



Policies and Procedures Manual

The purpose of this document is to provide policies, procedures and conditions for the delivery of the National Coaching Certification Program in New Brunswick.

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Coach New Brunswick

CENTRE FOR COACHING EDUCATION OF NEW BRUNSWICK

In the spring of '95, a study was undertaken to review the delivery of the National Coaching Certification Program (NCCP) and other coaching initiatives in New Brunswick. A report was later prepared and widely circulated. On October 31, 1995, the Department of Municipalities, Culture and Housing accepted the recommendation of transferring the responsibility for management and delivery of the NCCP and all other coaching programs to a non-government agency.

A Coaching Advisory Committee was then struck to develop an implementation plan. One of the recommendations was the establishment of the Centre for Coaching Education of New Brunswick. The CCENB, with a provincial office located in Fredericton, officially opened its door on April 1, 1997. It's administered by an Executive Director. Regional Management Committees were also established to coordinate coaching education in the nine regions of the province.

Vision:

Everyone has access to quality coaching and enjoys a positive sporting experience through all stages of life.

Mission:

Coach NB leads, promotes, supports and delivers coach education and ongoing learning through collaborative partnerships in all stages of life.

Coach NB plays a key role in leading the way through coaching excellence. Not only are we the Provincial and Delivery partner of the National Coaching Certification Program where we deliver Multi Sport products. But we also celebrate and promote the significant role the coach plays within the involvement of various projects Coach NB is involved with. Wherever there is an athlete, there is a coach. Coaches are responsible for the safety of the athletes in their charge; from designing lessons to teaching the skill of the sport in a way that the child can learn.

Table of Contents

Table of Contents

Definitions	5
<i>Introduction to the NCCP</i>	6
NCCP Overview Competencies & outcomes.....	6
Multi Sport Modules.....	8
Fundamental Movement Skills.....	8
Competition introduction modules	9
Competition Development.....	11
Core Training for Learning Facilitators.....	14
Core Training for Coach Evaluators	14
Canadian Advancement for Women in Sport (CAAWS) Women in Leadership workshops MOU.....	15
Sport Specific NCCP Modules	15
Delivery & Administration of the NCCP.....	15
Types of Delivery Formats	15
Registration & Pre-Registration of participants	16
NCCP Fee Delivery Guideline	16
Cancellation of Workshops.....	16
NCCP Manuals	16
Host Information Package – (see Appendix ____).....	16
Class Size	16
Maximum Class Size	16
Equivalency	16
Bilingual Courses	16
Financial Responsibility	17
Honorariums for the Coach Developer (LF):.....	18
Home Study Coach Developer (LF) Honorarium	18
Age Requirements	18
Facility Requirements	18
Learning Facilitator Rights.....	19

Workshop Evaluation Form	19
Government Relations	19
Services Available Through Coach NB	19
Marketing and Communication	19
The Coach Developer.....	20
Role of Learning Facilitator	20
Responsibilities of the Learning Facilitator	20
The LF detailed pathway.....	21
Qualifications of becoming a Multi-Sport Coach Developer.....	21
Coach Developer Training/Professional Development	21
Evaluation	21
Ongoing Quality Assurance.....	21
Evaluation appeal process	21
Professional Development	22
Becoming a Learning Facilitator.....	23

Definitions

Coach NB (formerly known as CCENB) A not-for-profit organization that has the responsibility for management and delivery of the NCCP and other coaching initiatives in New Brunswick.

CAC *Coaching Association of Canada*

NCCP *National Coaching Certification Program*

The new NCCP model defines a coach as:

In training when some required training has been completed

Trained when all required training is complete.

Certified when all training and evaluation requirements have been met.

CD *Coach Developers* - are experts in learning, as well as experts in coaching. NCCP Coach Developers include Master Learning Facilitators, Advanced Learning Facilitators, Learning Facilitators, Master Evaluators, Advanced Evaluators, and Coach Evaluators.

LF *Learning Facilitator* - An individual who has met the criteria required to become a facilitator of Multi-Sport Modules or Technical courses.

ALF *Advanced Learning Facilitator* – An individual who has met all the criteria required to become a trainer of learning facilitators. (One per province)

MLF *Master Learning Facilitator* – An individual who is part of a team of Master Learning Facilitators to become a trainer of advanced learning facilitators and learning facilitators

NSO *National Sport Organization* - A not-for-profit organization which is the governing body for a particular sport at the national level.

PSO *Provincial Sport Organization* - A not-for-profit organization, member of the NSO, and the governing body for each sport in New Brunswick.

PTCR *Provincial and Territorial Coaching Representative* – Coach NB is the coaching representative for NB.

ChPC *The professional designation `Chartered Professional Coach*

MED *Make Ethical Decisions Module*

FMS *Fundamental Movement Skills*

ACM *Aboriginal Coaching Module*

Introduction to the NCCP

The National Coaching Certification Program (NCCP), launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

The NCCP is endorsed by all provinces and territories in Canada and most sport organizations. The administration of the Multi-Sport Modules are the responsibility of each province/territory while each Provincial Sport Organization (PSO) governs its own Technical/Evaluation programs (Community through Competition contexts). Levels 4 and 5 (Competition High Performance) are the responsibility of the National Sport Organization (NSO).

NCCP Overview Competencies & outcomes

Five core competencies are woven into the training and evaluation components of the NCCP. They are:

1. Valuing
2. Interacting
3. Leading
4. Problem-solving
5. Critical thinking

These core competencies are integral to the seven generic coaching outcomes which are:

1. Make ethical decisions
2. Provide support to athletes in training
3. Plan a practice
4. Support the competitive experience
5. Analyze performance
6. Design a sport program
7. Manage a program

These outcomes can be attributed to coaches working with any level of athlete in any environment.

The National Coaching Certification Program makes it easy to get started and stay motivated on the path towards coaching skills development. What kind of coach are you?

WHO IS IT FOR?

NCCP workshops are designed for all types of coaches. Whether you're thinking about coaching your child's community team or you're already the head coach of a national team, the NCCP has workshops to meet your needs.

The new NCCP model is made up of three streams each with its own coaching requirements



You may already coach at the community level or you're thinking about coaching. Often, you're a parent whose child is involved in sport, or a volunteer who works with participants of all ages that are new to a sport.

There are generally two levels of workshops for community sport coaches which are called **Initiation (or introduction) workshops**, and **Ongoing participation workshops**.

