

Coaching Education, Resources and Support



The Coaches Association of BC (CABC) works in concert with Team BC to provide Canada Games and Western Canada Summer Games coaches with appropriate resources and educational opportunities leading up to and at the Games.

The CABC works with Team BC coach's and provincial sport organizations (PSO), to develop and monitor an education plan to ensure coaches have the required training and certification levels to attend a Games. In some instances, the coach's Integrated Performance System (IPS) Professional Development funding may be used to offset course costs. The CABC also works with PSOs to host appropriate courses in BC to help develop coaches in their sport. Contact the CABC for more information on education, certification, IPS coaches funding and support.



Team BC coaches who are completing Level 4 certification and who require additional tasks to complete their education requirements, can get credit for some of the Task 12 elements through their work with Team BC. For more information, please contact the National Coaching Institute (NCI) in Victoria.

Team BC coaches who attend a professional development or education session, may have access to other funding sources through the CABC, including the Bob Bearpark Coaching Fund. The Bearpark Fund targets female coaches, aboriginal coaches, and coaches of athletes with a disability, to further develop their coaching credentials. The CABC will accept applications and distribute grants on behalf of the Bearpark Fund.

All Team BC coaches are automatically signed up for a one-year membership with the CABC. This membership provides Team BC coaches with access to important coaching information that will assist them in developing a better understanding of the larger sport system as well as helpful tips for coaching athletes. The CABC also collaborates with Team BC to provide coaching education at meetings and posting information on the Team BC website, profiling coaches in the CABC newsletter and training a "Coaches Advocate" on mission staff to provide guidance and support at the Games.



As one of BC's high performance coaches, the National Coaching Institute provides you with the opportunity to gain advance coaching accreditation in the National Coaching Certification Program. As a Team BC coach, you may be eligible for Task 12 (Planning and Periodization) credit by working through your Team BC planning process. The NCI is committed to assisting Team BC coaches to further their coaching qualifications.



The NCI Benefit

The National Coaching Institute is providing greater flexibility for coaches to attain their advanced NCCP certification (Level 4).

Advantages for enrolling in the NCI program include;

- Financial assistance to complete program
- Opportunity to access high performance PD funding for unique coaching experiences
- Ability to work with mentors that will help you complete tasks using your current coaching roles
- Access to expert practitioners for program advice
- Access to performance analysis equipment and content specialists

Emerging policies within the Canadian Sport System have been recommended to standardize coach qualifications. Those individuals with level 4 (NCI diploma) accreditation will have greater opportunities to maximize their coaching potential within the emerging accountability frameworks that are currently being proposed.

The NCI Program

The NCI-BC supports coaches in their pursuit of NCCP Level 4-5 tasks, and provides a diploma in sport coaching. The diploma program is open to all sports and coaches who have designate prerequisites. Coaches from sports that have an approved Level 4 NCCP may be eligible for Level 4 certification depending on the context and level of athlete coached. Some sports may have different requirements for the completion of level 4 certification and coaches are encouraged to contact their National Sport Organization for further information.

Program Prerequisites

The following pre-requisites are required:

- Applicants must be fully NCCP Level 3 certified or equivalent
- Applicants must be endorsed by their National Sport organization
- Assigning a designated master coach that is approved by the applicant's National Sport Body.
- Applicants must have a minimum of 3 years coaching a year-round program
- A degree in Physical Education or equivalent is recommended but NOT required

The Program Description

The diploma consists of core content that spans the length of the program plus required and optional tasks delivered throughout the program (See table below). Coaches engaging in the diploma program will be eligible to receive credit for their coaching practicum (Task 9 & 11) by working with an identified master coach.

Each task has a specific evaluation that requires the coach to demonstrate competency within the context of athlete that he or she coaches. The diploma program culminates in a master presentation where the candidate presents an integrated training plan. Coaches are required to maintain ongoing attendance, building of an electronic portfolio, and make various presentations throughout the program. The diploma program can be engaged on a Full-time basis in Victoria (8 months) or a Part-Time basis in other regions (12-24 months).

