

Community Coach Certification Process: steps for the [Community Coach](#) to follow.

❑ **ICC Workshop**

- ✓ Sign and submit Code of Conduct.
- ✓ Complete and submit Emergency Action Plan.
- ✓ Receive NCCP Community Coaching Experience Form.

❑ **Between Workshops**

- ✓ Develop a written Activity Plan or Practice Plan.
- ✓ Complete one season of coaching. Prepare for, assist with and/or lead a minimum of six sessions (minimum 20 hours).
- ✓ Support/lead a group of skiers at a season Wind-up, Rabbit Fun Day, Ski Tournament, or some other age-appropriate FUNdamental competitive activity.

❑ **CC Workshop**

- ✓ Submit written Activity Plan or Practice Plan.
- ✓ Complete and submit Facility Safety Checklist.
- ✓ Personal technique competence evaluated.
- ✓ Lead a practice session and receive feedback.
- ✓ Technique analysis skills evaluated.
- ✓ Complete and submit Community Coach Certification Test.
- ✓ Submit NCCP Community Coaching Experience Form (evidence of 20 hrs of coaching and supporting a group of skiers at a 'special activity').

❑ **Post CC Workshop**

- ✓ Complete the Coaching Assoc. of Canada "Making Ethical Decisions Evaluation". *This requirement is mandated by the Coaching Association of Canada (CAC). The development of the evaluation materials is also a responsibility of the CAC. The Competition Introduction version of this online evaluation is expected to be accessible in early 2006 and can be completed for credit in the Community Coaching context. A Community Coach specific component is expected to be available later in 2006. CCC will provide details on it's website and to division offices and coaching coordinators when these evaluation components are finalized.*
- ✓ Participants who have not finished their other certification steps by the end of the CC workshop will have an opportunity to complete the process by :
 - ✓ submitting their NCCP Community Coaching Experience Form to their Division Office.
 - ✓ submitting other outstanding forms to the facilitator for review and/or arranging an evaluation opportunity with a qualified coach or facilitator. This process must be completed within 12 months of the date the CC workshop was held.
- ✓ The cost of reviewing the documents is included with the original honorarium.
- ✓ Possible costs relating to an on snow evaluation are the responsibility of the club or individual.

Community Coach Certification Process: steps for the [Learning Facilitator](#) to follow. *For more detailed information refer to the Policies and Procedures section of the Learning Facilitator Guide.*

- ❑ Begin a file prior to each workshop, and keep records pertaining to that workshop for two years.

- ❑ **ICC Workshop:**
 - ✓ Ensure ICC Workshop Registration Form is filled in appropriately by the participants
 - ✓ Collect signed Code of Conduct Forms
 - ✓ Collect completed Emergency Action Plans (EAP), and verify completion
 - ✓ Handout NCCP Community Coaching Experience Forms.
 - ✓ Record exceptions to completed training/certification steps on Registration Form
 - ✓ Copy and file the Registration Form and retain for two years
 - ✓ Forward the original Registration Form, Code of Conduct Forms and workshop Evaluation Forms to the Division Office following the workshop
 - ✓ File EAP forms and retain for two years

- ❑ **CC Workshop**
 - ✓ Ensure CC Workshop Registration Form is filled in appropriately by the participants
 - ✓ Collect completed Facility Safety Checklists (FSC), and verify satisfactory completion.
 - ✓ Evaluate personal technique competence of participants
 - ✓ Evaluate implementation of practice coaching task
 - ✓ Collect completed Community Coach Certification Tests from participants and verify satisfactory completion
 - ✓ Collect Activity/Practice Plans from participants and verify satisfactory completion
 - ✓ Collect Experience Recording Forms from participants and verify satisfactory completion
 - ✓ Record, in the “exceptions box” on the Course Registration Form provided, those training/certification steps that have NOT been completed successfully.
 - ✓ Copy the Registration Form, file it, and retain for two years
 - ✓ Forward the original copy of the Course Registration Form, NCCP Community Coaching Experience Forms, NCCP Coach Profile Forms, and workshop Evaluation Forms to the Division Office following the workshop.
 - ✓ File FSC Forms, Community Coach Certification Tests, and Activity/Practice Plans and retain on file for two years.

- ❑ **Post CC Workshop:**
 - ✓ Review Activity/Practice Plans and other required documents that are submitted following the CC workshop.
 - ✓ Provide an evaluation opportunity for coaches that have not successfully completed the practice coaching task and/or personal technique session (preferably in person but this can be done by video and mail.)
 - ✓ Record, on a new copy of a Course Registration Form, any training/certification steps that have been successfully completed during the post-CC Workshop period.
 - ✓ Copy and file the Course Registration Form, and retain for two years.
 - ✓ Forward the original form to the Division Office.
 - ✓ The cost of reviewing the documents is included under the original honorarium.

- ✓ Possible costs relating to an on snow evaluation is the responsibility of the club or individual.

Community Coach Certification Process: steps for Divisions to follow

1. ICC Workshop:

Schedule workshops in coordination with local clubs.

Appoint facilitators

Provide workshop materials, including appropriate forms

Maintain course registration and training/certification records as needed

Maintain file (binder) with signed Code of Conduct forms

Forward copies of Registration Forms and Evaluation Forms to CCC. This information should go directly to Toni Scheier at 2848 Navan Rd., Gloucester, ON K1C 7G4

2. CC Workshop:

Schedule workshops.

Appoint facilitators.

Provide workshop materials, including appropriate forms.

Maintain course registration and certification records as needed.

Maintain file (binder) with completed NCCP Community Coaching Experience Forms.

Forward copies of Registration Forms, Evaluation Forms, and NCCP Coach Profile .Forms to CCC. This information should go directly to Toni Scheier at 2848 Navan Rd., Gloucester, ON K1C 7G4

3. Post CC Workshop:

Coordinate evaluation opportunities as needed

Maintain training/certification records as needed

Forward training/certification data to CCC as appropriate. This information should go directly to Toni Scheier at 2848 Navan Rd., Gloucester, ON K1C 7G4

**Cross Country Canada
NCCP Community Coaching Experience Form
November, 2005**

NAME: _____

MAILING ADDRESS: _____

_____ **POSTAL CODE:** _____

PHONE #: _____ **EMAIL:** _____ **CC #:** _____

1. Complete one season of coaching experience. Prepare for, assist with, and /or lead a **minimum** of six activity /practice sessions including one "special activity". **Minimum** of 20 hours of coaching including preparation time.

Beginning date: _____ Ending date: _____

Name of Ski Club: _____

Receive a satisfactory evaluation from a club leader (i.e. Club Head Coach, SDP Programmer) who has gathered comments from skiers and parents involved with the program)

2. Assist/lead a group of skiers at a season wind-up, Rabbit Fun Day, Ski Tournament or some other age-appropriate FUNdamental "special activity".

Date, name and location of "Special Activity": _____

Receive a satisfactory evaluation from a club leader (ie. Club Head Coach, SDP Programmer) who has gathered comments from the skiers and parents involved in the activity;

Please sign the following statement and have it verified by a leader from your ski club (Head Coach, SDP Programmer, Club Executive):

I, _____ have completed the **NCCP Community Coaching experience requirements for cross-country skiing.**

DATE

Signature of Applicant

I verify that _____ has completed the **NCCP Community Coaching experience requirements for cross-country skiing.**

DATE

Signature of Club Official

**Please forward to your Division Office:
Insert address of Division contact**