



Canadian Tenpin Federation, Inc.  
Fédération Canadienne des Dix-Quilles, Inc.



*National  
Coaching  
Certification  
Program*

# **CANADIAN TENPIN FEDERATION (CTF)**

**NCCP Operations  
Manual**



National  
Coaching  
Certification  
Program

# PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



The programs of this organization are funded in part by the Government of Canada



## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>5</b>
<b>1 Canadian Tenpin Federation (CTF) and NCCP</b> .....	<b>6</b>
1.1 Mission, Vision, and Values.....	6
1.2 Partners in Coach Education.....	6
1.3 Long-term Development in Sport and Physical Activity Framework.....	9
1.4 Participant and Coach Development Model.....	10
<b>2 The NCCP Model</b> .....	<b>12</b>
2.1 Training vs. Certification.....	13
2.2 Certification Pathways.....	15
<b>3 Evaluation and Certification</b> .....	<b>19</b>
3.1 Principles of Evaluation in the NCCP.....	19
3.2 Recognition of Coaching Competence.....	20
3.3 Certification Request.....	21
3.4 Appeals and Audits of Evaluations.....	21
<b>4 Coach Developers</b> .....	<b>22</b>
4.1 Identification and Selection of Coach Developers.....	23
4.2 Learning Facilitator.....	23
4.3 Coach Evaluator.....	26
4.4 Master Coach Developer.....	29
4.5 Multi-Sport Master Coach Developer Support to Sports.....	31
<b>5 Business Model</b> .....	<b>33</b>
5.1 Communication.....	33
5.2 Responsibilities and Planning.....	34
5.3 Fee Structure, Payment, and Honorarium.....	36
5.4 Quality Control.....	38
5.5 Minimum Age Restrictions.....	38
<b>6 Tools</b> .....	<b>39</b>
6.1 NCCP Code of Ethics.....	39
6.2 NCCP Coach Developer Code of Conduct.....	41
6.3 Template for Coach Developer Self-Nomination Letter.....	43
6.4 Template for Coach Developer Application Form.....	44
6.5 Template for Coach Developer Letter/Preliminary Worksheet.....	45
6.6 Template for Feedback Form.....	47

### **The Collection, Use, and Disclosure of Personal Information**

The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at [www.coach.ca](http://www.coach.ca). By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact [coach@coach.ca](mailto:coach@coach.ca).

## INTRODUCTION

### Purpose of this Document

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 CAC works with over 65 different National Sport Organizations, including Canadian Tenpin Federation (CTF), across Canada in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

This *Canadian Tenpin Federation (CTF) NCCP Operations Manual* contains guidelines and procedures for successful implementation of the NCCP. It is not intended to replace the *NCCP Policies and Implementation Standards*, nor does it serve as development guidelines. The Canadian Tenpin Federation (CTF) was established in 1964 as members of the World Tenpin Bowling Association (WTBA) and Federation Internationale des Quilleurs (FIQ) with the primary purpose to approve the manner and method of selecting Canadian representatives to international competitions. In 2003 CTF became Incorporated under the Canada Not For Profit Act as a full membership organization with the purpose of providing membership services to Canadian Provincial and Local Associations across Canada. CTF is recognized by the Canadian Olympic Committee (COC) and Sport Canada the governing body for the sport of tenpin bowling in Canada by providing high performance athlete and coach development to maintain team selection at all levels of National and International competition.

### Version Control

The following outlines the version history of this document and identifies any notable changes.

Revision Date	Revisions
2015/04/01	Original document publication.
2025/03/03	Updated Sport Specific information and operations for CTF model. Removal of sport-specific NCCP Make Ethical Decisions.

# 1 Canadian Tenpin Federation (CTF) and NCCP

## 1.1 Mission, Vision, and Values

### **Mission Statement**

To ensure the advancement of Tenpin Bowling in Canada by fostering excellence in coaching and education and to provide outstanding awards, recognition programs, and services for all our registered participants and affiliated associations.

### **Vision Statement**

CTF seeks to gain national and international recognition as a respected organization providing quality programs and leadership for our members.

## 1.2 Partners in Coach Education

The CAC, the provincial/territorial NCCP delivery agencies, the National Sport Organizations (NSOs), and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation;
- Ensure that the programs integrate into the Sport for Life's framework and follow the principles of Long-term Development (LTD);
- Ensure that coaching and sport leader development programs are available in both French and English;
- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action;
- Endorse the value of competent coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches;
- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

### 1.2.1 Coaching Association of Canada (CAC)

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

### 1.2.2 Provincial/Territorial Coaching Representatives (PTCRs)

The Provincial/Territorial Coaching Representatives provide leadership, development, and support in delivering the NCCP.

- Alberta: Alberta Sport, Physical Activity and Recreation
- British Columbia: via Sport BC
- Manitoba: Sport Manitoba Coaching
- New Brunswick: Coach NB
- Newfoundland and Labrador: Sport Newfoundland and Labrador
- Northwest Territories: Sport North Federation
- Nova Scotia: Communities, Culture and Heritage – Communities, Sport, and Recreation Division
- Nunavut: Sport and Recreation Division
- Ontario: Coaches Association of Ontario
- Prince Edward Island: Sport PEI
- Quebec: Sports Québec
- Saskatchewan: Coaches Association of Saskatchewan
- Yukon: Sport and Recreation, Department of Community Services, Government of Yukon

### 1.2.3 National Sport Organization (NSO)

- Canadian Tenpin Federation (CTF)

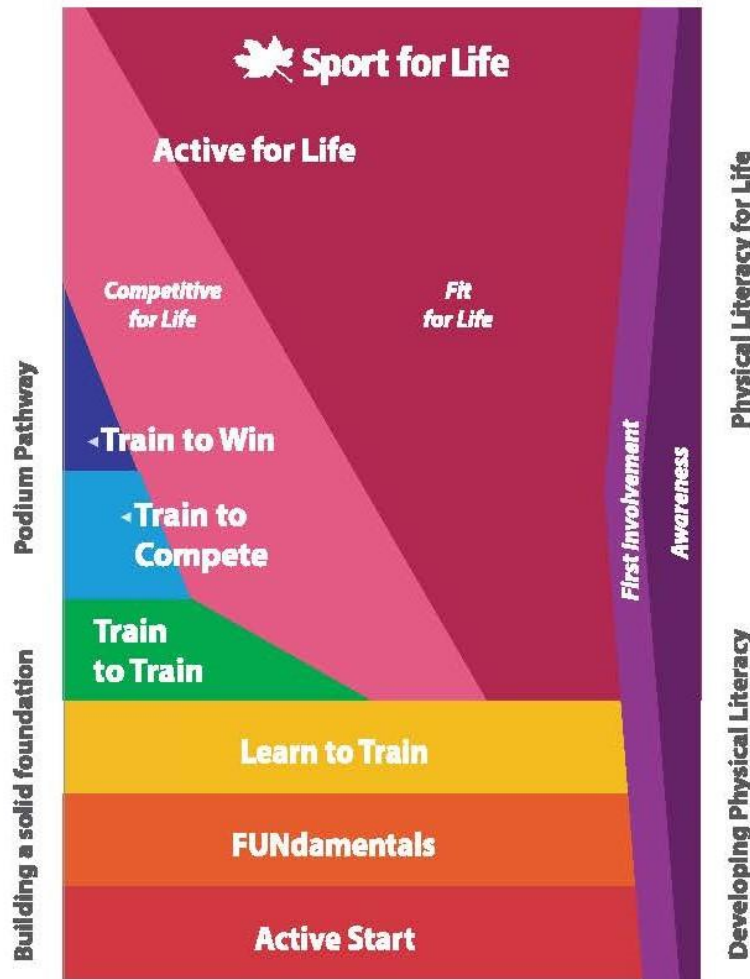
### 1.2.4 Provincial/Territorial Sport Organizations (P/TSOs)

- British Columbia Tenpin Association
- Alberta Tenpin Association
- Saskatchewan Tenpin Association
- Manitoba Tenpin Association
- Ontario Tenpin Association
- Quebec Tenpin Association
- New Brunswick Tenpin Association

### 1.2.5 CTF Coaching Development

- ❑ The CTF National Office mandate is to:
  - Appoint a CTF Director as the National Coaching Coordinator
  - Development of NCCP in all coaching contexts.
  - Facilitate the implementation of NCCP context throughout Canada.
  - Monitor and enable quality in delivery of NCCP.
  - Appoint Regional Coaching Coordinators.
  - Approve and maintain certification.
  - Develop and maintain Regional & Provincial Coaching Coordinators.
  
- ❑ Regional Coaching Coordinators will be responsible for:
  - Event Recorder Role to Enter Event registrations from the Provincial Coordinators into the CAC Locker.
  
