




ONTARIO SOCCER
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2022 Observation of Coaching Competency Guidelines

Submission Procedure and Evaluation Fee

1. The coach applies and then registers on to one of the Ontario Soccer Coach Evaluation Blocks. Each evaluation block, for 2022, is three (3) months long and the coach must be able to submit a session plan, carry out a pre-brief with an evaluator, record their session, sync the audio and video, submit the session and schedule a de-brief within this time frame. If the coach is not confident they can carry this out within this 3-month period, they are asked to register for a later block that will allow them to complete it in this time frame.
2. The coach, if required, pays online via the registration process through Jotform. Please note, coaches who took the course in 2019 or after, and are attempting the evaluation for the first time, have one attempt included as part of their course fee. All Coaches who took the course in or before 2018 will need to submit a \$250 payment online. After the first evaluation attempt, all subsequent evaluations are at a cost of \$250 per evaluation. Please note, if required and payment is not received, your coaching Licence will not be issued.
3. Within one week of the first day of the evaluation block, the coach will receive an email inviting them to join Ontario Soccer's Coach Evaluation Platform. Once the coach has joined the platform, more information and next steps will be provided through an "Assignment" directly on the platform. Coaches are asked to create their account within 48 hours of receiving this notice and to check their spam/junk folder to ensure it is not missed.
4. Directly on the Video Evaluation platform, a code to access and register on the 'Certification' section of the Ontario Soccer's Online Platform will be provided. This will allow coaches to access the online session planning software.
5. Upon creating their Best Athletes account, the coach will receive an assignment ("Session Plan & EAP Submission"). Coaches are asked to read all documents and, when ready, to submit their Session Plan and Emergency Action Plan (EAP), to do so on the Video Evaluation Platform.
6. Once submitted, the second assignment will be added: "Pre-Brief Scheduling & Next Steps". Coaches use the provided link to a scheduling tool to book a Pre-Brief with their assigned Coach Evaluator. The Coach Evaluator will have already provided what days & times are open and once a time slot is selected, a Zoom link will automatically be generated and sent to the coach's email address. Please check your junk/spam folder to ensure it was not missed.
7. Ahead of the 'Pre-Brief' with the coach, the Evaluator will review the submitted Session Plan & EAP. The pre-brief will be carried out via a short video call of no more than 40 minutes. All feedback provided, and any requested adjustments, should be onboarded prior to recording the Session.

8. For more information and tips on how to record your video session, [click here](#).
9. The third assignment will now appear in Best Athletes: "Session Video Submission". Once the coaches have recorded their session and checked it for audio and video quality, upload the video and necessary forms. If changes were made to the Session Plan, coaches are asked to upload it along with their video as well. The assigned Coach Evaluator will review the video submission, use Best Athletes to provide feedback as well as create video clips, which will be provided along with the final outcome during the next step.
10. The final assignment will appear in Best Athletes: "De-Brief Scheduling". Coaches use the provided link to a scheduling tool to book a De-Brief with their assigned Coach Evaluator (identical process to the Pre-Brief). The Coach Evaluator will have already provided what days & times are open and once a time slot is selected, a Zoom link will automatically be generated and sent to the coach's email address. Please check your junk/spam folder to ensure it was not missed.
11. The 'Debrief' with the Coach Evaluator will be carried out via a short video call of no more than 40 minutes. Coach Evaluators will share the Observation of Competency, provide a Final Outcome and, discuss an Action Plan for next steps.
12. If successful, Ontario Soccer will do all the necessary checks and the updating of the Coaching Association of Canada's (CAC) Locker (C Licence only) and Canada Soccer. The coach will then receive their C Licence Certificate.

Important Items to Note

The video material will become the property of Ontario Soccer. By submitting a video evaluation, the coach agrees that the video may be used for Coach and Evaluator training purposes after they are evaluated.

The video presented must have been filmed recently and specifically for the purposes of this evaluation. It must be taken in one non-stop take and unedited. Any videos that are stopped, started or edited will not be evaluated.

Please preview all material before you send it in. If the recording is sent in with sound or video that does not work, it will count as an evaluation attempt and the coach must go through the process again. Any application that is not complete or forms that have not been filled out fully will be returned to the applicant without evaluation.

