

Course #

CSPA # \_\_\_\_\_

CSPA  
Coach One  
Portfolio  
for

Candidate Name: \_\_\_\_\_

CSPA # \_\_\_\_\_



**Send a copy of your completed portfolio to:**

CANADIAN SPORT PARACHUTING ASSOCIATION

204-1468 Laurier Street, Rockland, Ontario, K4K 1C7

office@cspa.ca

Fax (613) 916-6008

Course #

CSPA # \_\_\_\_\_

Course # \_\_\_\_\_

CSPA # \_\_\_\_\_

### Coach 1 Workshop Completion

This certifies that:

\_\_\_\_\_

Candidate Name \_\_\_\_\_ CSPA # \_\_\_\_\_

Has attended the Coach 1 course and  
\_\_\_\_\_ has completed the technical course.

\_\_\_\_\_ requires make-up prior to participating in coaching contacts  
(Make-up form to be filled in by Learning Facilitator).

This Coach 1 temporary rating **Expires** on:

\_\_\_\_\_

Day Mon Year (**One year** from date of Coach 1 course)

Course number:

Course Location: \_\_\_\_\_ Province: \_\_\_\_\_

Learning Facilitator:

LF Signature: \_\_\_\_\_

I acknowledge the above evaluation of my abilities during this course.

\_\_\_\_\_  
Candidate's Signature

Congratulations on working towards your Coach 1 rating. This Portfolio is valid for one (1) year from the issue date, so long as your CSPA affiliation is kept current.

To certify your rating, you must complete the following items prior to the expiry date stated in your portfolio:

- Complete the Making Ethical Decisions – Instructional Stream [online evaluation](#) on the Coaching Association of Canada website
- *NOTE:* Allow 2-3 weeks for your NCCP# to be sent to you after the course paperwork is received by CSPA. If you haven't received your NCCP# after 3 weeks, send an email to [ratings@cspa.ca](mailto:ratings@cspa.ca).
- Logged a total of **75 jumps** (this may require additional personal jumps)
- Participate in **two (2) Coach 1 coaching jumps** with a novice (involving all phases of the skills grid each time)
- Complete **1 Evaluation Jump** directly observed (on the ground and in the air) and debriefed by a Certified Coach 2 after you have completed the 2 coaching contacts.
- Within **one (1) year** of the completing the Coach 1 Course, record the coaching contacts in this portfolio. When complete, have it signed by a Certified SSE or Certified C2 prior to submitting the portfolio.

Once you have completed the above requirements, please do the following:

1. **Maintain a copy of the Portfolio for your own personal records**
2. Email a scanned copy of the portfolio to [office@cspa.ca](mailto:office@cspa.ca). The scanned copy must be legible and “full” sized (not reduced).

Once this is done and approved, a new affiliation card will be sent to you and you will be a Certified Coach 1 with the CSPA. You will have to renew your CSPA affiliation and your rating according to the currency requirements outlined by CSPA.

If you do not complete the requirements before the expiry date in your portfolio you may request an extension. A valid reason is required. There is a \$25 fee for the processing of an extension request.

E-mail [office@cspa.ca](mailto:office@cspa.ca) **before** your expiry date if you have any questions on extensions.

Coaching and Instructing is a rapidly developing area of our sport. Strive to keep yourself updated with new ideas in safety and techniques. Feel free to contact the Coaching Working Committee (CWC) with any questions, comments, or ideas that you may have at [office@cspa.ca](mailto:office@cspa.ca).