- ❑ Provincial Coaching Coordinators will be responsible for: (Where established)
  - Maintaining and administering Coach Development in each province. (The Coaching Coordinators must align with CTF current operational structure)
  - Plan & Enter Planned NCCP Coach Training Course annually in the Locker
  - Event Planner Role to input Scheduled Events on NCCP Calendar in the Locker
  - Obtain Coach Training Course Registrations from Course Facilitator or Coach Evaluator.
  - Submit Coach Training Course Registrations at the completion of courses to the Regional Coaching Coordinator for processing in the Locker.
  - Viewer-Reporter Role to obtain reports needed to provide coach training

## 1.3 Long-term Development in Sport and Physical Activity Framework



The three main goals of Long-Term Development in Sport and Physical Activity are to support the development of physical literacy, strive for excellence, and empower people to be active for life. The Sport for Life rectangle diagram depicts development paths toward attaining these goals. The rectangle includes all who are active, unlike the old pyramid models that systematically exclude individuals who do not reach the pinnacle of sporting success.

The basic Sport for Life Long-Term Development in Sport and Physical Activity framework has seven stages. In addition, there are two pre-stages, and the Active for Life stage is sub-divided into two phases for greater clarity.

## 1.4 Participant and Coach Development Model

Tenpin bowling has 4 contexts in which participants and coaches engage in the sport: Community Sport, Competition Introduction, Competition Development and Competition High Performance.

- ❑ The **Community context** introduces the basics of tenpin bowling in a fun, safe and self-esteemed environment.
- ❑ The **Competition Introduction context** is for athletes who participate in Local and Regional Tournaments, Handicap leagues (Youth, Adult & Seniors), Special Olympics and School Leagues with an aim to a higher level.
- ❑ The **Competition Development context** is for athletes who participate in Provincial and National Tournaments and Scratch Leagues with an aim to a higher level.
- ❑ The **Competition High Performance context** is for athletes who participate in National and International Team Events (Professional/Elite Amateur)

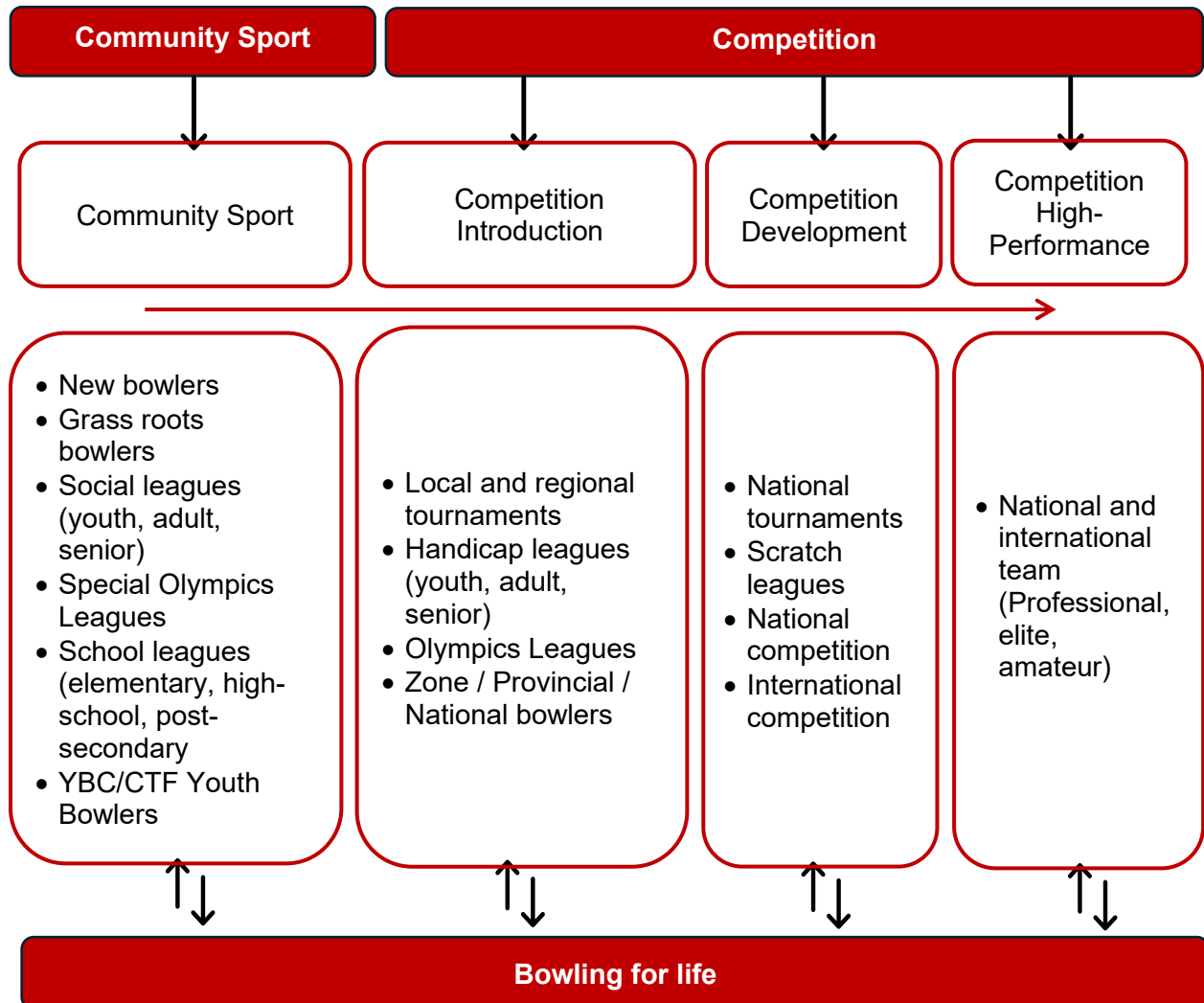
The graphic next page illustrates the Tenpin Bowling participant and coach model. The following legend applies.

- ↓ Indicates entry points to Tenpin Bowling. Participants and coaches may enter at any level depending on their age or skill level
- ↑↓ Two-way arrow reflects movement of participants and coaches into different contexts. They can progress to other context as their skill level develops or remain in a chosen context
- Beginner bowlers and coaches would typically enter at the community context and then progress through the Competition context as they develop their skills
- The size of the box reflects the potential representation of the population in that environment.

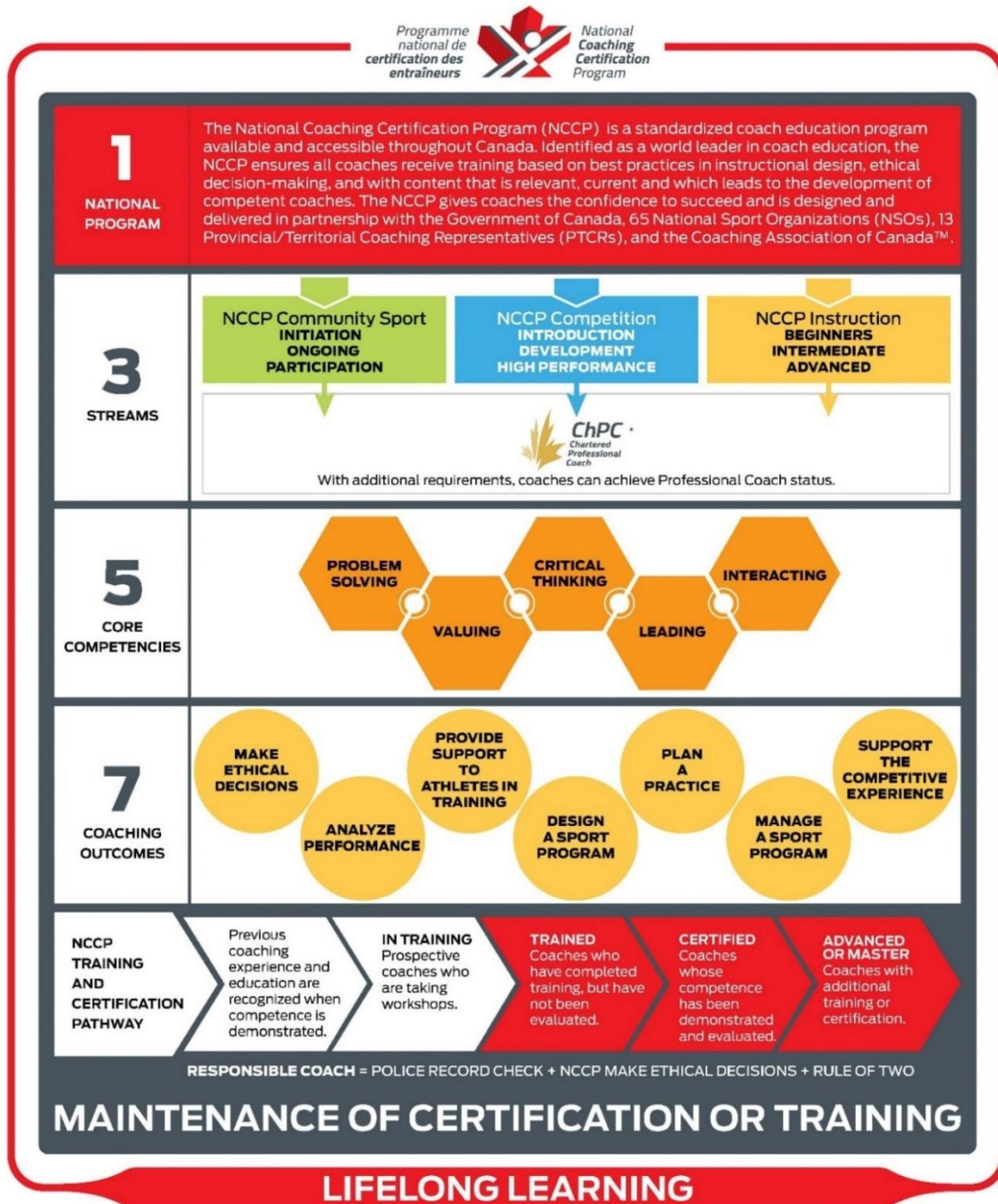


Canadian Tenpin Federation, Inc.  
Fédération Canadienne des Dix-Quilles, Inc.