Diploma program cost is \$3000.00. Scholarships are available for approved coaches.

| | Module | Task # |
|------------------------|---|---------|
| Core Content | Planning and Long Term athlete Development | 12 & 16 |
| | Coaching Effectiveness and Performance Analysis | 13 |
| | Practicum with Master Coach | 9 & 11 |
| | Leadership / coaching philosophy | 17 |
| Required | Energy Systems | 1 |
| | Strength | 2 |
| | Nutrition | 4 |
| | Recovery/ Regeneration | 6 |
| | Mental Prep. for Coaches | 7 |
| | Mental Prep. for Athletes | 8 |
| Optional (Select 2) | Environmental Factors | 5 |
| | Biomechanics | 10 |
| | Self-awareness and Personal Management | 18 |

The International Coaching School (ICS)

The ICS provides coaches with the opportunity to enhance their professional development and may be used as part of the NCI-BC diploma program, or the completion of Level 4 tasks on a task by task basis. The ICS operates on an annual basis every August (16th to 24th) at the University of Victoria.

More Information

Please contact the NCI-BC for more information at coach@uvic.ca or phone: (250) 721-7589

Coaching Requirements

Team BC Coaches and Managers are selected by their Provincial Sport Organization to identify, train and coach the provincial team competing at the Games.

Team BC

- Coach and manage in the spirit of fair play.
- Oversee team preparation, performance and conduct of competitors prior to, during and after the Games.
- Ensure that all appropriate Team BC information and policies are passed to the athletes.
- Administration of the team (in conjunction with their PSO).
- Reside in the Athletes' Village with their athletes.
- Ensure that their athletes are aware of the Team BC Code of Conduct.
- Agree to and sign the Team BC Agreement.
- Administer discipline for minor infractions (Head Coach or appropriate designate), in accordance with the guidelines for sanctions outlined in the Team BC Handbook and their sport policy.
- Abide by and enforce Team BC's Dress Code.
- Attend Team BC official functions and ceremonies as required.
- Maintain close liaison with Mission Staff prior to and during the Games and be familiar with their roles and responsibilities.
- Provide input and feedback to the Chef de Mission and other Executive as required prior to, during and after the Games.
- Adhere to all TEAM BC's administrative deadlines

Canada Games Council (Female Coaches)

- a. Teams with female athletes must have a female coach or manager; teams with male athletes must have a male coach or manager.
- b. For team sports where there are two coaches for a separate women's team, one of the coaches must be a woman. The application will be as follows:
Summer Games: soccer, softball, volleyball, basketball
Winter Games: women's hockey and ringette
- c. For individual sports with more than one coach per team and with women competitors, one of the coaches must be a woman. The application will be as follows:
Summer Games: Swimming, Athletics, Rowing, Cycling and Canoeing
Winter Games: Fencing, Judo, Figure Skating, Freestyle Skiing, Biathlon, Cross Country Skiing
- d. Since affirmative action is deemed necessary, there will be no exemption process for gender requirements unless the Sport Committee is satisfied that exceptional circumstances exist.
- e. There is no gender requirement for sports with only one coach allowed.



Coach Certification

Team BC

Team BC coaches must be fully NCCP Level 3 certified or CBET equivalent in order to be eligible to coach at the Games. Team BC Managers must have NCCP Level 1 Theory or "Trained" status in the Ethics Module for NCCP in order to be eligible to manage a Team BC team at the Games.



Canada Games Council

- a. Full certification at level 3 of the NCCP is required. The definition of "full certification" will be clearly stated in the Technical Package (i.e. completion of theory, technical and practical components, unless otherwise stated in the Technical Package).
- b. The registration procedures for the Games will be modified to include Chefs sending names of coaches, sport and NCCP passport number to CAC three months before the Opening Ceremony. CAC will confirm status based on information in the database.
- c. The exemption process will be circulated again five months before the Games and Chefs will be reminded that requesting an exemption is mandatory if a coach does not meet the certification requirements or, due to exceptional circumstances, does not meet the gender requirements.

Note – The Coaches Association of BC (CABC) and Team BC ensures all coaches meet minimum certification requirements as stipulated by the Canada Games Council and Team BC. CABC will:

- Prepare a Games Exemption Form for coaches that do not meet certification requirements in time for the Games.
 - Prepare an education plan with the coaches who do not meet minimum certification requirements.
 - Monitor the education plans of the coaches to ensure they meet certification requirements.
- d. The conditions associated with granting an exemption will be monitored closely.
 - e. An exemption will be granted only if a coach is fully certified NCCP level 2. Exceptional cases may be granted an exemption from this requirement.