Initiation workshops focus on participants who are being introduced to a sport. In many sports this is very young children participating in the sport for the first time. In a few sports, initiation into the sport can occur with youth or adults. Participants get involved to meet new friends, have fun, and to learn a new activity. The role of the coach is to ensure a fun and safe environment and to teach the development of some of the “FUNDamentals” stage skills and abilities for participants.

Ongoing participation workshops are typically for either youth participating in a recreational environment, or masters participants participating for recreation, fitness, and socialization reasons. The participants are in the Active for Life stage of long-term athlete development. The role of the coach is to encourage participants to continue their involvement in the sport.

COMPETITION COACH

Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions.

There are three levels of workshops for competition coaches that reflect the stages of athlete development: Introduction, Development and High Performance.

The **Introduction level of competition** workshops are designed for coaches of athletes moving from the FUNDamentals to the Learn to Train and Train to Train stages of long-term athlete development.

The **Development level of competition** workshops are designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term athlete development.

The High Performance level of competition workshops are typically reserved coaches of athletes in the Train to Win stage of long-term athlete development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term athlete development. Coaches in this stream require specific skills and abilities in order to meet the needs of their athletes.

INSTRUCTION COACH

Coaches in the Instruction stream must have sport-specific skills and training, whether coaching at the beginner or advanced skill levels. Many are former participants in the sport.

The Instruction stream has three different levels of workshops: Beginners, Intermediate performers, and Advanced performers.

Coaches in the Beginners level of Instruction are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there's no formalized competition at this level --

it's strictly about skill development and there is a short timeframe of interaction between the coach and the participant.

Coaches in the Intermediate and Advanced Performers level of Instruction are very specialized instructors who are specifically there to assist athlete's crossing over from competitive sport to gain enhanced skills, and in some cases, tactical development specific to their sport.

Multi Sport Modules

Coach NB delivers the following modules:

Fundamental Movement Skills



An NCCP workshop for anyone who is working or interested in working with young children

Based on the Canadian Sport for Life model of long-term athlete development, this NCCP workshop explores the themes of fair play, safety responsibility, and communication. The goal is to expose participants to an innovative process that will help them teach Fundamental Movement Skills (FMS) like throwing, hopping, jumping, kicking, striking, balancing, catching, and agility to children.

The Fundamental Movement Skills of throwing, catching, jumping, striking, running, kicking, agility, and balance and coordination, form the basis for future sport skill development and for the life-long enjoyment of physical activity.

Learn how to OBSERVE and IMPROVE the fundamental movement skills through the format listed below which is best suited to you and your line of work.

NCCP FMS Community Leader

- Target: Recreation leaders, sport camp leaders, etc.
- Format: 8 hour workshop.

NCCP FMS High School Leadership

- Target: High school students.
- Format: Composed of 9 lesson plans delivered by the Physical Education Teacher at your school.

NCCP FMS Coach Professional Development

- Target: Coaches or instructors with previous NCCP training/elementary school teachers.
- Format: 3 hour workshop.

Course Outcomes:

- Analyze and identify the various stages of development for the fundamental movement skills;
- Apply a six-step process to teaching the fundamental movement skills;
- Create safe games where children can practice fundamental movement skills.

Competition introduction modules

MAKE ETHICAL DECISIONS (MED)



Target: Suitable for all coaches, regardless of the type of athlete they are working with.

By successfully completing the Make Ethical Decisions workshop you will be fully equipped to handle virtually any ethical situation with confidence and surety.

MED is one of the NCCP's cornerstone workshops, and leaves coaches with no doubt as to what to do when the going gets tough.

Upon completing the MED module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications;
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics.

PLANNING A PRACTICE



Target: Instructors, Community & Competition Coaches

The Planning a Practice module will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you've designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan;
- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

NUTRITION



Target: Instructors, Community & Competition Coaches

After taking the Nutrition module you will be able to:

- determine if foods and beverages consumed by your athletes before, during and after training are adequate;
- offer suggestions for more suitable food and beverage alternatives when necessary;
- gain a better understanding of the best way to promote healthy food choices that are consistent with basic sport nutrition principles to both athletes and their parents.

TEACHING AND LEARNING

Target: Instructors, Community & Competition Coaches

Upon completing the Teaching and Learning module you will be able to:

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive and motor dimensions of learning;
 - the use of words and methods that relate to an athlete's preferred learning style;
- a sound organization;
- active supervision; and
- the use of well-formulated feedback offered at the right time and with the right frequency.
- use teaching assessment grids to gather objective information on teaching effectiveness, and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

DESIGN A BASIC SPORT PROGRAM

Target: Instructors & Competition Coaches

Design a Basic Sport Program will teach you to:

- create a sound outline for your sport program that includes competition and training events;
- compare your program to those outlined by the NCCP in terms of long-term athlete development;
- assess the athletic development opportunities your program offers, and identify ways to remedy any weaknesses;
- interpret the information in a sample program, identifying training priorities and objectives at certain periods;
- establish a link between your program's training objectives and the content of practice sessions.

BASIC MENTAL SKILLS

Target: Instructors & Competition Coaches

The Basic Mental Skills module gives you the ability to:

- recognize signs indicating that an athlete may need to improve his/her goal setting, focus, and anxiety control skills; and develop tools to help the athlete to make improvements in these areas;
- run simple guided activities that help athletes improve basic mental skills.

Competition Development

The Competition - Development (Comp-Dev) context includes athletes ranging from the Training to Train to the Training to Compete stages of long-term athlete development. The program is broken down into six workshops on the following topics:

COACHING AND LEADING EFFECTIVELY

Target: Competition Coaches (9 hours)

The Coaching and Leading Effectively module gives you the skills needed to:

- promote a positive image of sport, and model it to athletes and those supporting their performance;
- deliver clear messages and explanations when communicating with athletes and their supporters;
- identify opportunities to interact with all athletes and use feedback to improve and correct performance and behaviour.

MANAGING CONFLICT

Target: Competition Coaches (4.5 hours)

The Managing Conflict module will allow you to:

- identify common sources of conflict in sport;
- determine which individuals or groups are most likely to find themselves in situations involving conflict;
- learn important skills that will help you prevent and solve conflict resulting from misinformation, miscommunication or misunderstanding;
- develop skills that will empower you to listen and speak effectively in conflict situations while maintaining positive relationships with athletes, parents, officials and other coaches.