### Participant Development Model



## 2 The NCCP Model



\* The Coaching Association of Canada grants the official designation of Chartered Professional Coach (ChPC) to those who have demonstrated their competence as NCCP certified coaches who value the technical and ethical standards of the profession.

## 2.1 Training vs. Certification

The NCCP model distinguishes between training and certification. Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (i.e. Competition – Introduction) as defined by the sport and be considered “trained”.

To become “certified” in a coaching context, coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training, and support to participants in competition.

Certified coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 65 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations, and our communities.

NCCP coaches are accredited as follows:

- In Training** – when they have completed some of the required training for a context. This status is available only for Competition-Development coaches in Tenpin Bowling.
- Trained** – when they have completed all required training for a context. Community Sport only has ‘Trained Status’.
- Certified** – when they have successfully completed all evaluation requirements for a context.

### 2.1.1 Coach Training

Coaches must engage in the appropriate training activities or workshops in a designated context. To maintain efficiency in the delivery of coach education, training workshops may be required as a pre-requisite for engaging in certification or training in other contexts.

Coaches entering training must be able to demonstrate bowling skills to a sufficient standard upon entering training.

### 2.1.2 Coach Evaluation

Coach certification must involve an evaluation of coaching outcomes within the designated coaching context. Successful evaluation in one context does not confer accreditation in another context.

Coaches must be able to demonstrate bowling skills to a sufficient standard upon completing certification.

### 2.1.3 Maintenance of Certification

Upon achieving a Certified status in any context, the coach certification will be valid for a period of 5 years. During this 5-year period coaches must engage in the following activities to maintain their certification:

- Remain active as a coach with participants in the designated context.
- Engage in relevant professional development verified by CTF to obtain Professional Development Points (20 points for Competition Introduction and 30 points for Competition-Development).
- Coaches who do not complete the required number of PD points within the timelines of their 5 years cycle will renew their certification when they have accumulated all the required points.

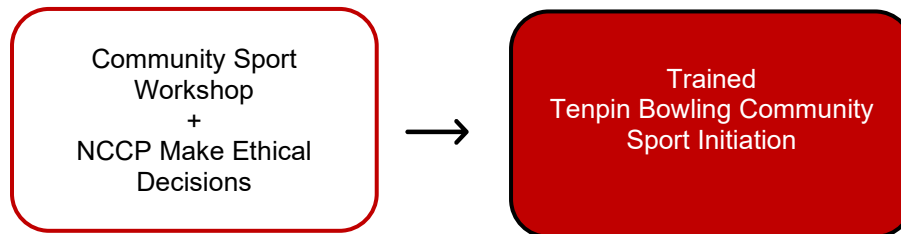
Professional development opportunities and points allocated are as follows:

	Active Category	Points	Limitations
<b>Sport Specific</b>	Self-Reported Active Coaching	1 point/year for every season coached <b>OR</b> 1 point/year for learning Facilitator or Evaluator activity	<b>To a maximum</b> number of points equal to the number of years of the certification renewal period, e.g. 3 points, if certification period is 3 years
	NCCP Activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP Activity	1 point/hour of activity up to 3 hours maximum	No minimum or maximum
	Coach self-directed activity	3 points for the valid certification period	<b>Maximum</b> of 3 points for certification renewal period
	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
<b>Multi-sport</b>	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity	1 point/ hour of activity up to 3 points maximum	<b>To a maximum</b> of 50% of the required PD credit for the context in a certification renewal period

## 2.2 Certification Pathways

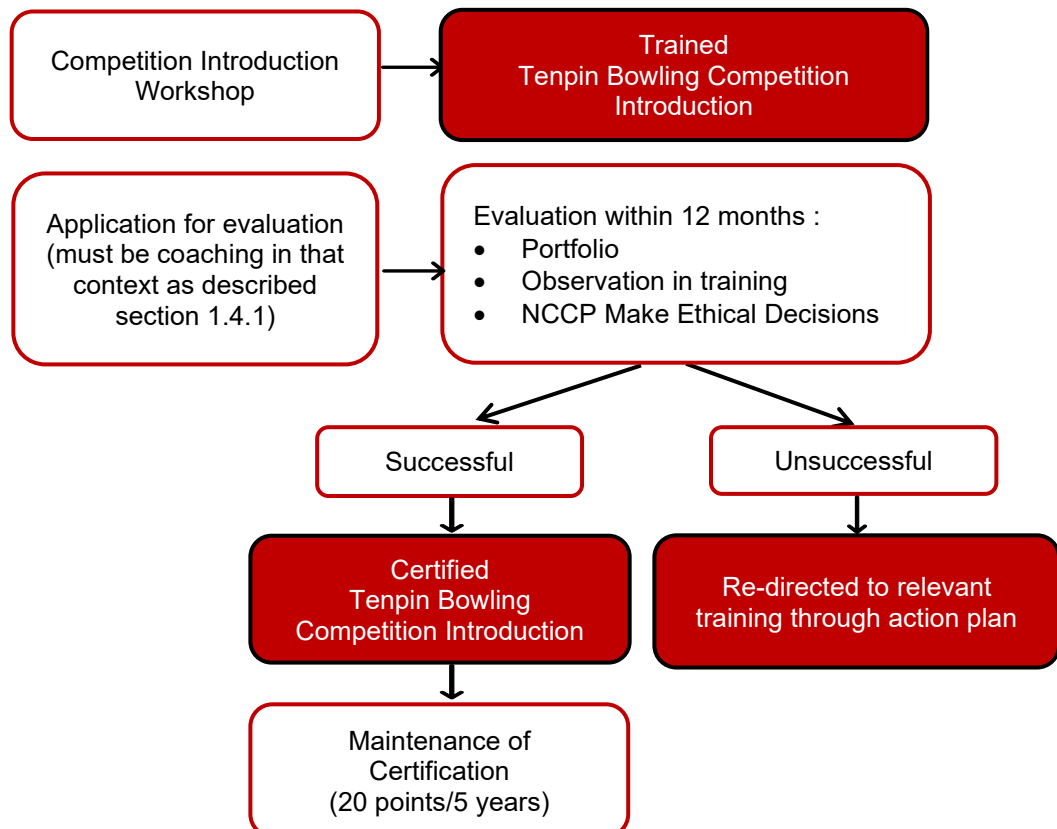
The following sections presents coach training and certification pathways for each context. All coaches must as well complete Respect in Sport Course and Safe Sport Training.