Other

- a. Only provincial/territorial team coaches as permitted by the technical packages and as accredited by the Host Society may coach - in training or competition - athletes at the Games. This measure will ensure that some athletes or teams do not gain an advantage because personal coaches happen to live close to the Games site or can afford to travel to the Games, etc.

Please refer to the sport “Technical Packages” listed on the Canada Games Council website for up to date coaching certification requirements at <http://www.canadagames.ca/Content/SportsHome.asp?mnu=2>

Coach Certification Exemption Process

Canada Games Council

The Canada Games Council strongly believes that better coaches make better athletes, and equally believes that the National Coaching Certification Process is the best way to make better coaches. In order to help ensure that Canada Games coaches would be the best possible for Canada Games level athletes, the Canada Games Council implemented minimum certification requirements. The coaching certification requirements for the Canada Games are now widely accepted and managed in a serious manner by Chefs de Mission, National Sport Organizations, coaches and the Canada Games Council alike.

The 1989 Canada Summer Games were the first to require coaches to have a minimum level of certification under the National Coaching Certification Program. In order to alleviate concerns that some coaches would not be able to achieve the required level 2 certification, the Council adopted a process whereby Chefs de Mission could apply for exemptions for their non-certified coaches. This process was well received and was required for less than 10% of the coaches attending the Games.

The 1991 Canada Winter Games also had a level 2 requirement, and again the exemption process was required for less than 10% of the coaches.

In 1990, the Council decided to raise the certification requirement to full level 3 (theory, technical and practical) for the 1993 and subsequent Games, which is a significant increase in the commitment and expertise required of coaches. The results from the 1997 and 2001 Summer Games and the 1999 and 2003 Winter Games were very positive, with an impressive 85% of all coaches at level 3 or at the highest level possible in their sport. Future Games will also require that an increased number of specific coaching positions be occupied by women (e.g. one of the coaches of women's hockey teams must be a woman).

Given the increased certification requirements for the Games, the Council will maintain its exemption process in order to deal with exceptional cases.

With the assistance of Chefs de Mission, the Sport Committee will monitor the implementation of the level 3 requirement. Chefs will complete the attached monitoring form at specified times before the Games.

Exemption Process

With the increase to level 3, coaches will have to have a minimum of full certification at level 2 in order to apply for an exemption, unless the Sport Committee is satisfied that a truly exceptional case exists.

The exemption process will be circulated to all Chefs and NSOs. A reminder will be circulated again five months before the start of the Games, advising Chefs that an exemption is mandatory if a coach does not meet the certification requirements.

The process involves the Chefs sending the names, sport and NCCP passport number of their Canada Games coaches to the Coaching Association of Canada in order to confirm all information in the CAC database. This will take place 90 days before the opening of the Games, and CAC has assured the Council that there will be no backlog of processing coaches' data.

Ninety days prior to the opening, the Chef must also advise the Council's Director of Sport of the following:

- Coaches name and sport;
- Current level of NCCP certification in each of theory, technical and practical components;
- Plans for further certification/course work between time of application and the Games, and the period following the Games;
- Number of active Level 3 certified coaches in that sport in the particular province or territory;
- Reasons for selecting the coach in question rather than others who may have had higher certification;
- Number of level 2 and 3 theory and technical courses offered in the province in the 24 months prior to the Games;
- Other rationale for selecting a non-level 3 certified coach, including why specific theory, technical or practical components were not achieved.

The Sport Director will meet with CAC and NSO staff to validate the data and to gain new or additional insights into the delivery of courses and possible reasons for exemptions.

The Sport Director is empowered by the Sport Committee to grant exemptions for all straight-forward exemption requests, such as those in sports that have had difficulty in completing or delivering their level 3 programs, and such as those for provinces and territories that had a very small base of coaches to start with in the sport. These sports and provinces/territories will be identified to the Sport Committee ahead of time based on data provided by Chefs and the CAC. In marginal cases, the Sport Director will consult an appointed Sport Committee member.

The above action should significantly reduce the number of exemption requests that must be reviewed by the Sport Committee's sub-committee on coaching exemptions. A response will be communicated to Chefs with the least possible delay (approximately 6 weeks before the opening of the Games).