LEADING DRUG-FREE SPORT

Target: Competition Coaches (3.5 hours)

After taking Leading Drug-free Sport you will be able to:

- fully understand and explain the consequences of using banned substances in sport;
- educate athletes about drug-testing protocols at major competitions;
- encourage athletes to safeguard their sport values and take greater responsibility for their personal actions;

- apply the NCCP Ethical Decision-Making Model to your coaching as it relates to keeping your sport and athletes drug-free.

DEVELOPING ATHLETIC ABILITIES

Target: Competition Coaches (9 hours + 2 hour pre-task)

After completing the Developing Athletic Abilities module, you will:

- be able to implement general and sport-specific training protocols and methods to effectively develop or maintain the athletic abilities necessary for your sport;
- know how to apply training principles and variables to training methods that build fitness, endurance, strength, speed and sport-specific conditioning;
- be able to select and adapt testing and training protocols and methods for athletes training from 6 – 9 to 9 – 12 times per week.

INCLUDES: 2 hour online pre-workshop session

PREVENTION AND RECOVERY

Target: Competition Coaches (7.5 hours)

After taking Prevention and Recovery you will have the knowledge needed to:

- identify common injuries in your sport and develop appropriate prevention and recovery strategies to keep your athletes injury-free during training and competition;
- offer valuable information and guidance on hydration, nutrition and sleep as they relate to injury prevention;
- choose skills and drills that help athletes perform appropriate warm-ups and cool-downs;
- develop functional evaluations for an athlete's return to play;
- implement recovery and regeneration techniques to help an athlete maintain or return to optimal performance post injury.

PSYCHOLOGY OF PERFORMANCE

Target: Competition Coaches (7 hours)

Completing Psychology of Performance will allow you to:

- help athletes learn to manage distractions and use visualization techniques to prepare themselves technically and tactically for training and competition;
- learn how to work with athletes or teams to identify performance and process goals related to their ability to focus on performance;

- learn debriefing skills that can be used to help athletes assess their performance in both training and competition.

The following Professional Development workshops have been developed by the Coaching Association of Canada to enhance your coaching ability and to enable you to provide a high standard of sport coaching for your athletes.

Along with the Multi-sport modules, the following courses reinforce the NCCP's core values of continuous improvement and lifelong learning.

ABORIGINAL COACHING MODULES



If you work with, or supervise youth of Aboriginal heritage, this workshop is an essential resource. If you wish to understand, relate to, and apply Aboriginal cultural perspectives that will allow you to motivate, inspire, and lead those youth towards a successful and meaningful lifestyle, this workshop was designed for you.

This interactive workshop is available to both Aboriginal and mainstream organizations who have Aboriginal youth in their sport, social, or employment programs. Aboriginal Sport Circle's trained instructors will facilitate discussions which include role playing and group activities to engage all participants. This type of interactive setting has provided a fun, fulfilling, and positive learning experience for both participants and facilitators alike.

The workshop includes unique methods and perspectives not found in mainstream coaching certification programs. It is holistic in its approach and includes teachings of the Medicine Wheel, the four gifts, as well as the values within the four pillars and many other issues that are unique to Aboriginal culture.

The Aboriginal Coaching Modules were designed to provide culturally relevant courses for coaches and people working with Aboriginal youth and athletes.

EMPOWER +



Take your coaching to the next level!

An incredible addition to our NCCP workshop lineup, Empower + is an intense and thought provoking 4-hour workshop that will teach you how to enhance the well-being of the athletes in your care and be a positive role model in the world of sport.

In an interactive and dynamic learning environment, our expert facilitators will guide you through how to enhance athlete welfare by:

- Recognizing the potential for, and presence of maltreatment in sport;

- Learning when and how to intervene when you observe or suspect maltreatment.

You will bring your coaching to new heights by:

- Implementing the NCCP's renowned six-step decision-making model;
- Mastering the art of the difficult conversation; and
- Creating a list of key positive athlete development strategies you can implement in your coaching right away.
- This NCCP workshop will set you up for success in coaching and in life!

RESISTANCE TRAINING



A must-have for competitive coaches, this 4-hour dynamic and interactive introductory workshop will teach you how to prevent injuries and increase athlete performance through proven resistance training tools. Become a better coach by augmenting your plan with elements such as:

- Basic lifts
- Stability training
- Core training

Core Training for Learning Facilitators

Core Training for Learning Facilitators is a 6-hour workshop that all Learning Facilitator candidates must take. The workshop introduces Learning Facilitator candidates to the goals and philosophy of the NCCP, teaches them how to facilitate modules, and helps them understand the instructional design of the modules. Modules:

- Overview of the Workshop and the NCCP
- Functions of an LF
- Elements of an Effective Learning Activity
- Stages of Group Development
- Nature of the group

Core Training for Coach Evaluators

Core Training for Coach Evaluators is a 5-hour workshop that all Coach Evaluator candidates must take. The workshop focuses on the evaluation principles and processes that Coach Evaluators need to follow when evaluating coaches. Modules:

- Overview of the Workshop and the NCCP
- The Certification Process
- Learning to Debrief
- Action Planning

Canadian Advancement for Women in Sport (CAAWS) Women in Leadership workshops MOU

Effective Communication

In the workplace, effective communication is the foundation for better job performance and relationship building. After this workshop participants will be more strategic and efficient in their communication.

- Consider the importance of your personal brand
- Learn about four distinct communication styles, and identify your preferred style
- Discuss electronic communication and social media etiquette, and how to avoid common pitfalls

Influencing Change

Whether influencing change in your organization, across the sport and physical activity system, or more broadly in society, this workshop will provide participants with theory and practical tools for success.

- Identify elements of effective change movements
- Discuss the (under)representation of women in society
- Review tips for being heard and improving your listening skills
- Discuss approaches on how to influence others

Sport Specific NCCP Modules

The development of the **Technical** component for Community to Competition Contexts is the responsibility of the NSO and delivered by the PSO. Each sport utilizes the best technicians in that sport from across the country to develop these courses.

The **Evaluation** component of the program, established by the NSO, involves applying theoretical and technical knowledge in actual coaching situations. It is the responsibility of each sport organization to determine evaluation criteria and the individuals (i.e. provincial representative, local representative, etc.) who will be qualified to conduct or offer evaluation comments for the Practical component.