### 2.2.1 The Community Coach Pathway



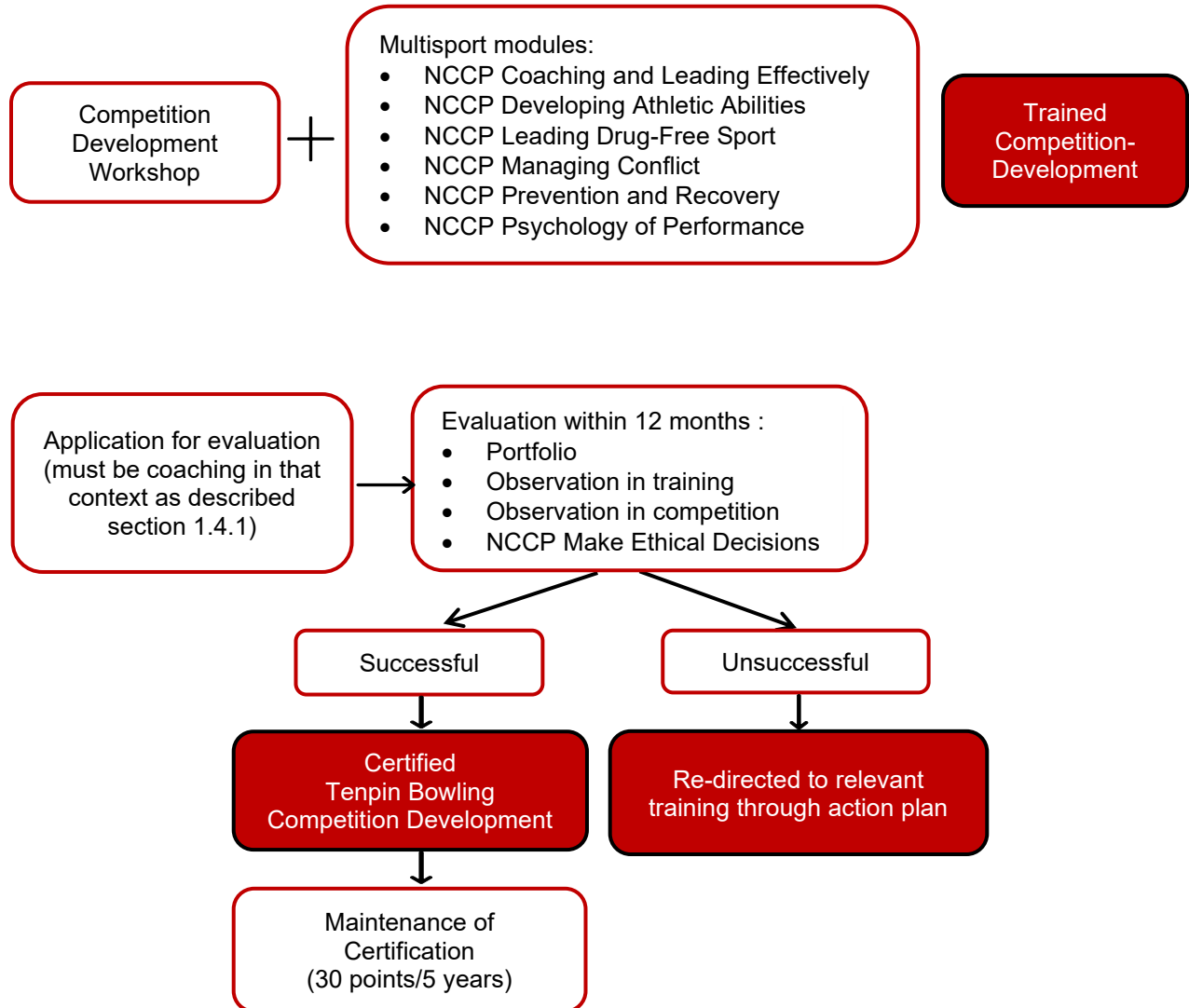
Old Level 1 coaches with Trained Transferred or In Training Status must complete NCCP Make Ethical Decisions to obtain Train Status.

### 2.2.2 The Competition Introduction Coach Pathway



Old Level 2 coaches with Trained Transferred or In Training Status must complete Make Ethical Decisions to obtain Train Status.

### 2.2.3 The Competition Development Coach Pathway



Old Level 3 coaches with Trained Transferred or In Training Status must complete Make Ethical Decisions to obtain Trained Status.

## 2.2.4 Tenpin Bowling Workshops

This section presents an overview of the content covered in the Tenpin Bowling workshops, as of April 1<sup>st</sup> 2026.

Coaches who have completed the Community sport and Competition Introduction workshop prior to April 1<sup>st</sup> will have completed an additional sport-specific module training them to make ethical decisions.

**Community sport coaches** in this situation have until March 31<sup>st</sup> 2026, 11:59:59 PT to complete the NCCP Make Ethical Decision online evaluation for free and achieve a Trained status. Coaches who have not completed the online evaluation module by March 31, 2026, 11:59:59 PT will need to complete the entire new eLearning module, which includes both training and evaluation. However, they will not be charged again to access the new module.

**Competition-Introduction coaches** in this situation have until March 31<sup>st</sup> 2026, 11:59:59 PT to complete the NCCP Make Ethical Decision online evaluation for free and achieve a Certified status. Coaches who have not completed the online evaluation module by March 31, 2026, 11:59:59 PT will need to complete the entire new eLearning module, which includes both training and evaluation. However, they will not be charged again to access the new module.

Contact the Provincial Coaching Coordinator, the Regional Coaching Coordinator or National Sport Organization to register or to obtain workshop schedules.

### Community Sport Workshop (1 Day)

- Module #1 Introduction
- Module #2 Setting the Scene
- Module #3 Plan a Practice
- Module #4 Analyze Performance
- Module #5 Facility & Equipment Inspection for Safety
- Module #6 Practical Coaching & Debrief
- Module #7 Wrap up and Action Card

### Competition Introduction Workshop (2 Days)

- Module #1 Setting the Scene
- Module #2 LTAD & CS4L
- Module #3 Analyze Performance
- Module #4 Plan a Practice
- Module #5 Support the bowler in training
- Module #6 Support the competitive experience

### Competition Development Workshop (2 days)

- Module #1 Performance Planning
- Module #2 Plan a Practice
- Module #3A Analyze Performance

- Module #3B Analyze Performance Tactical
- Module #4 Manage a Bowling Program

### **2.2.5 NCCP Multisport Training**

NCCP Multi-sport Training Modules cover topics relevant to all sports and help you become a more effective coach. They also provide training for coaches working towards Trained status within their NCCP Trained pathways. Completing any module counts toward your Maintenance of Certification.

For more information on Multi-Sport Training Modules and Workshops please visit <https://coach.ca/training-modules> or contact the Provincial/Territorial Coaching Representative of your jurisdiction.

## 3 Evaluation and Certification

Evaluation in the National Coaching Certification Program (NCCP) is the process used to determine whether coaches meet NCCP coaching standards for certification. In Tenpin Bowling, this process applies to Competition-Introduction and Competition Development coaches only, not to Community coaches.

### 3.1 Principles of Evaluation in the NCCP

- Outcomes are the foundation of the NCCP approach to evaluating and certifying coaches.
- Evaluation in the NCCP reflects the ethical coaching practices promoted in the Canadian sport system.
- Evaluation in the NCCP reflects the diversity among sports in each context.
- Evaluation recognizes and respects individual coaching styles.
- Evaluation in the NCCP is evidence-based.
- The evidence in NCCP evaluations consists of observable coaching behaviour that is used to determine whether a coach meets a given criterion.
- The evidence in NCCP evaluations may come from several sources.
- Evidence demonstrated during an evaluation may not reflect all the elements or objectives identified in training activities.
- Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.
- Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Coach Evaluators.

#### **Additional Points**

- Evaluation requirements, procedures, and methods are (1) administratively feasible, (2) professionally acceptable, (3) publicly credible, (4) legally defensible, (5) economically affordable, and (6) reasonably accessible.
- Evaluation is preceded by NCCP training or relevant experience.
- NCCP training activities prepare coaches to meet certification standards.

In Tenpin Bowling evaluations are conducted by Coach Developers who have been trained or Certified to fulfill that role using appropriate processes (see section 4.4 Master Coach Developer for more information).

## 3.2 Recognition of Coaching Competence

The NCCP is a competency-based program based on coaching abilities, meaning the NCCP is a program that certifies coaches based on proven abilities to “DO” certain things deemed important to meet the needs of the participants they coach. The NCCP is competency based, and as a result certification is based upon what a coach can demonstrate, not the training they may or may not have undergone.

Coaches must go through the evaluation process for the context in which they are coaching. Evaluation must include the entire evaluation process for the context in which the coach is being certified (including online multi-sport evaluations). This ensures the coach can demonstrate the required competencies for the context and removes the need for the NSO or other partners to “judge” the relevance or rigor of the many different international programs that exist.

Coaches do not receive credit for “training” modules that they do not complete but will be able to achieve “certified” status upon a successful evaluation. This only applies in contexts where certified status is available to coaches. There is no such thing as “equivalency”.

This respects and recognizes current coaching competence, which includes Canadian coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.

### 3.3 Certification Request

Coaches can request an evaluation in any context that they want to achieve certification. Requesting the evaluation will require:

- An application to the P/TSO Coaching Coordinator where applicable or to a CTF qualified Evaluator CE clearly identifying relevant prior learning experience.
- Successful completion of the evaluation requirements in the designated context

### 3.4 Appeals and Audits of Evaluations

Coaches can appeal an unsuccessful evaluation to the National Sport Organization.

Audits and appeals must be submitted to the National Sport Organization for review by a technical committee.

Documentation for an audit and appeal might include the following.

- The coach candidate portfolio with the Coach Evaluator's marking template.
- A video tape of the coach candidate's practice session, or all templates used during the observation by the Coach Evaluator.
- All documentation related to the formal evaluation(s), debriefing procedure and action plan.

Upon completing the review, a report should be provided outlining the critical factors in the evaluation process that can be improved or required by the coach candidate or Coach Evaluator.

Associated costs are identified in section 5.3.

If an appeal is unsuccessful, the coach may need to re-engage in the evaluation process or complete specific areas for improvement. If another formal observation is warranted, then it must be completed with a different Coach Evaluator and include the payment of designated fees. The National Sport Organization must provide the coach with an alternative Coach Evaluator.

In cases where an alternate Coach Evaluator is not available, the NSO should cover the costs of an alternate Evaluator to evaluate the coach. Costs may include travel, accommodation, and meals.

## 4 Coach Developers

According to the International Council for Coaching Excellence (ICCE), 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 Learning Facilitators, Coach Evaluators, and Master Coach Developers and are required to sign a Code of Conduct consistent with the NCCP Code of Ethics.

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



All NCCP Coach Developers must complete NCCP Make Ethical Decisions

**Training:** Coach Developer candidates must complete rigorous training, and this training is now being made consistent across Canada. The following training is required by all Coach Developers.

