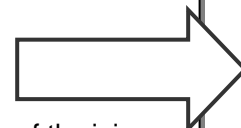
If the participant does not show the signs above, proceed to Step 3

### Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured athlete as well as anyone who witnessed the incident
- Stay with the injured athlete and try to calm him/her; your tone of voice and body language are critical
- If possible, have the athlete move himself/herself off the training site. Do not attempt to move an injured athlete.

### Step 4: Assess the injury

- Have someone with first aid training complete an assessment of the injury and decide how to proceed.
- If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate  
EAP?**

### Step 5: Control the return to activity

Allow an athlete to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

### Step 6: Record the injury on an accident report form and inform the parents

## DESIGN YOUR EMERGENCY ACTION PLAN

Design an Emergency Action Plan appropriate to your situation.

Mentor Signature: \_\_\_\_\_

## DO A SELF-EVALUATION OF A TRAINING DAY

Name of Participants:

Was the training safe at all times? Provide evidence.

What was the goal for the day? Was it clear?

Was the goal matching with the Snow Stars level of my athletes?

Was the activation cycle followed?

If YES, show evidence:

If NO, explain why.

**DO A SELF-EVALUATION OF A TRAINING DAY** (continued)

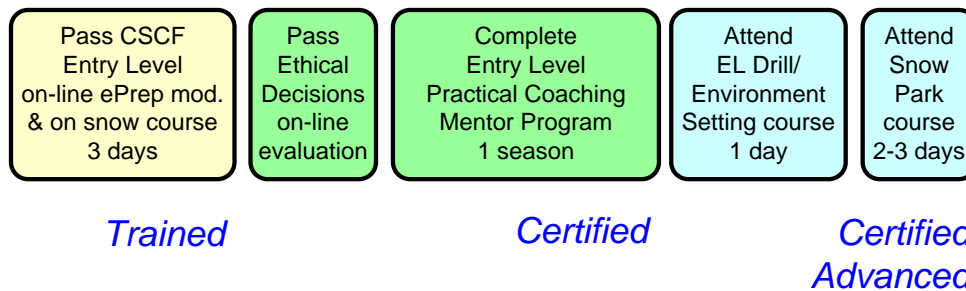
Were the drills or exercises related to the goal of the day? What were they? Did they work? Why?

Comment on your feedback to the participants. Was it positive and constructive?

If you were in charge, what would you do differently?

## NCCP MAKE ETHICAL DECISIONS - ON LINE EVALUATION

In order to obtain CERTIFIED status as an Entry Level coach, one of the Entry Level pathway events that you must complete is the NCCP Make Ethical Decisions on-line evaluation for this outcome.



Anytime after completing the CSCF Entry Level course you can log on to the Coaching Association of Canada web site at [www.coach.ca](http://www.coach.ca) to complete the evaluation.

**BEFORE** you register for this on-line evaluation, you will need:

- a National Coaching Certification Program (NCCP) number
- and an NCCP COACH account.

**NCCP numbers** are assigned by the Coaching Association of Canada on first time entry into the NCCP database in Ottawa. This usually occurs after CSCF submission of Entry Level course results to the NCCP database. This can take up to 2-3 months following completion of the course. If you have previously taken other NCCP courses you will already have an NCCP number.

The CSCF highly recommends that all coaches do the “make ethical decisions” on-line evaluation as part of completing this Entry Level Coach Learning Guide and Journal. Keep your Entry Level course Reference Material and review the Make Ethical Decisions section prior to registering for the on-line evaluation.

### Tips on Completing the Make Ethical Decisions (MED) On-line Evaluation

- takes 3-4 hours to complete, sometimes longer.
- you can do it in as many sittings as you like. The application remembers where you left off
- do the “pre-evaluation” tasks before registering for the evaluation. They are available as practice exercises and you will learn the format and process of the evaluation. This is important.
- In the evaluation there are two different (2) scenarios that you will work with.
- Know the 6 step NCCP Ethical Decision making process. These are easy marks.
- In the evaluation, note at the top of each screen there is a colored band:
  - Blue band – “This page is not scored”
  - Orange band – “This page is scored”

**Pay attention here.** Where a page has a blue band and is NOT scored, this means that any interactivity on that page is for thinking purposes ONLY. Answers on these pages are NOT marked and do not count in any way towards the final score.
- An successful completion of the MED evaluation, log back into your NCCP COACH account and check to see that the MED credit has been properly applied to your NCCP record.