Due to the individual differences among sports, coaches wishing additional information on technical courses and evaluation requirements should contact the Provincial Sport Organization.

Delivery & Administration of the NCCP

Coach New Brunswick (CCENB) is responsible for the management and delivery of NCCP Multi Sport Modules. Course scheduling is developed by the NCCP Coach Education Coordinator for the calendar year.

Coach NB in association with local host partner and/or Coach Developer will schedule workshops. An application to Host (See Appendix A) must be completed and submitted online for approval.

Types of Delivery Formats

1. Coach NB is the Host
 - Receives expense form from the Coach Developer (LF)
 - Collects registration fees via online payments
 - Collects registration fees from the Coach Developer (LF)

2. If the Host partner hires the Coach Developer (LF) Fill out the hosting package application and submit 3 weeks prior to the start date
 - Coach NB is responsible of collecting all payments prior to the course
 - Coach NB receives an expense form from the Coach Developer (LF)
3. Leadership class/School delivery
 - Application process signed by the Leadership class teacher and or principal (Appendix ____)
 - Coach NB receives an expense form from the Coach Developer (LF)
4. University/College Delivery
 - Fill out the hosting package application and submit 3 weeks prior to the start date (Appendix ____)
 - Coach NB sends an invoice to the host
5. Home Study delivery

Alternative Learning Formats: The home study option is available to those coaches who are unable to attend a workshop in their community. Keep in mind that it is strongly recommended that a coach attend a workshop in their community as a first choice. The home study program requires a great deal of work on the part of the coach. Remote workshops operate identical to an in-person event, except it is conducted online from a computer. To access registration, please contact Coach NB.

6. One on one delivery: This alternative learning format is available by completing a registration form and submitting to Coach NB.

Registration & Pre-Registration of participants

Registration is to be completed through the locker. If enrolment exceeds the maximum, a second course may be offered. The deadline for pre-registration be set at 5 working days prior to start of course. Please note the prices below reflect the additional Locker fee of \$5 + 3%.

NCCP Fee Delivery Guideline

NCCP Workshop	Instructional Hours	Cost per module	LF Honorarium	LF Home Study Cost	Minimum Participant	Maximum Participant
Fundamental Movement Skills (PD)	4	\$36.5	120.00	-	8	25
Fundamental Movement Skills (CL)	8	\$46.35	240.00	-	8	25
Making Ethical Decisions	3	\$36.5	90.00	\$82.4	8	20
Nutrition	1h15	\$15.45	34.50	\$82.4	8	20
Planning a Practice	6h15	\$41.2	184.50	\$82.4	8	20
Teaching and Learning	6h30	\$41.2	195.00	\$82.4	8	20
Design a Basic Sport Program	4	\$36.5	120.00	\$82.4	8	20
Basic Mental Skills	3	\$36.5	90.00	\$82.4	8	20
Accelerated Comp Intro	8		240.00	-	10	20
Developing Athletic Abilities	9	\$82.4	405.00	\$108.15	10	20
Prevention & Recovery	7h30	\$82.4	337.50	\$108.15	10	20
Leading a Drug Free Sport	3h30	\$82.4	157.50	\$108.15	10	20
Managing Conflict	4h30	\$82.4	202.50	\$108.15	10	20
Coaching and Leading Effectively	8h30	\$82.4	382.50	\$108.15	10	20
Psychology of Performance	7	\$82.4	315.00	\$108.15	10	20
Resistance Training	4	\$36.5	120.00	-	10	20
Resistance Training (extended)	6	\$46.35	180.00	-	10	20
Empower +	4	\$36.5	120.00	-	10	20
Aboriginal Coaching Module	8	FREE	300.00	-	10	20
CAAWS workshop	4	FREE	200.00	-		20
Core LF Training	6	\$36.5	300.00	-	10	20
Core Evaluation Training		\$36.5		-	10	20

Cancellation of Workshops

If, after registration, there is not a sufficient enrolled to start a workshop, notification of cancellation should be given to those already registered, as well as to the Coach Developer. Cancellation must be confirmed no less than 5 business days before start of a workshop.

Cancellation refund policy

1 – Coach NB cancels and reschedules due to insufficient enrollment = reimbursement in full

2 – The Coach cancels: 7 days maximum prior to the workshop = reimbursement in full

The Coach cancels: less than 6 days prior to the workshop = reimbursement 50%, Coach NB keeps 50%. *Please Note:* Fees are non-transferable to another date

NCCP Manuals

Coach Workbooks and Reference Materials are a **mandatory** component of a NCCP Multisport workshop. The materials are ordered from Coach NB by the Host Partner not less than 7 (seven) business days prior to the start of the workshop.

Host Information Package

The Host Information Package summarizes the NCCP and informs Hosting Partners of their responsibility and relationship with Coach NB. It in addition provides guidelines and cost breakdown for each of the NCCP Multi-Sport modules.

Class Size

The optimal class size is between 8 – 20 participants. This encourages quality interactive discussions and break out tasks between coaches from different sport experiences.

Maximum Class Size

For quality control and effectiveness Coach NB has implemented a maximum class size for NCCP workshops at 25 participants. If the Host Partner wishes to exceed 25 participants they must, prior to exceeding 25 participants, discuss with and be approved by both; Coach NB and the LF. Such workshops in the college, university and school settings can be approved to have more than 25 participants.

Equivalency

Equivalency is no longer available! However a Coach has the right to “Challenge” the NCCP certification in the right context. Fee will be determined by Coach NB if a Multi-Sport Context. For the Technical/Evaluation Context, the fee will be determined by the NSO.

Bilingual Courses

Courses are offered in either English or French depending on the needs. Note: Coaches are able to request French manuals if the course is being offered in English or vis versa.

Financial Responsibility

The fiscal responsibilities for the Multi-Sport Modules are solely Coach NB.

Coach NB is responsible for paying the learning facilitator honorarium and reimbursing pre-approved expenses upon presentation of receipts. Payment will be made within a time frame of receiving course forms and receipts.