- Core Training:** Provides Coach Developers with the skills to perform their role. It must be completed once per role (Learning Facilitators, Coach Evaluators, and Master Coach Developers).
- Content-specific Training (sport or multi-sport):** This includes micro-facilitation and/or micro-evaluation which give Coach Developers an opportunity to practise delivery with their peers. A content-specific training a required to deliver for each context and role.
- Co-delivery:** This is a chance for the new Coach Developer to practise with real coaches alongside an experienced Coach Developer. It must be completed once per role (Learning Facilitators, Coach Evaluators, and Master Coach Developers).

Once a Coach Developer has all the above training pieces they are considered “TRAINED” and Qualified to Deliver.

**Evaluation:** Evaluation confirms that the Coach Developer is capable of certain abilities which are deemed important in the training of coaches. If the results of the evaluation are not up to standard, the candidate is re-directed to additional training.

Once a Coach Developer has been evaluated, they are considered: “CERTIFIED” and must maintain their certification by acquiring 20 Professional Development points over 5 years.

## 4.1 Identification and Selection of Coach Developers

There are two ways to become a Coach Developer candidate:

- Master Coach Developers (MCDs), Provincial/Territorial Sport Organizations (P/TSOs), and National Sport Organizations (NSOs) can identify Coach Developer candidates.
- Individuals can nominate themselves.

When establishing a pool of candidates, partners should try to balance the regional training requirements for their sport with the need to have appropriate representation of all regions in Canada. Many candidates are coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology, or similar areas of study. The competencies of the Coach Developers are clearly indicated in the Evaluation Tools.

Individuals who nominate themselves are sent the template for the Letter of Self-nomination and are asked to fill in this letter and submit it to their Provincial/Territorial Sport Organization (P/TSO) or Provincial/Territorial Coaching Representative (P/TCR), along with their resume and NCCP Certification Transcript, if applicable.

## 4.2 Learning Facilitator

Every NCCP workshop is led by a trained Learning Facilitator (LF) who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants. The role of a learning facilitator is to provide support to coaches in training workshops, effectively facilitating sessions that result in the development of coaches who can demonstrate their abilities and meet the standards established for certification.

An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP. The Learning Facilitator must be able to:

- Implement an appropriately structured and organized workshop.
- Facilitate the achievement of outcomes or learning objectives.
- Display appropriate communication and leadership to enhance coach learning.
- Manage administrative aspects of the workshop and the NCCP.
- The process to become a learning facilitator requires the following steps.

All Learning Facilitators complete the following steps:

- Step 1: Submit application (Appendix B)
- Step 2: Selection
- Step 3: Complete the NCCP Core Training for Learning Facilitator

- Step 4: Complete the Content Specific Training required to deliver the specific workshop
- Step 4: Practice Delivery (co-delivery)
- Step 5: Evaluation for Certification
- Step 6: Delivery and Maintaining Certification

#### **4.2.1 How to Become a Learning Facilitator**

For more information please visit: <http://www.coach.ca/learning-facilitator-p156718>.

#### **4.2.2 Selecting Learning Facilitators**

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators. It is recommended that Learning Facilitators are:

- Trained or certified in the context they are delivering in;
- Good communicators: can speak clearly and communicate professionally;
- Good presenters: are comfortable presenting in front of a group, are well spoken, can keep presentations to time limits, and able to adapt to questions and changes;
- Good facilitators: can facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- Good organizers: are well prepared, organized, and professional;
- Also: approachable, ethical, responsible, and self-confident.

It is recommended that Learning Facilitators have the following sport-specific experience, background, and abilities:

- Must have a minimum 5 years actively instructing youth bowlers for the Community Sport stream for the Community Sport stream.
- Must have minimum 5 years in the Competition Introduction context.
- Must have minimum 5 years in the Competition Development context.
- Currently active in tenpin bowling and be a CTF Member in good standing.
- Each LF must demonstrate to the National Office an expertise in communicating with new coaches.
- To qualify as a LF in the Competition Introduction & Competition Development stream they must pass the on-line MED for Comp Intro with 90%
- LF's MUST attend all modules to become certified.

### 4.2.3 Core Training

Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators once per role. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

### 4.2.4 Content-specific Training

Content-specific Training is a mandatory component of training for Learning Facilitators once per role and per context. Content-specific Training will include a micro-facilitation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* consistent with the NCCP Code of Ethics during Content-specific Training. Content-specific Training is a one-day training to prepare Learning Facilitators for the content they will deliver.

### 4.2.5 Co-delivery

All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own once per role.

- Co-facilitation of should occur as soon as possible after completion of Content-specific Training.
- Co-facilitation is part of training and therefore the person being trained will not be paid.
- A Learning Facilitator candidate may be required to co-facilitate a workshop several times before facilitating a workshop on their own.

### 4.2.6 Evaluation

All Learning Facilitators must be evaluated to become Certified Learning Facilitators by actual role.

- Learning Facilitators should be evaluated as soon as possible.
- Learning Facilitators will be evaluated either in person (ideal) or by video submission.
- Learning Facilitators will be evaluated against the CAC Learning Facilitator Outcomes, Criteria, and Evidence.
- All Learning Facilitators must complete the NCCP Make Ethical Decisions module

#### 4.2.7 Maintenance of Certification

All Learning Facilitators are required to attain 20 PD points over 5 years to maintain their certification.

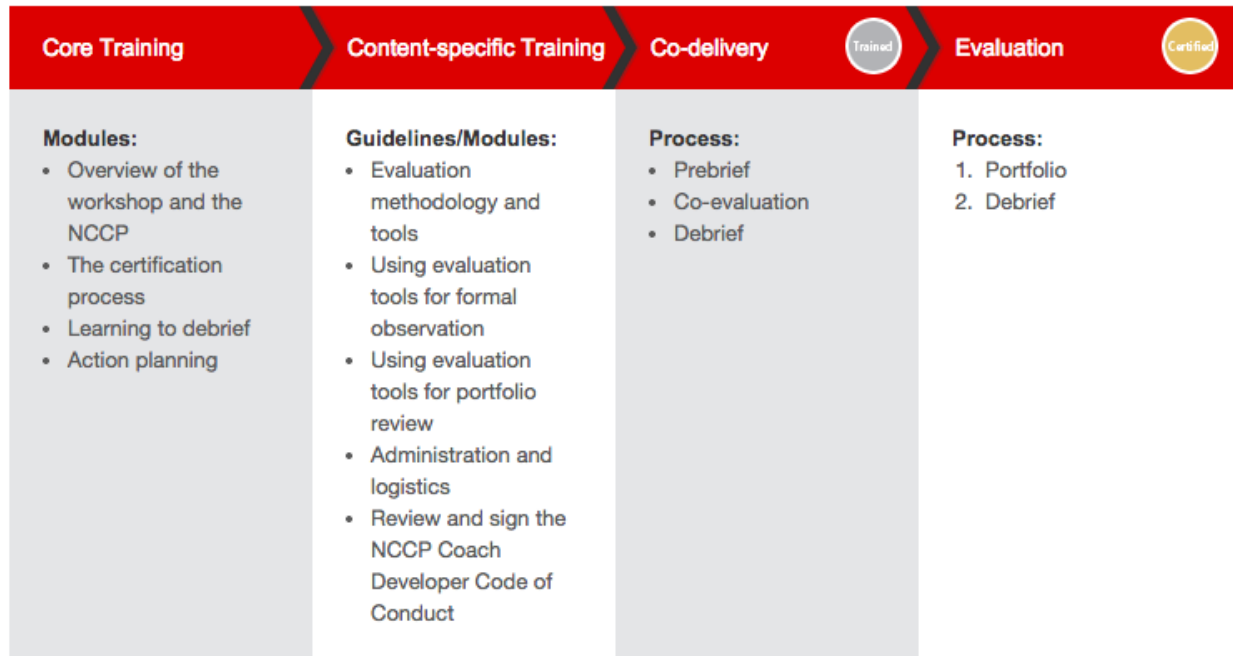
### 4.3 Coach Evaluator

A Coach Evaluator’s role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria, and evidence that comprise the evaluation tools that establish NCCP standards for coaches of a particular sport context.

Coach Evaluators act as ambassadors of the NCCP and as a resource to coaches seeking to augment and validate their coaching abilities.

#### 4.3.1 How to Become a Coach Evaluator

All Coach Evaluators complete the following steps:



#### 4.3.2 Selecting Coach Evaluators

The success of any evaluation program rests to a large degree on the quality of the individuals selected as Coach Evaluators. Clearly, it is critical that quality control be exerted when appointing someone as a Coach Evaluator, as not everyone possesses the experience, skills, or attitudes to be effective in this position.

It is recommended that Coach Evaluators have:

- a minimum of 3 years of coaching experience in the context in which evaluation takes place;
- successfully completed the NCCP Make Ethical Decisions training and/or evaluation requirements;
- credibility with their peers;
- high ethical standards and leadership skills;
- a desire to see the coach certification system as well as the sport grow;
- time and energy to commit to the evaluation process;
- proven guiding and facilitation skills;
- the ability to be critically reflective and ask questions; and
- the ability to listen actively to the candidate.