## Creating an NCCP COACH Account

This can be done by doing the following:

- Go to the "Check Certification" link at the Coaching Association of Canada's web site at [www.coach.ca](http://www.coach.ca).
- Click the "Sign me Up" button at the bottom of the log in screen.
- In the next screen, enter your NCCP cc number. ... and click "Proceed".
- If you don't know your NCCP number, you should be able to find it in one of two places:
  - log in to your CSCF/CSIA personal page, accessible from the CSCF/CSIA web site at [www.snowpro.com](http://www.snowpro.com). Use the "Members login" feature at the top right of the home page. User name is your last name, as it is recorded in the database. Password is your CSCF/CSIA member number. You can find your member number on your CSIA/CSCF/CASI membership card or by calling the National office at 1-800-811-6428.

*OR*

- by contacting the Coaching Association of Canada at [coach@coach.ca](mailto:coach@coach.ca) and requesting you NCCP number.
- The next screen will inform you if you have a valid email address in the NCCP database and that your temporary password is being sent to that email address.
  - If you do not have a valid email address in the NCCP database, you must contact the Coaching Association of Canada at [coach@coach.ca](mailto:coach@coach.ca) or 613-235-5000 to update your personal record.
- Download your email and get your temporary password.

You can now access your NCCP coach records and change your password and/or update your personal information as you wish by going back to the "Check Certification" link on the web site and entering:

- User name: your last name
- Password: the temporary password that was emailed to you by the NCCP server

## Accessing the NCCP Make Ethical Decisions on-line evaluation

Second, now go to the Make Ethical Decision evaluation directly at:

<http://nccpeval.coach.ca/production/med/e/default.asp>. This takes you to the same place as the link from the Coaching Association of Canada's web site.

You can try the pre-evaluation tasks without registering.

When you are ready to register and take the evaluation, you will be asked for your User name and password again. Use your new NCCP COACH account User name and password ... and you're IN. The application will now recognize you and "knows" where to assign the credit when you successfully complete the evaluation.

Once you have completed the evaluation, you can check the credit in your NCCP record through the "Check Certification" link at [www.coach.ca](http://www.coach.ca) and logging in. Click the "Transcript" link at the top of your personal file.

## Entry Level

# Evidence & Standards – Coaching Evaluation (1 of 2)



Name: \_\_\_\_\_  
 Evaluation Location: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate needs to demonstrate, at minimum, all shaded evidences to the **bolded standard** in order to achieve a “Meets Expectation” final rating.

ME – Meets Expectation  
 NI – Needs Improvement

Provide Support to Athletes in Training				
<b>Maintain a safe training environment</b>				
• Coach surveys the training environment		YES	NO	
• Coach takes steps to minimize risk to participants before and throughout the lesson (Includes equipment and adapting to environmental factors)		YES	NO	
• Produce an Emergency Action Plan (EAP) that contains elements specific to the practice facility being used (as identified in Planning a practice outcome).		YES	NO	
		Final	NI	ME
<b>Conduct a drill session to develop fundamental skiing skills</b>				
• Chooses terrain that is conducive to learning	All the time	Most of the time	Sometimes	Never
• Explanation/demonstration has 1-3 key learning points	All the time	Most of the time	Sometimes	Never
• Key learning points match with the Snow Stars program	All the time	Most of the time	Sometimes	Never
• Activities contribute to development of skill(s) according to the Snow Stars level of participants	All the time	Most of the time	Sometimes	Never
• Implement a variety of options for adapting the lesson to ensure optimal learning	All the time	Most of the time	Sometimes	Never
• Makes adjustments to the lesson based on analysis of athlete performance	All the time	Most of the time	Sometimes	Never
		Final	NI	ME
<b>Communicate and feedback to participants in a way that promotes learning</b>				
• Coach creates opportunities to interact with all participants	All the time	Most of the time	Sometimes	Never
• Coach is position so that participants can see and hear	All the time	Most of the time	Sometimes	Never
• Coach constructively reinforces participants' efforts and performance	All the time	Most of the time	Sometimes	Never
• Lesson time is maximized where participants have appropriate duration, transition, and waiting times	All the time	Most of the time	Sometimes	Never
• Skill/performance corrections are prescriptive (emphasize how to improve, not just what to improve)	All the time	Most of the time	Sometimes	Never
• Adapt activities to maintain participant's focus and learning	All the time	Most of the time	Sometimes	Never
• Provides encouragement and positive reinforcement.	All the time	Most of the time	Sometimes	Never
• Provides enthusiasm and patience towards all athletes	All the time	Most of the time	Sometimes	Never
• Adapts lesson activities to provide appropriate challenge	All the time	Most of the time	Sometimes	Never
		Final	NI	ME

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Entry Level  
Evidence & Standards – Coaching Evaluation** (2 of 2)



Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Evaluation Location: \_\_\_\_\_

Candidate needs to demonstrate, at minimum, all shaded evidences to the **bolded standard** in order to achieve a “Meets Expectation” final rating.