Submission Process

The video must be uploaded directly onto the Video Evaluation platform along with the following documents:

- A completed Session Plan (using the provided template and ASC software)
- Emergency Action Plan for the facility and players that appear in the video
- 'Video Declaration Form'.

Session Topics

The topics used for in-person evaluations are the same for video evaluations:

- C License topics are assigned on the course by the Coach Developers
- B License Part 1 Coaches will have their topic assigned to them once they have submitted their six (6) session plans (3 attacking and 3 defending topics) to Ontario Soccer

Any sessions submitted that have not been assigned by the Ontario Soccer Coach Development Team will be returned to the coach unevaluated

Please contact [Lyndon Hooper](#) if you do not have record of your Evaluation Topic.



Essential Filming Procedures

Can We See It Clearly?

- The videographer must use a tripod to record the session; shaky videos will not be able to be reviewed; it's important we can see clearly to give you the best possible feedback.
- Cameras that have a 'fish eye' lens like a go-pro camera will not be evaluated as it does not allow the evaluator to see the opposite side of the field clearly enough.
- Only the coach and the participating players should be on the soccer field when producing a video for review.
- For C License submissions: If the session can be filmed from an elevated position, this is desired, but not mandatory.
- For National B License Part 1 submissions: videos submitted must be from an elevated position.
- The camera focus must be on the coach and players during any conversation and zoomed out to see the majority of the players. Please ensure that the evaluator sees the coach and the group of players involved in the intervention.
- If the zoom feature is used, generally it should be used when the coach makes an intervention in order to see more clearly the demonstration and rehearsal of the correction made. It is important that the group of players involved in the particular passage of play be seen on the screen as well as the coach and that they are not lost from view by zooming in too much.
- Please do not zoom in only on the coach, as we will not be able to see the players and their positions on the field if this is the case. If in doubt, keep as many of the players as possible within the field of view.
- The camera should use a wide angle shot to capture the players as they perform the game/gamelike activity as well as on the coach. Ideally, viewing both teams' back lines.
- There should be no other players or coaches working on the soccer field other than those players and the coach involved in the review session.
- The end result needs to provide the Coach Evaluator with a clear and cohesive view of the session given.

Can We Hear It Clearly?

- The voice of the coach must be audible at all times. This means that a portable microphone must be used. Portable microphones are easy to access via smart phone apps and headphones that have a microphone.
- The video must have quality sound; videos that are difficult to hear will not be evaluated. Background noise should be minimal.
- In cases where the coach cannot be clearly heard or understood, the video will be returned and will need to be re-filmed.

Other Important Considerations and Frequently Asked Questions

Session Duration: How Long Should the Session Be?

- For the C License: each video session must be no longer than 30 minutes in length.
- For the National B Part 1: each video session must be no longer than 35 minutes in length
- Any footage after the allocated time will not be viewed or evaluated.

Field Size?

Field Size should be as requested on the course:

- C Licence: spacing should be appropriate to the topic being coached as well as the number & level of the players
- B Licence topics may require full width of an 11v11 field as well as the full centre circle.

What Players Can I Use for the Session?

Canada Soccer requires the use of demonstration players to be at the level described for the context. The teaching topics in this context require that the players be proficient enough to play competently for the topics.

- For C Licence, players must be 11 years and older
- For National B Part 1, players must be aged 13-17.

It is the responsibility of the coach to set up the demonstration players for their video. The demonstration players must be registered with Ontario Soccer.

Where Can I Film It?


- Sessions should be recorded in a soccer facility on either grass or artificial turf that has been checked for safety and suitable to play on. The session must take place in Ontario, Canada.
- Any requests to film outside of Ontario must be sent to the Manager of Coach Education.

Resubmission Policies

Any video that is not clearly audible or visible will not be evaluated. In this event coaches are required to submit a new video. In the case of an unsuccessful evaluation, the coach will be required to apply for re-evaluation and resubmit a video for the unsuccessful component along with the required fee.



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Appeals

Any appeals to the decision of the evaluator need to be in writing to the Manager, Coach Education, Player Development & Club Licensing, explaining the full reasons for the appeal, along with a \$250 re-evaluation fee. If the appeal is successful, the \$250 fee would be re-funded. Full details of the appeals process is on the Ontario Soccer website ([click here](#)).