Although desirable, it is not critical that the Coach Evaluator have a higher position and significantly greater coaching experience than the candidate.

#### **4.3.3 Core Training**

Core Training for Coach Evaluators is a mandatory component of training for Coach Evaluators once per role. It is recommended that Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

#### **4.3.4 Content-specific Training**

Content-specific Training is a mandatory component of training for Coach Evaluators. Content-specific Training will include a micro-evaluation component, using sport-specific evaluation tools.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct* consistent with the NCCP Code of Ethics during Content-specific Training.

Content-specific Training will also include:

- Content-specific Training is a one-day training to prepare Coach Evaluators for the tools they will use in evaluation.

#### **4.3.5 Co-delivery**

All Coach Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own once per role.

- Co-evaluation should occur as soon as possible after completion of Content-specific Training.
- Co-evaluation is part of training and therefore the person being trained will not be paid.
- A Coach Evaluator candidate may be required to perform co-evaluation several times before performing an evaluation on their own.

#### **4.3.6 Evaluation**

All Coach Evaluators must be evaluated to become a certified Coach Evaluator once per role.

- Coach Evaluators should be evaluated as soon as possible.
- Coach Evaluators will be evaluated by submitting a portfolio.
- All Coach Evaluators must complete NCCP Make Ethical Decisions.

#### **4.3.7 Maintenance of Certification**

All Coach Evaluators are required to attain 20 PD points over 5 years to maintain their certification.

## 4.4 Master Coach Developer

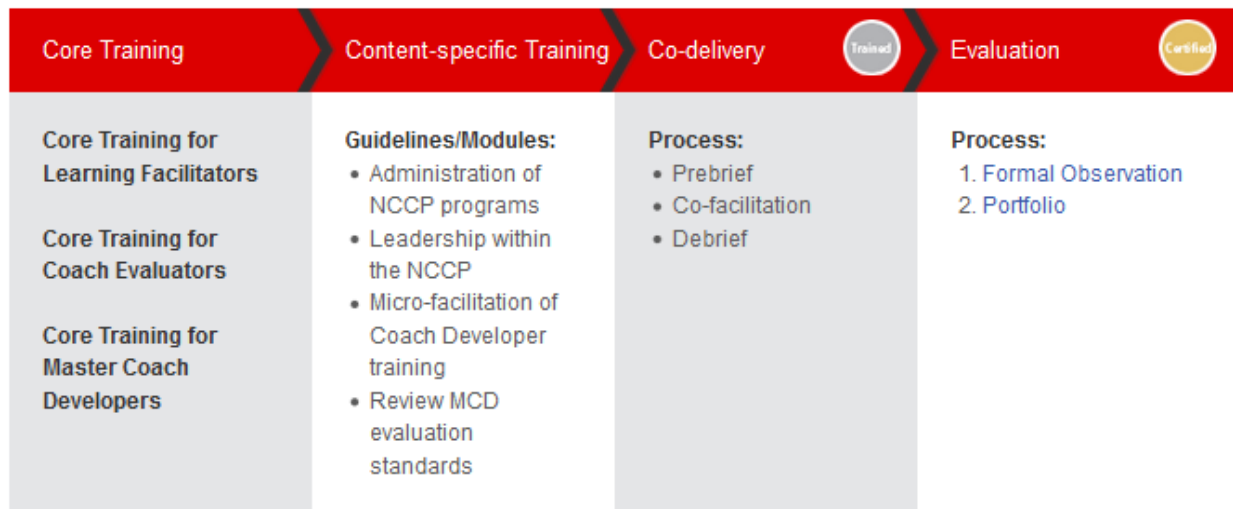
The role of the Master Coach Developer (MCD) is to train, to evaluate, to support, and to mentor Coach Developers, i.e. Learning Facilitators (LFs), Coach Evaluators (CEs), and other MCDs. In addition, MCDs play a key role in promoting the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training Coach Developers and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations, and in Coach Developer development. MCDs should be willing and able to lend support to Coach Developers, program administrators, and delivery host agencies.

### 4.4.1 How to Become a Master Coach Developer

All Master Coach Developers complete the following steps:



### 4.4.2 Selecting Master Coach Developers

Each body responsible for the training and selection of its own Master Coach Developers. The criteria for the selection of MCDs vary from governing body to governing body. While the specifics may vary, MCDs usually:

- Have five years of experience as a Learning Facilitator and/or Coach Evaluator;
- Are Certified as a Learning Facilitator and/or Coach Evaluator;
- Have successfully completed NCCP Make Ethical Decisions;
- Are trained or educated in an area related to coaching or coach education;
- Have experience in coaching or a specific sport.

The number and duties of MCDs vary greatly from one governing body to the next. Again, while the specifics may vary, the duties of an MCD usually include:

- Helping with selection of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- Training of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- Evaluation of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers
- Mentoring of the Learning Facilitators, Coach Evaluators, and other Master Coach Developers

#### **4.4.3 Core Training**

Core Training for Learning Facilitators, Core Training for Coach Evaluators, and Core Training for Master Coach Developers are mandatory components of training for Master Coach Developers once per role.

It is recommended that all Core Training is completed prior to coming to Content-specific Training.

Core Training can be accessed through the P/TCR in each province or territory.

#### **4.4.4 Content-specific Training**

Content-specific Training is a mandatory component of training for Master Coach Developers. Content-specific Training will include a micro-facilitation and/or a micro-evaluation component of the content that will be delivered.

All Coach Developers must sign the *NCCP Coach Developer Code of Conduct consistent with the NCCP Code of Ethics* during Content-specific Training.

Content-specific Training will also include:

- Content-specific Training prepares Master Coach Developers for the content they will deliver.

#### **4.4.5 Co-delivery**

All Master Coach Developers must co-facilitate Learning Facilitator training and/or Coach Evaluator training with an experienced Coach Developer prior to facilitating training on their own once per role.

- Co-facilitation should occur within as soon as possible after completion of Content-specific Training.
- Co-facilitation is part of training and therefore the person being trained will not be paid.
- A Master Coach Developer candidate may be required to co-facilitate training several times before facilitating training on their own.

#### 4.4.6 Evaluation

All Master Coach Developers must be evaluated to become a certified Master Coach Developer once per role.

- Master Coach Developers should be evaluated as soon as possible
- Master Coach Developers will be evaluated by submitting a portfolio.
- All Master Coach Developers must complete NCCP Make Ethical Decisions

#### 4.4.7 Maintenance of Certification

All Master Coach Developers are required to attain 20 PD points over 5 years to maintain their certification.

## 4.5 Multi-Sport Master Coach Developer Support to Sports

Sports are responsible for certifying coaches and Coach Developers. However, capacity can be enhanced through a partnership with the Provincial/Territorial Coaching Representatives multi-sport Master Coach Developers. This includes:

#### Co-Evaluation of coaches

- Ranging from 10:90% or 90:10%, anywhere in between for Sport and Multi-sport coach evaluator. There is no option for 100% evaluation through multi-sport. The Provincial/Territorial Coaching Representative role is to add value to sport-specific Coach Evaluation, not replace it.

#### Coach Developer Evaluations

- Evaluations of Learning Facilitators – Including a pre-brief, on site observation, debrief and action plan.
- Evaluations of Coach Evaluators – Including collecting, marking, debriefing the coach evaluator's portfolio, and creating an action plan. On site observation is optional.
- Evaluations of Master Coach Developers – Including collecting, marking, debriefing the Master Coach Developer's portfolio, and creating an action plan. On site observation is optional.

#### Coach Developer Mentorship

- General support and guidance from a Master Coach Developer to assist Coach Developers excel in their roles. This type of support can take many forms, including supporting sport specific content training delivery.

#### **4.5.1 Collaborative Process**

The collaborative process for Multi-Sport Coach Developer support will be different in every Province/Territory and sport depending on existing capacity and expertise. However, the first step is always for the National Sport Organization and/or the Provincial/Territorial Sport Organization to request support from the Provincial/Territorial Coaching Representative of the jurisdiction in which the support would take place. From there, all parties collaborate to reach the identified outcomes. The National Sport Organization and/or Provincial/Territorial Sport Organization are responsible to then process the event in the Locker.

#### **4.5.2 Funding Implications**

National Sport Organizations and/or Provincial/Territorial Sport Organizations are responsible for funding and covering the fees of the Provincial/Territorial Coaching Representative Master Coach Developers.

## 5 Business Model

### 5.1 Communication

#### 5.1.1 Inclusivity, Accessibility, and Official Languages

All components of the NCCP should be accessible to and inclusive of any gender, visible minorities, the aboriginal community, and of persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context must be launched simultaneously in both official languages, following final approval.

#### 5.1.2 Copyright

The NSO holds copyrights on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

- The NSO must ensure to provide all copyright warnings for the user;
- The NSO must include and use the approved NCCP recognition guidelines. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages, for incorporation into NSO final materials;
- The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO;
- The CAC may, at its discretion, use the materials in composite products related to coach education.