ME – Meets Expectation  
NI – Needs Improvement

Analyze Performance				
<b>Use the Snow Stars achievement framework to scan and improve performance</b>				
• Observes skills from optimal vantage point(s):				
➢ Chooses an appropriate observation distance (technical vs tactical)	All the time	Most of the time	Sometimes	Never
➢ Views from a number of different angles and from carefully selected angles	All the time	Most of the time	Sometimes	Never
➢ Observes an appropriate number of times	All the time	Most of the time	Sometimes	Never
• Identified the level of the athlete according to the Snow Stars program.	All the time	<b>Most of the time</b>	Sometimes	Never
• Using the Snow Stars program prescribe a drill that will improve skills.	All the time	<b>Most of the time</b>	Sometimes	Never
		<b>Final</b>	<b>NI</b>	<b>ME</b>

Plan a Session				
<b>Identify logistics and produce a day training plan</b>				
• The session has a clearly identified goal and matches the Snow Stars level of the participants			<b>YES</b>	NO
• Athletes' age and Snow Stars levels are identified			<b>YES</b>	NO
• Main segments of the session are identified - intro, warm-up, activation, cool-down and a conclusion			<b>YES</b>	NO
• Activities and duration of session are consistent with growth and development stages of participants			YES	NO
• Choice of terrain and equipment are outlined and match session goals			YES	NO
• Activities are purposeful and match overall session goal (purposeful means that the activities match the Snow Stars levels and the NCCP seasonal planning principles)			<b>YES</b>	NO
• Location of session in seasonal plan is identified			YES	NO
		<b>Final</b>	<b>NI</b>	<b>ME</b>

<b>Design an Emergency Action Plan</b>				
• Location of telephones are identified (cell or land lines)			YES	NO
• Emergency telephone numbers are listed			YES	NO
• Location of medical profiles for each athlete under the coach's care is identified			<b>YES</b>	NO
• Location of ski patrol is identified			<b>YES</b>	NO
• Directions to reach the activity site are provided			<b>YES</b>	NO
		<b>Final</b>	<b>NI</b>	<b>ME</b>

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## EVALUATION OF COACHING FOR CERTIFICATION

### Entry Level Summary Coaching Evaluation



Name: \_\_\_\_\_  
 Evaluation Location: \_\_\_\_\_ Date: \_\_\_\_\_

ME – Meets Expectation  
 NI – Needs Improvement

#### Provide Support to Athletes in Training

Maintain a safe training environment	NI	ME
Conduct a drill session to develop fundamental skiing skills	NI	ME
Communicate and feedback to participants in a way that promotes learning	NI	ME

#### Analyze Performance

Uses the Snow Stars achievement framework to scan and improve the performance	NI	ME

#### Plan a Session

Identifies logistics and produce a day training plan	NI	ME
Design an emergency action plan	NI	ME

#### Comments

Mentor/Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ENTRY LEVEL



## RECOMMENDATION FOR CREDIT

(include pages 19-23)

### Coach

CSCF Member Number:   Coach Name: \_\_\_\_\_ Coach Birth Date: \_\_\_\_\_  
(mandatory)

Coach Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach Tel: \_\_\_\_\_ email: \_\_\_\_\_

Coaching at which ski resort: \_\_\_\_\_

In which program: \_\_\_\_\_

### Evaluator

Evaluation of Coaching Outcomes	Needs Improvement	Meets Expectations
Plan a Session	<input type="checkbox"/>	<input type="checkbox"/>
Design an Emergency Action Plan	<input type="checkbox"/>	<input type="checkbox"/>
Analyze Performance	<input type="checkbox"/>	<input type="checkbox"/>
Provide Support to Athletes in Training	<input type="checkbox"/>	<input type="checkbox"/>

Candidate MUST achieve at least "Meets Expectation" in all above outcomes to receive credit.

Evaluator Name: \_\_\_\_\_

Evaluator Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ email: \_\_\_\_\_

Evaluator Certification: Coach Level: \_\_\_\_ Instructor Level: \_\_\_\_

Received CSCF Mentor/Evaluator training: Yes \_\_\_\_ No \_\_\_\_

Evaluator Signature: \_\_\_\_\_

**Provincial Sport Organization (PSO):** \_\_\_\_\_

PSO endorsement: Signature: \_\_\_\_\_ Position: \_\_\_\_\_

*Submit this Journal neat, completed and signed in all appropriate places to your PSO Entry Level coordinator. In order to receive certification credit, your **PSO must sign the endorsement on this page and forward pages 19-23** to the Canadian Ski Coaches Federation (CSCF) national office. For more information, please contact your PSO office.*