In the event there is an extreme case presented by a Chef, the Sport Committee reserves the right to review the case itself. Similarly, a Chef may appeal an unsatisfactory decision of the sub-committee to the Sport Committee.

For last-minute substitution of coaches, an exemption must be requested prior to the coaches' departure to the Games or the coach will be ineligible. The Director of Sport will ensure that Chefs are informed of how and when the last-minute process can be accessed.

As was the case for previous Games, exemptions may have some conditions attached. For example, a coach may be granted an exemption conditional upon her/him completing level 3 theory in the period between the exemption request and the actual Games. In some instances, conditions may extend beyond the Games (e.g. completing the next available level 3 technical course). These conditions will be monitored closely, and, if not met, may affect a coach's eligibility for future Canada Games.

It should be kept in mind that the non-certification of a coach is not protestable, but the Sport Committee can prevent a coach from being accredited for the Games. It should also be noted that very, very few coaches have been denied exemptions, but many had to complete course work or fulfil other obligations before the exemption was granted.

Team BC

The Coaches Association of BC and Team BC Operations Manager administer the coaching certification exemption process with the Sport and Recreation Branch to ensure Team BC coaches meet minimum coach certification requirements as stipulated by Canada Games Council and Team BC.

- Prepare an education plan with the coaches who do not meet minimum certification requirements.
- Monitor the education plans of the coaches to ensure they meet certification requirements.

Women in Coaching Apprenticeship Program

The Women in Coaching (WIC) Apprenticeship Program is a cost shared program made possible through the partnership of the Province of British Columbia, Canada Games Council, Sport Canada, Coaching Association of Canada, Provincial Coaching Coordinators, the Games Host Society, selected Provincial/Territorial Sport Associations and Apprentice Coaches. The WIC Program is led as a Provincial/Territorial Coaching Coordinators (PTCC) initiative for the Canada Games.

Objectives:

- Provide women apprentice coaches with domestic multi-sport Games exposure.
- Provide each women apprentice coach with a mentor coach throughout the Games preparation period.
- Provide women apprentice coaches with professional development and learning opportunities to ensure an increase in their level of certification to a minimum Level 3 certification. (Apprentice coaches complete certification within a year of the Games).
- Expose women apprentice coaches to elite women coaches' experiences.
- Ensure women apprentice coaches are prepared to play a meaningful role during the Canada Games experience.

Guidelines:

1. Two female coaches from each province and territory will be selected.
2. The apprentice coach must be maximum NCCP Level 2 certified (no partial Level 3 certification) and plan to complete Level 3 certification within a year of the Canada Games.
3. For a minimum of one year, but preferably two years, the apprentice coach is to be involved with the Canada Games coaching staff and team (i.e. athlete selection and training activities) leading up to and including the Canada Games.
4. The apprentice coach has never attended the Canada Games as a coach.
5. The apprentice coach has demonstrated potential through development and commitment to the sport.
6. The Provincial Sport Organization ensures an appropriate mentor coach (either a member of the Games coaching staff or a non-staff mentor) is assigned to the apprentice coach.
7. The apprentice coach should be available to attend a series of Professional Development Seminars (to be confirmed at a later date) with the other provincial/territorial apprentice coaches. These will include the Coaching Association of Canada's annual Sport Leadership Conference.

Roles and Responsibilities:

The Provincial Sport Organizations extend awareness of the opportunity to emerging and qualified candidates within their organization. A selection committee reviews the submissions and identifies the successful candidates. Once the candidates have been confirmed, a Canada Games - Women in Coaching Apprenticeship Program Agreement is established with the successful PSO, apprentice coach, Coaches Association of BC and the Sport Branch.

The Apprentice Coach is fully included in the Provincial Sport Organization's Canada Games provincial team program in a progressive, positive, and educationally sound manner. A Mentor Coach, identified by the PSO, is responsible for supervising and evaluating the Apprentice Coach. Coaches are supported in their professional development through seminars and practical experiences related to the program. All candidates attend a Professional Development Seminar each year as part of their training and development.

Each Province and Territory selects up to 2 candidates for the Program. The Apprentice Coach receives full accreditation as an official member of the coaching staff of the PSO and Team BC at the Canada Games.

For more information, please contact the Coaches Association of BC.