#### 5.1.3 Identification and Credit

All NCCP materials produced require the following:

- Use of the coach.ca and NCCP logos on the title page or screen of all NCCP materials;
- Proper credit given to the Government of Canada;
- Clear acknowledgment of the NSO copyright for materials developed with CAC financial support.
- Use of the phrase “Printed in Canada” on all printed materials;
- Materials from other sources be properly credited;
- Version number and production date.

The following statement must appear in the credits:

*“The National Coaching Certification Program is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sport organizations, and the Coaching Association of Canada.”*

Please contact your Coaching Consultant to access a template that includes these statements. The following statement must appear in the Coach Resources (workbooks):

### **The Collection, Use, and Disclosure of Personal Information**

*“The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at [www.coach.ca](http://www.coach.ca). By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact [coach@coach.ca](mailto:coach@coach.ca).”*

CAC permissions must be obtained for re-printed materials including content, photos, and illustrations.

## **5.2 Responsibilities and Planning**

### **5.2.1 National Sport Organization (NSO)**

- Course Evaluation
- Program Monitoring and Evaluation
- Revision and Update Cycle
- The Locker (the NCCP Database)
- Succession Planning
- Master Coach Developers Recruitment, Retention, and Recognition

### **5.2.2 Provincial/Territorial Sport Organizations (P/TSOs)**

- Plan courses annually
- The Locker (the NCCP Database)
- Learning-Facilitators and Coach Evaluators Recruitment, Retention and Recognition

### **5.2.3 Local Sport Organizations (LSOs)**

- Coaches Recruitment, Retention and Recognition

### **5.2.4 NCCP Database (the Locker)**

The Locker is the central location to easily access, manage and maintain your coach training and records. It can track, and time stamp all coach training and activities. That is why each user has a unique identification number (NCCP number).

All course and evaluation records are maintained electronically through the “Locker” which is a database established and maintained by the CAC. Each user must complete the Locker training that is provided by CAC and are responsible for entering their own courses into the Locker within **two weeks** following the course.

The NCCP Locker protocols are as follows:

- The Host Organization is responsible for Event Set-Up, Participant Registration, and submissions for approval.
- PSO approval
- National Sport Organization approval
- CAC final approval

To be respectful of our coaches who are working to advance their training and certification, it is important to submit event information as quickly as possible after each course. This will ensure that the CAC receives the appropriate information in a timely manner and that coaches are credited appropriately.

To ensure that approvals can be provided in a timely manner at each level, it is incumbent of the Host organization to ensure that all events are fully completed with all

of the relevant information included (i.e. Coach date of birth, email address, etc. The CAC will not accept incomplete events in the Locker.)

### 5.3 Fee Structure, Payment, and Honorarium

The following table presents the recommended fees and honoraria for workshops and evaluations.

<b>Course Fees</b>	\$100.00 per Coach	\$300.00 per Coach	\$400.00 per Coach
<b>LF/MCD Honoraria</b>	\$25.00/Coach Maximum - \$200.00 per MCD, LF/Course  (LF Mentoring \$15/coach)	\$100.00/Coach Maximum - \$800.00 per MCD, LF/Course  (LF Mentoring \$30/coach)	\$100.00 /Coach Maximum of \$800.00 per MCD/Course  (Future LF Mentoring \$45/coach)
<b>MCD/LF Travel Expenses</b>	Bowling Centre Fees (Lineage) Hotels Meals \$50.00/day for Full day courses or \$15 Breakfast, \$15 Lunch, \$25 Dinner for part day courses,  \$ .35 per Km Out of town travel exceeding 50 km each way.	Bowling Centre Fees (Lineage) Hotels Meals \$50.00/day for Full day courses or \$15 Breakfast, \$15 Lunch, \$25 Dinner for part day courses.  \$ .35 per Km Out of town travel exceeding 50 km each way.	Bowling Centre Fees (Lineage) Hotels Meals \$50.00/day for Full day courses or \$15 Breakfast, \$15 Lunch, \$25 Dinner for part day courses.  \$ .35 per Km Out of town travel exceeding 50 km each way.
<b>Coach Evaluator CE Honoraria</b>	No evaluation	\$50/coach	\$100/Coach
<b>Evaluation Fee</b>		\$100.00	\$200.00
<b>CE Travel Expenses</b>		Bowling Centre Fees (Lineage) Hotels Meals \$50.00/day for Full day courses or \$15 Breakfast, \$15 Lunch, \$25 Dinner for part day courses,  \$ .35 per Km Out of town travel exceeding 50 km each way.	Bowling Centre Fees (Lineage) Hotels Meals \$50.00/day for Full day courses or \$15 Breakfast, \$15 Lunch, \$25 Dinner for part day courses,  \$ .35 per Km Out of town travel exceeding 50 km each way.
<b>Appeal Fee</b>		\$100.00	\$100

All Coach Developers expenses are to be agreed upon within the budget submitted P/TSO

### 5.3.1 Workshop Payment

Payment from the coach to the P/TSO where applicable or to the Coach Developer.

P/TSO pays the Coach Developer Honorarium to the Coach Developer, or the Coach Developer will retain the Coach Developer Honorarium.

### 5.3.2 Payment and Honoraria of Evaluations

The following schedule outlines the recommended guidelines regarding the payment of Coach Evaluators if one Coach Evaluator is responsible for facilitating the evaluation process.

- Upon application for the evaluation process the coach pays the fee of \$100.00 to the P/TSO or Coach Evaluator.
- P/TSO pays the Coach Evaluator the \$50.00 honorarium and retains the remaining \$50.00 and then submit \$25.00 to CTF or the Coach Evaluator retains the \$50.00 honorarium and submits the remaining \$50.00 to the P/TSO. The P/TSO will submit \$25.00 to CTF.
- Coach Evaluator will submit evaluation registration and portfolio evaluation report to the Regional Coordinator or P/TSO Coordinator where applicable.
- Event entry in the NCCP Database (the Locker) will be completed by the Regional Coordinator or by CTF.
- If more than one Coach Evaluator is involved in the evaluation process, then the NSO must identify appropriate payment schedules for specific contributions towards a coach candidate's evaluation. This may involve specific requirements for the evaluation of certain NCCP outcomes.

### 5.3.3 Coach Developer Expenses

P/TSO will reimburse the Coach Developer expenses for accommodations, travel and per diem as outlined in Section 5.3 or the Coach Developer will retain the amount for expenses.

### 5.3.4 Disbursement of the Balance of Fees

P/TSO will retain the balance of the fees collected and submit 50% to National Office or the Coach Developer will submit the balance to P/TSO where upon the P/TSO will submit 50% to National Office.

## 5.4 Quality Control

### Course Evaluation

The following quality control mechanisms will be in place to ensure the NCCP program remains current and of the highest standard possible:

- MCD's, LF's, and E's are carefully screened and selected based on their capabilities and experience
- Coaching education programs will at all times be PSO approved/NSO sanctioned to ensure quality control of information
- Feedback from training courses will be collected by the PTSOs and shared with Coach Developers and NSO.

### Revision and Update Cycle

NCCP Course Materials/Guides/Program Content will be reviewed every 5 years to identify revisions needs.

## 5.5 Minimum Age Restrictions

The NCCP Policy & Implementation Standards document indicates that the Policy on Minimum Age is as follows:

### 10.2. Policy Statement

- 10.2.1. The minimum age for the designation for a coach as NCCP "Certified" is 16 years of age.
- 10.2.2. Persons younger than 16 and older than 14 may enrol in and complete NCCP or NCCP qualifying education opportunities; where an NSO:
  - a) Plans to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age;
  - b) Agrees to provide these opportunities within the framework of the NCCP;
  - c) Agrees to maintain the records on the NCCP Database.
- 10.2.3. The Provincial/Territorial government or designated delivery agency may authorize enrolment in multi-sport modules.
- 10.2.4. Any person younger than 16 and older than 14 will be designated on the CAC Database with an underage status indicator.

Persons younger than 16 and older than 14 can attend Tenpin Bowling training events but will be designated on the CAC Database with an underage status indicator.

## 6 Tools

### 6.1 NCCP Code of Ethics

NCCP Code of Ethics : [nccp-code-of-ethics-2022-en.pdf](#)



#### Purpose of the NCCP Code of Ethics

The National Coaching Certification Program™ (NCCP) Code of Ethics provides ethical standards that reflect the core values of the coaching profession in Canada, and guides sport coaches to make balanced decisions to achieve personal, participant and team goals.

#### Core principles and ethical standards of behaviour

Coaches value Leadership and Professionalism, Health and Safety, and Respect and Integrity. For each of these core principles, there are associated ethical standards of in-person and on-line behaviour expected of every NCCP coach and NCCP Coach Developer in Canada, whether on or off the field.



<sup>1</sup>"Participants" include but are not limited to athletes, opponents, parents, other coaches, volunteers, administrators, officials and medical/IST irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental ability (Source of inclusivity statement: Canadian Centre for Ethics in Sport (CCES)).