### Revalidation Up To 5 Years

- Complete the Coached Jump Evaluation Form from the C1 Portfolio with a Certified C2 (Page 6 and 7 of this document)
- Complete the Revalidation Form
- Submit the Revalidation form and Evaluation Form to [office@cspa.ca](mailto:office@cspa.ca)

### Revalidation After 5 Years

- Complete the final evaluation jump from the Coach 1 course with a certified Coach 1 LF
  - Complete the Jump #3 Evaluation forms from the C1 Candidate File
- Pass the Coach 1 written exam
- Complete the Revalidation Form
- Submit the Revalidation form, Evaluation Form, and exam to [office@cspa.ca](mailto:office@cspa.ca)

**Privileges of the Coach 1:**

Coach: Solo CoP holders from through Coach 1 portions of the A CoP progression

Assist: Any Instructor with students (while under direct supervision of the instructor).  
A Coach 2 with the skill development program

Qualify for: Jumpmaster, Skydiving School Instructor, and Coach 2 Ratings (Once C1-Certified)

Sign-off: Training for the main packing endorsement, accuracy landing distances, canopy and freefall manoeuvres required for the A CoP.

**Requirements for the 2 Coaching Contacts**

For your two coaching jumps, you are limited to those Coach 1 activities on the Skills Grid related to progression from Solo to A CoP. In your coaching jumps, you must consider and coach all areas of the skills grid and include an appropriately thorough briefing and debriefing. The minimum number of coaching jumps before attempting your evaluation jump is two, however you may certainly do more. You are encouraged to work on a variety of active coaching contacts for your Coach 1 certification. Your practice coaching jumps should be similar to the evaluation jump.

**A minimum of two (2) in-air Coach 1 contacts are required before doing the Evaluation Jump supervised by a Certified Coach 2.**

As a Coach 1 you are limited to those Coach 1 activities on the Skills Grid stages 5 - 8. Portfolios which include 2-way FS training (requiring a Coach 2 rating), sit fly or free fly (well outside the scope of a Coach 1), Tandem jumps (nothing to do with a Coach rating) or dispatching IAD/SL students (requiring a JM rating, nothing to do with Coach 1) will be returned to you with a note, with a copy sent to the LF and the signing person. Working outside the rating leaves you and the drop zone in a very precarious legal position and none of us would want to see something happen beyond your training level for the Coach 1 certification (regardless of what other courses you may have taken, or skills you believe you have acquired on your own).

*NOTE: This page does not need to be sent to CSPA.*

**Coaching Contacts Record**

*(to include a variety of teaching tasks from Skills Grid Stages 5-8)*

#	Date	Novice's Name	Skill Coached / Knowledge Taught	Describe novice's skill performance, outcome, areas for improvement	C2 Verification & CSPA # (signature of witness)
1			Preparation:		
			Inflight:		
			Freefall:		
			Canopy Control:		
			Technical Knowledge:		
			Equipment:		
2			Preparation:		
			Inflight:		
			Freefall:		
			Canopy Control:		
			Technical Knowledge:		
			Equipment:		