- The time frame: Minimum 2 weeks to a Maximum of 3 weeks

Honorariums for the Coach Developer (LF):

Fundamental Movement Skills	\$30/hr
Multi-Sport Module for Competition – Introduction Modules	\$30/hr
Multi-Sport Module Professional Development Modules	\$30/hr
Multi-Sport Competition Development Modules	\$45/hr
Aboriginal Coaching Module	\$300/per workshop
CAAWS Workshop	\$200/per workshop
Evaluation of a Coach Developer (LF)	\$300

Coach Developer (LF) Expenses

<u>Expenses:</u>	Mileage -	\$0.39 per kilometre (over 50 km return)
	Meals -	Breakfast - \$7.50
		Lunch - \$10.50
		Dinner - \$19.50
	Hotel -	Approved by Coach NB

Any additional expenses must be pre-approved. The learning facilitator must provide Coach NB with a signed Expense Claim Form. If an assistant learning facilitator is used, the honorarium may be divided between them and expenses will be covered for both. Expense allowances include HST. *Please note: Coach NB does not reimburse or provide an hourly wage for travel time & if you are delivering within 50km of residence no meals will be reimbursed.*

Age Requirements

The minimum age for participation is 16 years of age on the day of the workshop. It is the responsibility of the Host Partner to pre-screen applicants to ensure that all participants are 16 years of age. Any coach who is in their 16th year (age 15) but has yet to hit their birth date may take the workshop but will not be entered in the Locker until that date. NCCP Fundamental Movement Skills workshop has a minimum age set at 14 years of age to accommodate summer camp workers and high school kit programs.

Facility Requirements

Minimum facility requirements are the following:

- Good lighting
- LCD projector
- Flipchart and or whiteboard
- Enough chairs per participant
- Enough table space that can be arranged for both small and large group discussions.
- Seating should be arranged to accommodate 20-25 people, while also allowing for interactive discussions and necessary movement around the room for learning activities.
- The LF should be consulted to ensure proper classroom facilities are provided.

Extra A/V considerations, but not mandatory:

- A television and preferably a DVD player
- Laptop computer speakers
- Screen and projector
- Paper and markers
- Masking tape
- Extension cord

Learning Facilitator Rights

At the workshop:

- If more than 25 coaches are in attendance if prior notification and approval, on behalf of both Coach NB and LF, has not been granted the LF has the right to use his or her own judgment in allowing the coaches who are not registered to participate in the workshop.
- If coach(s) arrive more than 45 minutes late, the LF can ask the latecomer(s) to leave the workshop.

Should any of the preceding scenarios occur the LF will be paid for the workshop.

Workshop Evaluation Form

All participants will receive an online workshop evaluation through Fluid Survey (online tool). This will be sent by Coach NB, following successful submissions of the event in The Locker by the LF.

Government Relations

DHIC is the sole partner in New Brunswick listed in the Mandate Agreements signed by Sport Canada, CAC, NSOs and P/T organizations to ensure NCCP is delivered across Canada. Coach NB is responsible for delivery and administration of multi-sport modules of the NCCP and all aspects involved in execution of the programs, such as but not limited to LF training and development of coaches.

Services Available Through Coach NB

The purpose of Coach NB is to deliver a number of programs and services to communities throughout New Brunswick. In addition to the NCCP, this office also delivers the following programs:

- Coach Developer Professional Development
- Podium Performance Series in conjunction with the Canadian Sport Centre Atlantic
- NB's Coaches Week
- Webinars, apprentice programs, coach reflection events, and more.

Marketing and Communication

CAC is the national lead for marketing and communication of NCCP products such as the multi-sport modules. Coach NB will disseminate the messaging and materials as they come available for use.

The Coach Developer

Coach Developers “are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and skills in order to provide positive and effective sport experiences for all participants.” In short, Coach Developers need to be experts in learning, as well as experts in coaching.

NCCP Coach Developers include Master Learning Facilitators, Advanced Learning Facilitators, Learning Facilitators, Master Evaluators, Advanced Evaluators, and Coach Evaluators.

The typical pathway for someone who wants to be a Coach Developer involves the following steps:



The Learning Facilitator

The goal of the NCCP is to have happier, safer and more successful athletes/participants in all sports, streams and contexts. Skilled and knowledgeable coaches are a key component to achieving this goal.

The NCCP provides educational opportunities to coaches through the Learning Facilitators, herein after referred to as “the LF(s)”. High quality LFs are crucial to the development of skilled, knowledgeable coaches and through those coaches, are athletes/participants who are safer, happier and more successful. As excellence is expected of LFs, they must be provided with the best training, evaluation and professional development.

LF Development Programs should be effectively facilitated sessions that result in LF’s who can effectively develop coaches who are able to then demonstrate their abilities and competencies to meet the standards established for certification by their sport specific governing bodies.

Role of Learning Facilitator

LFs are facilitators of learning (‘guide from the side’). A LF should have the appropriate knowledge, skills, and attitudes to effectively facilitate workshops using the activity-based approach.

The main goal of a LF is to help coaches develop competencies which will then be evaluated by their sport’s governing body. LFs demonstrate their competency of content knowledge by using appropriate facilitation strategies to effectively deliver the NCCP. As well they will also serve as ambassadors for the NCCP and the CAO.

A LF:

- Understands the activity-based education and training approach of the NCCP.
- Demonstrates their understanding of the structure of the NCCP.
- Is knowledgeable and confident with the content and vocabulary of the NCCP.
- Demonstrates knowledge of adult learning principles and their application in instructional practices.
- Learns to effectively facilitate sessions to achieve outcomes
- Arrives at the training session ready to focus on and demonstrate effective delivery of the program.
- Has an understanding of the administrative roles and responsibilities of all delivery partners within the provinces’ delivery model.

Responsibilities of the Learning Facilitator**Responsibility to the Coaching Association of Canada**

Facilitators must strive to deliver the program according to the instructional design and time lines determined by the CAC, as written in the LF Guide. For details please refer to the LF Guide.

Responsibility to Coach New Brunswick

As a LF you must take on the responsibility for representing the NCCP and Coach NB with dignity and professionalism.