# NCCP Code of Ethics



## Leadership and professionalism

*This principle considers the inherent power and authority that a coach holds.*

### Ethical standards of behaviour

- ▶ Understand the authority that comes with your position and make decisions that are in the best interest of all participants
- ▶ Share your knowledge and experience openly
- ▶ Maintain the athlete-centered approach to coaching so that every participant's well being is a priority
- ▶ Be a positive role model
- ▶ Maintain confidentiality and privacy of participants' personal information



## Health and safety

*This principle considers the mental, emotional, physical health and safety of all participants.*

### Ethical standards of behaviour

- ▶ Recognize and minimize vulnerable situations to ensure the safety of participants
- ▶ Prioritize a holistic approach when planning and delivering training and competition
- ▶ Advocate for, and ensure appropriate supervision of participants, including the Rule of Two
- ▶ Participate in education and training to stay current on practices to ensure the continued safety of your participants
- ▶ Understand the scope of your role and skills and call upon others with specialized skills when needed to support your participants



## Respect and integrity

*This principle considers respect and integrity, which are the rights of all participants.*

### Ethical standards of behaviour

- ▶ Provide equitable opportunity and access for all
- ▶ Establish a respectful and inclusive sport environment where all participants can raise questions or concerns
- ▶ Obey the rules and participate honestly and respectfully
- ▶ Be open, transparent and accountable for your actions
- ▶ Maintain objectivity when interacting with all participants



## Rule of Two

The Rule of Two is a leading practice to ensure a safe sport environment for all. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. The purpose is to protect participants and coaches. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.



## Contact

Questions related to the NCCP Code of Ethics design may be directed to the Chief Operating Officer at the Coaching Association of Canada. Send an email to [coach@coach.ca](mailto:coach@coach.ca) or call 613-235-5000 ext. 1.

For complaints related to Registered Coaches or Chartered Professional Coaches, refer to the Coaching Association of Canada's Code of Conduct.

## 6.2 NCCP Coach Developer Code of Conduct

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for the [Click or tap here to enter text.](#) (governing organization), I, [Click or tap here to enter text.](#) (my name and NCCP#), expressly agree to be bound by and conduct myself in a manner consistent with this Code of Conduct, as well as any other relevant and applicable policies, including, without limitation, the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

I understand that if I fail to follow this Code of Conduct, I may be subject to disciplinary sanctions (consequences or penalties), including, without limitation, losing my Coach Developer certification status.

### Code of Conduct

I shall:

- Participate in all required training and evaluation components of the Coach Developer pathway.
- Support the common goals and objectives of [Click or tap here to enter text.](#) (governing organization) as it serves the membership at large.
- Avoid discrediting specific sponsors, suppliers, employers, or other partners.
- Support key personnel and systems of the NCCP and partner organizations.
- Demonstrate ethical behaviour and always respect the NCCP Code of Ethics.
- Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.
- Exhibit exemplary professional behaviour at workshops or evaluation sites.
- Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.
- Place the best interest of those taking part in the workshops and evaluation events ahead of my personal interests.

Refrain from all forms of Prohibited Behaviour or Maltreatment, as those terms are defined in the UCCMS, as amended from time to time, including, without limitation, any form of physical, psychological or sexual maltreatment, as defined in the UCCMS.

## Responsibility

Download, read and understand the Code of Conduct and Ethics from the link below on coach.ca. Sign this agreement upon completion.

NCCP Code of Ethics [NCCP Code of Ethics | Coaching Association of Canada | Association canadienne des entraîneurs](#)

If there's disagreement or misalignment on issues, it's the responsibility of the Coach Developer to seek alignment with the objectives, goals and directives of [Click or tap here to enter text.](#) (governing organization).

In the event of any breach of the UCCMS, this Code of Conduct or any other applicable conduct rules or policies that apply to me, I may be subject to disciplinary action pursuant to [Click or tap here to enter text.](#) (governing organization)'s relevant and applicable policies and procedures.

I hereby declare that I've read the above and understand and accept the terms and conditions outlined.

[Click or tap here to enter text.](#)

Name

---

Signature

[Click or tap to enter a date.](#)

Date

## 6.3 Template for Coach Developer Self-Nomination Letter

Date [Click or tap to enter a date.](#)

City and Province/Territory or residence [Click or tap here to enter text.](#)

Name [Click or tap here to enter text.](#)

NCCP# [Click or tap here to enter text.](#)

Dear [Click or tap here to enter text.](#), (Provincial/Territorial Sport Organization,  
Provincial/Territorial Coaching Representative),  
Please be advised of my interest in becoming a Coach Developer, in the following role

- Learning Facilitator
- Coach Evaluator
- Master Coach Developer

for the following contexts and/or workshops

- [Click or tap here to enter text.](#)

With this letter, I have enclosed an application form that demonstrates my experience in and commitments to sport and particularly to [Click or tap here to enter text.](#) (sport name). I am ready to begin the Coach Developer training and evaluation process in the hope of receiving my Coach Developer certification.

I would be pleased if you would forward my name as a Coach Developer candidate. Please contact me if you require further information or have any questions about my application.

\_\_\_\_\_  
Signature

[Click or tap to enter a date.](#)

Date

[Click or tap here to enter text.](#)

Email address

[Click or tap here to enter text.](#)

Primary phone number

Encl.: Résumé  
Letter(s) of Support

## 6.4 Template for Coach Developer Application Form

Date [Click or tap to enter a date.](#)

City and Province/Territory or residence [Click or tap here to enter text.](#)

Name [Click or tap here to enter text.](#)

NCCP# [Click or tap here to enter text.](#)

Languages [Click or tap here to enter text.](#)

### Application Checklist:

- Cover letter
- Completed Coach Developer Application Form
- Completed Letter/Preliminary Coach Developer Worksheet
- Completed NCCP Make Ethical Decisions
- Résumé of your coaching experience, education and achievements
- Names and phone numbers for 2 references

### Declaration

I hereby certify that the information I have provided with this application is true and complete.

\_\_\_\_\_  
Signature

[Click or tap to enter a date.](#)

Date

[Click or tap here to enter text.](#)

Email address

[Click or tap here to enter text.](#)

Primary phone number

## 6.5 Template for Coach Developer Letter/Preliminary Worksheet

Date [Click or tap to enter a date.](#)

City and Province/Territory or residence [Click or tap here to enter text.](#)

Name [Click or tap here to enter text.](#)

NCCP# [Click or tap here to enter text.](#)

Dear Coach Developer Candidate,

We are delighted that you expressed an interest in becoming a Coach Developer. The purpose of the Coach Developer Preliminary Worksheet included in this letter is twofold:

1. To learn more about you
2. To give you an opportunity to learn more about the NCCP

Please submit the answers to the questions below with the rest of the documents when you submit your application package.

1. Describe what you perceive to be the role of a Coach Developer.
2. Describe the skills, abilities, and characteristics of an effective Coach Developer.
3. What experience do you have working in adult education?
4. What strengths do you bring to the position of Coach Developer?
5. What skills and abilities do you think you need to develop to become an effective Coach Developer?
6. In your own words, describe the structure of the NCCP.
7. What are the five core competencies outlined in the NCCP?
8. In your own words, what is the role of the Coach Developer in developing these competencies?

9. Define:

- Outcome:
- Criteria:
- Evidence:

10. In your own words, outline the purpose of Coach Developer training.

## 6.6 Template for Feedback Form

It is important to get feedback from participants to help us to improve our NCCP programs and quality of our coaches. The course you have just completed has been designed to provide you with skills and knowledge to become a more effective coach. Your feedback on the content presented and the ability of the course host to deliver this course will assist us in ensuring that the level of coach education is maintained at the highest level. Please take a moment to complete this short evaluation. All commentary will be held confidential.

Coach Developer name: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Workshop: [Click or tap here to enter text.](#)

Location: \_\_\_\_\_

- 1 Did not meet expectations
- 2 Below Expectations
- 3 Met Expectations
- 4 Above Expectations
- 5 Exceeded Expectations

### Technical

\_\_\_\_\_ The registration process was simple and easy to complete

\_\_\_\_\_ The technology used was easy to navigate and effective

\_\_\_\_\_ The price of the course reflected the quality of service provided

### ***Additional Comments***

### **Course Content and Materials**

\_\_\_\_\_ The course materials were easy to follow

\_\_\_\_\_ The course content reflected the course description and goals

\_\_\_\_\_ The course content provided the information necessary to be a better coach

### ***Additional Comments***

**Coach Developer**

- \_\_\_\_\_ The facilitator was available for questions  
\_\_\_\_\_ The facilitator was knowledgeable on the course material  
\_\_\_\_\_ The facilitator enabled me to reflect on ways that I might improve as a coach

**Additional Comments**

**Overall Impression**

- \_\_\_\_\_ I enjoyed taking the course  
\_\_\_\_\_ This course provided me with valuable tools and resources that I can use in my coaching endeavours  
\_\_\_\_\_ I would recommend this course to other coaches

**Please list 3 positive aspects related to any area of the course**

**Is there anything you would recommend changing, adding or omitting from this course?**

**Additional Comments**



National  
Coaching  
Certification  
Program



Visit [coach.ca](http://coach.ca), the resource and information hub for coaches in Canada. Check your coaching transcript in the Locker, access valuable eLearning coaching modules, and get practical coaching tips that you can use today from the Coaching Association of Canada.



Coaching Association of Canada  
Association canadienne des entraîneurs