

Community Coach Certification Process

The NCCP is a competency-based program. This program trains coaches, and then permits trained coaches to become certified. Certification is based on demonstrating abilities to “DO” certain things that are deemed important for meeting the needs of those being coached, thereby creating an environment that will both optimize skill development and encourage participants to make a life-time commitment to sport and physical activity.

- ❑ The Community Coach workshops provide coaches with the basic training they require in order to coach children in the FUNdamental stage of growth and development.
- ❑ When a coach has completed the Introduction to Community Coaching (ICC) and Community Coaching (CC) workshops they will be designated a “trained Community Coach”.
- ❑ At the end of the second workshop they will have completed most, if not all, of the steps required for certification.
- ❑ Community Coaching certification is a prerequisite for entry into the next step in the NCCP progression (i.e. through attendance at a Competition Coaching: Introduction (CIC) workshop).
- ❑ Once a coach has acquired certification, this status will be registered on the Coaching Association of Canada (CAC) database as part of their coaching record.
- ❑ Certification status will be valid for a period of five years, and can be extended by completing designated development activities, such as coaching seminars, practical assignments and additional coaching workshops.
- ❑ Certification status can be revoked if a coach contravenes the CCC Coaches Code of Conduct or NCCP Code of Ethics.

The following chart identifies the key outcomes and evaluation components that comprise certification:

Outcomes	Evaluation Components
1. The coach makes ethical decisions	a. Code of Conduct. The coach signs one copy of the CCC Coaches Code of Conduct and submits it to the Facilitator. b. Ethics Evaluation. The coach successfully completes the “Values and Ethics” module in the Community Coaching workshop.

<p>2. The coach plans a safe, effective activity/practice session</p>	<p>c. Emergency Action Plan (EAP). The coach completes an appropriate EAP for an activity session and submits it to the Facilitator.</p> <p>d. Practice Planning. The coach prepares an appropriate written activity/practice plan and submits it to the Facilitator.</p>
<p>3. The coach analyzes ski technique</p>	<p>e. Identifies Techniques. The coach correctly identifies the basic characteristics of common ski techniques.</p> <p>f. Critiques Technique. The coach correctly identifies aspects of basic techniques that require improvement, and correctly prescribes changes that will result in improvement.</p>
<p>4. The coach provides appropriate support to athletes</p>	<p>g. Facility Safety. The coach completes a Facility Safety Checklist for a practice session and submits it to the Facilitator.</p> <p>h. Leading a Practice. The coach successfully leads a practice session placing an appropriate emphasis on key teaching principles and safety factors.</p>
<p>5. The coach supports athletes at a FUNDamental “special activity”</p>	<p>i. Experience at an Age-Appropriate FUNDamental “Special Activity”. The coach supports a group of skiers at a season wind-up, Bunnyrabbit and/or Jackrabbit fun day, ski tournament, or some other age-appropriate FUNDamental “special activity”.</p>
<p>6. The coach manages a skill development program for FUNDamental age skiers</p>	<p>j. Community Coach Certification Test. The coach successfully completes a knowledge test demonstrating his/her understanding of the key coaching concepts covered in the community coach program.</p>
<p>7. The coach has personal technical competence</p>	<p>k. Technique Evaluation. The coach demonstrates a basic level of technical skill in each of the techniques covered in the Community Coaching workshop.</p> <p>Note: Coaches with a significant reason for being unable to complete the technical skill requirements have an opportunity to apply for an exemption.</p>
<p>8. The coach has general</p>	<p>l. Coaching Experience. The coach: completes one season of coaching; prepares for, assists with, and/or leads a minimum of</p>

coaching experience	six activity/practice sessions. (minimum 20 hours); and receives satisfactory reviews from the parents and athletes.
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Certification Checklist

- ❑ **ICC Workshop**
 - ✓ Sign and submit CCC Coaches Code of Conduct to Facilitator.
 - ✓ Complete and submit Emergency Action Plan to Facilitator.
 - ✓ Receive NCCP Community Coaching Experience Form from Facilitator.

- ❑ **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, Bunnyrabbit and/or Jackrabbit fun day, ski tournament, or some other age-appropriate FUNDamental “special activity”.

- ❑ **CC Workshop**
 - ✓ Complete ethics module.
 - ✓ Submit written Activity Plan or Practice Plan to Facilitator.
 - ✓ Complete Facility Safety Checklist and submit to Facilitator.
 - ✓ Personal technique competence evaluated.
 - ✓ Lead a practice session and receive feedback.
 - ✓ Technique analysis skills evaluated.
 - ✓ Complete Community Coach Certification Test and submit to Facilitator.
 - ✓ Submit NCCP Community Coaching Experience Form (evidence of 20 hrs of coaching and support for a group of skiers at a “special activity”) to Facilitator.

- ❑ **Post CC Workshop**
 - ✓ Participants who have not completed their certification steps by the end of the Community Coaching workshop will have an opportunity to complete the process by :
 - submitting their NCCP Community Coaching Experience Form to their Division Office; and/or
 - 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 attended.
 - ✓ The cost of reviewing the documents is included with the original honorarium.
 - ✓ The cost of the on snow evaluation is the responsibility of the club or individual.

**Cross Country Canada
NCCP Community Coaching Experience Form**

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.
2. Beginning date: _____ Ending date: _____
3. Name of Ski Club: _____
4. 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)
5. Assist/lead a group of skiers at a season wind-up, Rabbit Fun Day, Ski Tournament or some other age-appropriate FUNDamental "special activity".
6. Date, name and location of "Special Activity": _____

7. Receive a satisfactory evaluation from a club leader (ie. Club Head Coach, Ski League Coordinator) 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:
Cross-Country Ontario
P.O. Box 25055, 421 Jane St.
Toronto ON M6S 3Z0**