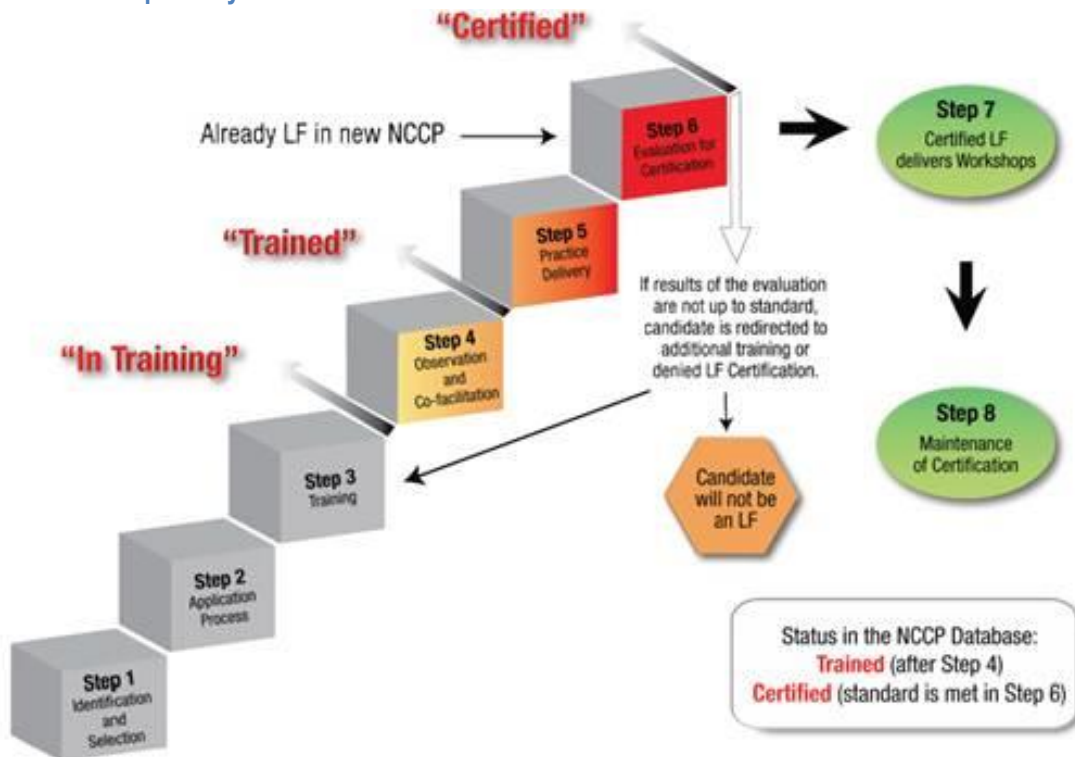
Responsibility to Coaches

The LF is responsible for leading a workshop of the highest quality and effort for the coaches to learn and develop. The LF must enter the coach into the Locker upon successful completion of the workshop.

Responsibility to the Host Partner

The LF must demonstrate the utmost professionalism as a representative of the NCCP, Coach NB and the CAC. The LF must arrive to workshops on time as scheduled and provide the Host Partner with a signed copy of their LF Expense Claim Form, as an invoice for their services as discussed with the Host Partner prior to the workshop.

The LF detailed pathway



Qualifications of becoming a Multi-Sport Coach Developer

Please refer to the CAC's NCCP Policies of Implementation Standards

Step 2 - Coach NB's application process on joining the Coach Developers' team.

Step 3 Attend Core training for Learning Facilitator
Attend Content specific training

Step 4 Observation & Co-Delivery of a Multi Sport Module

Step 5 Practice Deliver

Step 6 Evaluation

Step 7 Certified LF Delivers workshops

Step 8 Maintenance of Certification (LF Professional Development)

To be eligible for workshop assignments in NB the individual must be an LF with requisite credentials documented in the Coaching Association of Canada Locker (national database). The LF must have attained trained or certified status in any or all of the NCCP multi-sport modules including Fundamental Movement Skills, Competition-Introduction, Competition-Development, and Professional Development modules.

There are five mandatory requirements for the LF to be active and eligible to deliver NCCP workshops.

To be completed once:

- ☒ Sign the Service Level Agreement (SLA)
- ☒ Complete and pass MED online evaluation

- ☒ Complete and pass and NCCP Making Headway Online Module

Reviewed annually:

- ☒ Stay active in facilitating or marking a multi-sport NCCP workshop/home study at a minimum of one workshop every two years.
- ☒ Attend all PD workshop hosted by Coach NB

Obligations

The LF and Coach NB agree that, in the execution of their responsibilities under this Agreement, they will cooperate and collaborate in good faith to ensure that Coaches who take NCCP programs meet the learning outcomes and standards of the NCCP as set out in the LF guides for multi-sport modules.

Coach Developer Training/Professional Development

Coach Developer Training

Coach NB will pay for the cost of training for Multi-Sport Coach Developers (LF/E), but they will be required to pay for their own accommodation unless otherwise arranged.

Coach NB will advise the Coach Developer when they're co-facilitation will take place. The LF will not be paid for his/her co-facilitation (unless otherwise arranged), as this is a part of his/her training.

Evaluation

A new LF will have two years from the time he/she is trained (all training complete, and a successful co-facilitation) to become certified. Evaluations must be requested by the LF, to Coach NB/or Coach NB will advise the LF when the evaluation will take place in order to become certified. Coach NB will cover the cost of the evaluation, however if a subsequent evaluation is needed, the LF must pay the cost him/herself.

Current Coach Developers will have until January 1st 2017 to receive a successful evaluation, necessary for certification. Evaluations must be organized/scheduled by Coach NB. Those who do not complete a successful evaluation by this date will be considered "inactive", and may be required to completed additional training, or co-facilitations to regain "active" status.

LF who completes a successful evaluation will start their cycle for maintenance of certification, and will be responsible to ensure they are meeting requirements.

After the Coach Developer is fully certified, it will be his/her own responsibility to ensure the requirements for the maintenance of certification are met.

Ongoing Quality Assurance

At any time, with or without notice, a Coach Developer may be observe by a representation of Coach NB, or an affiliated organization, for the purpose of quality assurance.

Evaluation appeal process

- 1 - Schedule a meeting with the Evaluator and Coach NB staff representative
- 2 - Present the reasoning of the appeal
- 3 - The Evaluator presents the evaluation comments
- 4 - The Evaluator, Coach NB and the Coach Developer come to an agreement

Professional Development

All learning facilitators are to attend the scheduled professional development sessions as designated by Coach NB to maintain their status as active learning facilitators. Those who have not taught a series of Multi-Sport Modules in the

past two years must attend a learning facilitator upgrading session to regain their active status. Only learning facilitators with active status are eligible to teach NCCP Multi-Sport Modules.

Becoming a Learning Facilitator

If a person is interested in becoming a multi-sport LF, he/she should contact Coach NB

Coach NB will indicate when there is a need for more Multi Sport LF's. Those interested will be required to complete the appropriate application form, and supply required documents/information.