Aboriginal Apprentice Coach Program Pilot Project for 2009 and 2011 Canada Games

The Aboriginal Apprentice Coach Program is a cost shared program made possible through the partnership of the Province of British Columbia, Aboriginal Sport Circle, Canada Games Council, Sport Canada, Coaching Association of Canada, Provincial Coaching Coordinators, the Games Host Society, selected Provincial/Territorial Sport Associations and Apprentice Coaches. The Aboriginal Apprentice Coach Program is led as a Provincial/Territorial Coaching Coordinators (PTCC) initiative for the Canada Games.

Objectives:

- Provide Aboriginal apprentice coaches with domestic multi-sport games exposure;
- Provide Aboriginal apprentice coaches with a mentor coach throughout the Games' preparation period;
- Provide Aboriginal apprentice coaches with professional development opportunities to ensure an increase in their level of certification to a minimum "Competition/Development Certified" level under the new NCCP;
- Provide Aboriginal apprentice coaches with training in the Aboriginal Coaching Manual;
- Expose Aboriginal apprentice coaches to high performance coaches;
- Ensure Aboriginal apprentice coaches are prepared to handle a meaningful role during the Canada Games experience;
- Build coaching capacity within Aboriginal communities.



Desired Outcomes:

Desired, measurable outcomes need to be established in consultation with the provinces and territories, but could include the following:

- The goal of the pilot is to have at least 50% of the quota allocations for apprentice coaches in this program filled for the Games;
- At least one professional development workshop seminar is conducted before the Games;
- 100% attendance at professional development workshop;
- 100% of all Aboriginal apprentice coaches attending the Games will have been certified in the Competition-Development context;
- 100% of all Aboriginal apprentice coaches will have been trained in the Aboriginal Coaching Manual
- As a long-term objective, 100% of all Aboriginal apprentice coaches, if adequately qualified, will return to a future Canada Games as a member of the coaching staff, or will continue to actively coach athletes at any other level applying the experience gained from the Games.
- 100% of apprentice coaches, mentor coaches, and P/TSOs in this program will complete a feedback survey;
- 100% of apprentice coaches, mentor coaches, and P/TSOs in this program will positively evaluate the program and provide constructive criticism for the future of this program.

Program:

Provinces/territories will determine their own readiness and capacity to enter Aboriginal apprentice coaches into the pilot program. As per the Aboriginal Sport Circle, “aboriginal ancestry” is defined as anyone of First Nation (status and non-status Indian), Métis or Inuit ancestry.

Candidates should be selected based upon a reasonably standardized application process that ensures parity at a Provincial/Territorial level and at a sport level. A degree of flexibility will be required in order to adapt to the unique circumstances facing any P/TSO and individual coach. There will be a need to define what criteria/standards a coach needs to meet to be considered as an “apprentice”.

To ensure the program is as successful as possible the apprentice coach should be involved with the Provincial/Territorial program ideally for a minimum of one year, but preferably longer, and will need to be actively involved in all training camps, selection camps, and preparation competitions before the Games.

A mentor coach will need to be assigned to the apprentice and that mentor could be a member of the Games’ coaching staff or a non-staff mentor (preferable) assigned from within the sport. Professional development (PD) sessions are crucial for the apprentice coaches and additional PD sessions with the mentors should be considered as an important aspect of the program.

The women’s apprentice coach program has demonstrated that women coaches can benefit from an environment where opportunities for networking are provided. A similar approach will be taken for Aboriginal apprentice coaches, wherein professional development seminars are established that provide such an environment and enable the apprentice coaches to develop contacts. This is particularly true of candidates that come from more isolated, rural communities. The apprentice coach should have a specific and meaningful role with the team.

Program Implementation:

Each Province/Territory has the ability to select up to two Aboriginal apprentice coaches based upon the specific regional needs.

Apprentice Coach Requirements:

- Certified not higher than NCCP Level 2 or NCCP Competition – Introduction Trained or NCCP Competition – Development In Training;
- Has never attended a Canada Games as a “coach”;
- Has never attended the Olympics, Pan American Games, or Commonwealth Games as a “coach”
- Has coaching experience;
- Has demonstrated potential through the development and improvement of their athletes;
- Canadian citizen or landed immigrant status.

Each Province and Territory selects up to 2 candidates for the Program. The Apprentice Coach receives full accreditation as an official member of the coaching staff of the PSO and Team BC at the Canada Games.

For more information, please contact the Coaches Association of BC.