



DARTS ALBERTA POLICY

LEVEL I COURSE CONDUCTOR CERTIFICATION

POLICY NUMBER: 017
PAGE 1 OF 2

1 COURSE CONDUCTOR CERTIFICATION REQUIREMENTS

In order to obtain full NDFC Certification as a Course Conductor of Darts Alberta Level I Officiating Workshops, you must meet the following requirements:

- 1.1 Minimum 5 years tournament organizing experience
- 1.2 Darts Alberta Level I Officiator Certification
- 1.3 NDFC Level II Officiator Certification (*Course Prerequisite: Darts Alberta Level I Officiator Certification*)
- 1.4 NDFC Level I Train the Trainer Certification¹ (*Course Prerequisite: NDFC Level II Officiator Certification*)
- 1.5 Completion of Darts Alberta Course Conductor Mentorship Program

2 MENTORSHIP PARTICIPANT REQUIREMENTS

To participate in the Darts Alberta Course Conductor Mentorship Program, trainees should possess the following:

- 2.1 Darts Alberta Level I Officiator Certification (mandatory)
- 2.2 NDFC Level II Officiator Certification (strongly encouraged)
- 2.3 NDFC Level I Train the Trainer Certification (encouraged but optional depending on course availability)

3 ALBERTA COURSE CONDUCTOR MENTORSHIP PROGRAM CRITERIA

In order to successfully complete the Alberta Course Conductor Mentorship Program, trainees shall:

- 3.1 Conduct two separate Level I Workshops in partnership with Certified Master Course Conductor²
- 3.2 Score a minimum of 75% on evaluation of demonstrated Competencies

4 COURSE CONDUCTOR COMPETENCIES

Alberta Course Conductor Mentorship participants shall be evaluated by the Master Course Conductor, based on the following competencies:

- 4.1 Demonstrates effective organization skills and is well prepared
 - o Checks venue, access and catering before the meeting to ensure it meets participants' needs
 - o Arrives early and sets up the room, organizes refreshments, signage, information, access and equipment (including details such as pens, highlighters, etc)
 - o Has sufficient supply of Workshop Participants Manuals, Certificates, Rule Books and Evaluation Forms for the number of registered participants
- 4.2 Demonstrates professionalism, self-confidence and authenticity
 - o Professional dressed and well groomed
 - o Demonstrates professional oral communication and presentation skills
 - o Engenders confidence from participants through illustrating an open, receptive and approachable demeanour

¹Should the NDFC Level I Train the Trainer Course not be available, Course Conductors may receive probationary certification, until successful completion of the NDFC Level I Train the Trainer Course. Certification may be granted, without completion of the NDFC Level I Train the Trainer Course after the Course Conductor has successfully and independently completed 5 workshops and has received an average score of 3.5 or higher on a minimum of 50 Course Evaluations

²Depending on the experience and demonstrated skills of the Course Conductor Trainee, the Certified Course Conductor may evaluate the trainee after the first workshop



DARTS ALBERTA POLICY

LEVEL I COURSE CONDUCTOR CERTIFICATION

POLICY NUMBER: 017
PAGE 2 OF 2

- 4.3 Demonstrates course content expertise and transfer of knowledge
 - Can effectively answer questions and provide clarity
 - Provides examples to promote further clarification and understanding
 - Explains all tasks with clarity, using a variety of appropriate methods, skills and techniques (such as flip charts, models, diagrams, pictures, descriptions) ensuring that all are included and all understand workshop format, course content, examination process
 - Demonstrates knowledge of course content layout and format
 - Demonstrates effective listening skills to ensure participant understanding
- 4.4 Create comfortable learning environment while effectively maintaining control of the workshop
 - When questions and discussion sway from the topic at hand, effectively manages to focus the group back to the appropriate material by capturing unanswered questions or unfinished discussion for review at the end of the workshop
 - Uses a range of interventions to limit the discussions from swaying too far off topic.
 - Although somewhat flexible, ensures that those key elements needing discussion are given sufficient and appropriate time, and that promised 'breaks' and finish times are kept to
 - Keeps discussions focused on the goals and objectives of the workshop
- 4.5 Encourages meaningful interactions
 - Encourages participants to ask questions and express any lack of understanding of course material
 - Treats all participants equal and in an impartial and non-confrontational manner
- 4.6 Treats every workshop as a learning opportunity
 - Recommends course content revisions for continuous improvement of program
 - Uses appropriate mixture of self, peer and participant feedback
 - Identifies ways of continually improving understanding and practice.

¹Should the NDFC Level I Train the Trainer Course not be available, Course Conductors may receive probationary certification, until successful completion of the NDFC Level I Train the Trainer Course. Certification may be granted, without completion of the NDFC Level I Train the Trainer Course after the Course Conductor has successfully and independently completed 5 workshops and has received an average score of 3.5 or higher on a minimum of 50 Course Evaluations

²Depending on the experience and demonstrated skills of the Course Conductor Trainee, the Certified Course Conductor may evaluate the trainee after the first workshop