Coach NB will pay for the cost of training for new Multi Sport LF's, but the Coach Developers are required to pay for their own accommodation unless otherwise arranged.

Coach NB PROVINCIAL FUNDING GUIDELINES

The principles outlined below and in other sections of this document will guide Coach NB decisions regarding financial assistance.

The purpose of Coach NB (CCENB) is to provide funding to support education-based for competitive to high performance coaches, including those at the high school, university level.

WHO IS ELIGIBLE TO APPLY

The funding program is eligible to:

- 1) not-for-profit provincial, regional, or local sport organizations, that are involved in the delivery of the National Coaching Certification Program; and to
- 2) individuals who are registered with a provincial sport organization.
- 3) Coach Bursary: Opportunity to receive reimbursement up to 70% of NCCP course fees/Coaching Professional Development opportunities.

APPLICATION DEADLINE

All applications must be received by 4:30 p.m. every 3rd Thursday of the month. Late applications will be processed at the next evaluation period. Proposals may be submitted electronically via email, fax, or by mail.

DISTRIBUTION OF FUNDING

There will be a range of grants between \$100.00 and \$1,500.00 per submission.

FUNDING PROGRAM WILL BE CONSIDERED FOR

- NCCP – Sport Specific Training / Evaluation.
- NCCP – Learning Facilitator Training: Some assistance is available for resource personnel and expenses of selected New Brunswick learning facilitators. Funding will be a cooperative effort of the PSO and Coach NB.

Coaching Development - High Performance initiatives

- Financial assistance is available, on a cost-sharing basis, to provide an upgrading opportunity to coaches in the province a funding assistance from \$250 - \$500 per Provincial Sport Organization is available.
- Financial assistance is available, on a cost-sharing basis, to provide an upgrading opportunity out of province to selected coaches identified by their Provincial Sport Organization who have achieved the highest available level of the Technical component of the NCCP Training. Minimum required is Level 3 Theory completed in the old NCCP and a minimum requirement will be put in place later for the new NCCP. Maximum funding assistance from \$250 - \$500 per coach is available.
- High Performance initiatives - For coaches taking Level 4-5 Tasks, Coach NB may fund up to \$250.00 per seminar/session to a total maximum of \$1,000.00 per candidate. A letter of acceptance in this program from their National Sport Organization or the NCI Regional Coordinator must first be obtained.

- There is some flexibility within the budget, on a cost-sharing basis, to assist Provincial Sport Organizations special coaching projects or re-certification of coaches. Complete details with budget must first be submitted to be considered by Coach NB.

Other coaching initiatives

- Coaches who must attend Technical courses, likely Competition Development/Level 3, outside the province because such courses will not be offered in New Brunswick within the following year, may apply for financial assistance, again on a cost-sharing basis.

WHAT IS INELIGIBLE FOR SUPPORT UNDER THE FUNDING PROGRAM

- Project expenses already funded (from other grant or revenue sources)
- Non-project administration expenses
- Salary subsidies
- Coaches traveling out-of-province for events (unless there are coaching development clinics or technical courses offered before, during and/or after the event).

ACCOUNTABILITY

All organizations that are awarded a Coach NB grant agree to:

1. Submit the Course Register Form or proof of attendance after the course or project is held;
2. Receive and account for all project funds, through the Provincial Sport Organization;
3. Ensure course or project is complete and all obligations met.

EVALUATION

The evaluation will primarily be based on the Funding Program Application Form and Guidelines. Please allow the Coach NB 1 month to evaluate applications. By using the application form for everyone the Coach NB will be able to collect data that could help us for surveys, development, and documenting future opportunities. Coach NB may request additional information from any organization or coach to assist in the review of the application.

THE PRIVACY CODE

Coach NB (CCENB), is a not-for-profit amateur sport organization providing coaches with the necessary foundation of skills, knowledge, and attitudes to foster excellence in sport. In the course of providing our programs and services, Coach NB may collect Personal Information and we have prepared this policy to inform you about Coach NB and CAC ongoing commitment to ensuring that the Personal Information obtained during the course of our activities remains accurate and confidential.

The objective of Coach NB Privacy Code is to promote responsible and transparent personal information management practices in a manner consistent with the provisions of the *Personal Information Protection and Electronic Documents Act* (Canada). The privacy code will provide our partners with some guidance on how to manage personal information that is collected in relation to the NCCP and other and all other coaching programs.

Coach NB will continue to review the code to make sure that it is relevant and remains current with changing industry standards, technologies and laws. (Please refer to Appendix ____)

What is Personal Information?

We consider "Personal Information" to mean any information, recorded in any form, about an identified individual or an individual whose identity may be inferred or determined from such information, other than business contact information (e.g. name, title, business address). This Policy does not cover aggregated data from which the identity of an individual cannot be determined. Coach NB retains the right to use aggregated data in any way that it determines appropriate.

Why Coach NB May Collect Personal Information

The Coach NB may use the Personal Information provided verbally or in writing (including via electronic media) by participants, partner organizations, or other third parties in order to:

- (a) Administer the National Coaching Certification Program and maintain the associated database;
- (b) Administer the Women in Coaching program and Coaches program and other internal programs;
- (c) Track participant accreditations;
- (d) Administer our funding program;
- (e) Organize various conferences that provide professional development and networking opportunities for coaches, and sport leaders;
- (f) Manage our various awards and recognition programs;
- (g) Provide information to participants, partner organizations and others about coach education related programs and services;
- (h) Manage our relationship, and communicate, with, among others, participants and partner organizations;
- (i) Meet legal and regulatory requirements; and
- (j) Such other purposes consistent with these purposes.

The personal information we ask for will depend upon which services you may obtain.

How Coach NB Collects and Uses Personal Information

Coach NB only collects, uses and discloses Personal Information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of providing services or information to participants, partner organizations and others. We use only fair and lawful methods to collect Personal Information.

Our use of Personal Information is limited to the purposes described in this Policy and the Coach NB does not otherwise sell, trade, barter, exchange or disclose for consideration any Personal Information it has obtained.

When Coach NB May Disclose Your Personal Information

The Coach NB will not disclose your Personal Information.