**Coached Jump Evaluation Form** (to be done after the 2 Coaching Contacts have been completed)

Name of Novice \_\_\_\_\_ Free fall / Canopy Task \_\_\_\_\_

Area	Y/N
<b>Briefing / Teaching</b>	
• A Written Lesson Plan was prepared for the jump that followed the teaching task criteria	
• Training area was prepared	
• Teaching aids were prepared and verified	
<b>Presentation</b>	
• WPW used, supported by key points	
• Training Aids were used effectively	
• Novice could clearly see all demonstrations, different views	
• Important "Must Knows" were emphasized	
• Demonstration was "Short and Simple"	
• Coach used effective voice / gestures / eye contact	
• Coach was confident / sincere / in control	
• Technical knowledge was appropriate	
• Safety issues were discussed / reinforced	
<b>Application</b>	
• The novice's practice was Realistic / Effective / Sufficient / Monitored / Controlled	
• There was a high degree of novice involvement	
• Learning was confirmed in stages (use of Parts)	
<b>Feedback / Evaluation</b>	
• Novice was asked effective periodic questions to ensure understanding	
• The coach handled the novice's questions well	
• Feedback was PSI / Prescriptive / Involved the opinion of the novice	
• There was a final practice / evaluation of the skill without interference	
<b>Goal Setting</b>	
• Appropriate goals were set for the jump	
• All areas of Skills Grid were discussed in briefing	
• Exit practice was conducted	
• Skills analysis was done	
• There was a final rehearsal of the whole jump, pre-boarding	
Section Y Total /24	
<b>Pre-Flight / In-Flight / Safety</b>	
• Coach was appropriately dressed, professional looking	
• Pre-boarding pin checks observed or coached	
• Aircraft loading and seating supervised	
• Mental rehearsal observed or coached	
• Relaxation techniques observed or coached	
• Pre-exit Verbal review observed or coached	
• Pre-exit handles / pin check requested or coached	
• Spotting ability, aware of line-of-flight	
Section Y Total /8	
<b>Freefall</b>	
• Correct exit (Candidate dives out) / proximity to Novice	
• Flying ability, maintain close proximity (<10m)	
• Observed freefall skills out of novice's eyesight	
• Correct reaction to potential unusual situations	
• Coach's Altitude Awareness	
• Correct break-off, distance separation and opening altitude	
Section Y Total /6	

**Coached Jump Evaluation Form (Continued)**

<b>Canopy / Equipment / Technical Knowledge</b>	
• Observed canopy skills from optimum viewing position	
• Equipment skill completed	
• Technical Knowledge skill completed	
Section Y Total /3	
<b>Post Jump</b>	
• Debriefed all areas of jump (Prep-A/C-FF-Can-Equip-Tech)	
• Debrief Format was followed (Novice-Coach-3*W-Practice-Goal Setting-Log)	
• Debrief involved novice's point of view	
• Skill analysis of Freefall	
• Skill analysis of canopy control	
• Errors corrected in skill analysis	
• Coach had Novice practice areas for improvement	
• Details recorded / amended in novice's log book	
• Future goals identified using Skills Grid and written in novice's log book	
Section Y Total /9	
Overall Y Rating / 50 (require 40 Y to pass)	

I, \_\_\_\_\_ a **Certified Coach 2** and CSPA # \_\_\_\_\_  
 (Print Evaluator's Name)

did directly witness and verify that the above coaching jump contact was made, evaluated by myself and found to be satisfactory.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Course # \_\_\_\_\_

CSPA # \_\_\_\_\_

### Practical Experience Document

Nom: \_\_\_\_\_

CSPA # \_\_\_\_\_

Total Number of Jumps: \_\_\_\_\_ Jumps made since Course: \_\_\_\_\_ Years in Sport: \_\_\_\_\_ NCCP Number: \_\_\_\_\_

Number of Coaching Contacts since course completion: \_\_\_\_\_

**On-line Ethic Evaluation ([www.coach.ca](http://www.coach.ca))**

I successfully completed and passed the on-line Ethics evaluation (Instructor Stream) on

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Mon Year

Note: Please allow 8 weeks for your CC# to be produced after the course package is received at CSPA. The CSPA Ratings Processor will send it to your e-mail address on file. Contact [ratings@cspa.ca](mailto:ratings@cspa.ca) for your CC# if you have not received it within the 8 weeks.

I wish to (check one):

Gain an extension due to: (Note - \$25 Fee for Extension Request)

Visa/MasterCard #: \_\_\_\_\_ Exp. Date: \_\_\_\_ \_\_\_\_ CVV: \_\_\_\_\_

Reason(s) for extension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature Date (day/mon/year)

Upgrade to C1 Certified

I certify that the information in this portfolio is a true and accurate representation of my experience as a rating holder.

\_\_\_\_\_  
Candidate's Signature Date (day/mon/year)

**Verification by Certified SSE or Certified C2:** I have inspected the logbooks of the above named individual and find the information contained in this portfolio to be an accurate record of their experience.

\_\_\_\_\_  
Verification Signature Date (day/mon/year)

\_\_\_\_\_  
Verification Name (Print) CSPA #