- The relevant National Sport Federations or their local, provincial sport associations;
- Regional or Provincial Coaching Coordinators;
- The National Coaching Certification Council and its members and associate members;
- The National Coaching Institutes;
- Governmental agency funders of the Coach NB;
- Print and electronic media in connection with awards and recognition programs;
- Individuals or organizations who assist the Coach NB in informing you about our products or services; and
- Individuals or organizations who are our advisers or service providers.

In the event sensitive Personal Information is provided to Coach NB, we will not disclose such Personal Information unless it is required in order to provide a participant or partner organization with our services.

Where Coach NB discloses Personal Information to organizations that perform services on its behalf, we will require those service providers to use such information solely for the purposes of providing services to Coach NB, participants, partner organizations or the person concerned and to have appropriate safeguards for the protection of that Personal Information.

Where Personal Information may be subject to transfer to another organization in contemplation of a merger or reorganization of all or part of the Coach NB, we will do this only if the parties have entered into an agreement under which the collection, use and disclosure of the information (including any Personal Information) is restricted to those purposes that relate to the transaction, including a determination of whether or not to proceed with the transaction, and is to be used by the parties to carry out and complete the transaction.

Please note that there are circumstances where the use and/or disclosure of Personal Information may be justified or permitted or where the Coach NB is obliged to disclose information without consent. Such circumstances may include:

- Where required by law or by order or requirement of a court, administrative agency or governmental tribunal;
- Where Coach NB believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- Where it is necessary to establish or collect monies owing to the Coach NB;
- Where it is necessary to permit Coach NB to pursue available remedies or limit any damages that we may sustain; or
- Where the information is public.

Where obliged or permitted to disclose information without consent, Coach NB will not disclose more information than is required.

Consent

Unless permitted by law, no Personal Information is collected, without first obtaining the consent of the individual concerned to the collection, use and dissemination of that information. However, we may seek consent to use and disclose Personal Information after it has been collected in those cases where Coach NB wishes to use the information for a purpose not identified in this Policy or not previously identified or for which the individual concerned has not previously consented.

By providing Personal Information to the Coach NB you agree and consent that we may collect, use and disclose your Personal Information in accordance with this Policy. In addition, where appropriate, specific authorizations or consents may be obtained from time to time.

In most cases and subject to legal and contractual restrictions, you are free to refuse or withdraw your consent at any time upon reasonable, advance notice. It should be noted that in certain circumstances, certain services can only be offered if you provide Personal Information to the Coach NB. Consequently, if you choose not provide us with any required Personal Information, we may not be able to offer you the services requested. We will inform you of the consequences of the withdrawal of consent.

The Accuracy and Retention of Personal Information

Coach NB endeavors to ensure that any Personal Information provided and in its possession is as accurate, current and complete as necessary for the purposes for which we use that information. If we become aware that Personal Information is inaccurate, incomplete or out of date, Coach NB will revise the Personal Information and, if necessary, use its best efforts to inform third parties which were provided with inaccurate information so that those third parties may also correct their records.

We keep your Personal Information only as long as it is required for the reasons it was collected. The length of time we retain information varies, depending on the service and the nature of the information. This period may extend beyond the end of a person's relationship with us but it will be only for so long as it is necessary for us to have sufficient information to respond to any issues that may arise at a later date.

When your Personal Information is no longer required for the Coach NB is purposes, we have procedures to destroy, delete, erase or convert it into an anonymous form.

Currently, the principal places in which Coach NB holds Personal Information are in the city of Fredericton and with our regional coordinators storage facility.

Protection of Personal Information

Coach NB endeavours to maintain appropriate physical, procedural and technical security with respect to its offices as to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information. This also applies to our disposal or destruction of Personal Information.

If any employee of Coach NB misuses Personal Information, this will be considered as a serious offence for which disciplinary action may be taken, up to and including termination of employment. If any individual or organization misuses Personal Information – provided for the purpose of providing services to or for Coach NB – this will be considered a serious issue for which action may be taken, up to and including termination of any agreement between CAC and that individual or organization.

Access to Your Personal Information

Coach NB permits the reasonable right of access and review of Personal Information held by us about an individual and will endeavor to provide the information in question within a reasonable time, generally no later than 30 days following the request. To guard against fraudulent requests for access, we may require sufficient information to allow us to confirm that the person making the request is authorized to do so before granting access or making corrections.

We will provide information from our records in a form that is easy to understand. Coach NB reserves the right not to change any Personal Information but will append any alternative text the individual concerned believes to be appropriate.

Coach NB reserves the right to decline to provide access to Personal Information where the information requested:

1. Would disclose (i) Personal Information, including opinions, about another individual or about a deceased individual; or (ii) trade secrets or other business confidential information that may harm Coach NB or the competitive position of a third party;

2. Would interfere with contractual or other negotiations of Coach NB or a third party;
3. Is subject to solicitor-client or litigation privilege;
4. Is not readily retrievable and the burden or cost of providing would be disproportionate to the nature or value of the information;
5. Does not exist, is not held, or cannot be found by Coach NB;
6. Could reasonably result in (i) serious harm to the treatment or recovery of the individual concerned, (ii) serious emotional harm to the individual concerned or another individual, or (iii) serious bodily harm to another individual;
7. May harm or interfere with law enforcement activities and other investigative or regulatory functions of a body authorized by law to perform such functions; or
8. May be withheld or is requested to be withheld under applicable legislation.

Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Coach NB will not charge you for verifying or correcting your information, however, to the extent permitted by applicable law, there may be a minimal charge imposed if you need a copy of records.

Definitions

collection: The act of gathering, acquiring, recording, or obtaining personal information from any source, including third parties, by any means.

consent: Voluntary agreement for the collection, use and disclosure of personal information for defined purposes. Consent can be either express or implied and can be provided directly by the individual or by an authorized representative. Express consent can be given orally, electronically or in writing, but is always unequivocal and does not require any inference on the part of Coach NB. Implied consent is consent that can reasonably be inferred from an individual's action or inaction.

disclosure: Making personal information available to a third party.

employee: An employee of or independent contractor to Coach NB.

personal information: Information about an identifiable individual, but does not include the name, title, business address or telephone number of an employee of an organization.

third party: An individual or organization outside of Coach NB.

For more information regarding Coach NB Privacy Code, please contact Coach NB at 506-444-3888 or via email at manon.ouellette@gnb.ca

Please visit the Privacy Commissioner of Canada's web site at www.privcom.gc.ca.

