

Cross Country Canada NCCP Community Coach – Your Certification Checklist.

□ ICC Workshop

- ✓ Sign and submit Code of Conduct to Facilitator (p. 13, ICC Reference Material).
- ✓ Complete and submit Emergency Action Plan to Facilitator (p. 157, ICC Reference Material).
- ✓ Receive NCCP Community Coaching Practical Experience Form from Facilitator (attached).

□ Between Workshops

- ✓ Develop a written Activity Plan or Practice Plan and use it with your group (use template provided in your Reference Material beginning on p. 81, ICC Reference Material; p. 116, CC Reference Material).
- ✓ Complete one season of coaching. Prepare for, assist with and/or lead a minimum of six sessions (minimum 20 hours). Fill in Practical Experience Form (attached).
- ✓ Support/lead a group of skiers at a season wind-up, Bunnyrabbit or Jackrabbit Fun Day, ski tournament, or some other age-appropriate FUNDamental “special activity”. (p. 379, CC Reference Material). Fill in Practical Experience Form (attached).

□ CC Workshop

- ✓ Submit written Activity Plan or Practice Plan to Facilitator.
- ✓ Complete and submit Facility Safety Checklist to Facilitator (p. 399, CC Reference Material).
- ✓ Personal technique competence evaluated.
- ✓ Lead a practice session and receive feedback.
- ✓ Technique analysis skills evaluated.
- ✓ Complete Community Coach Certification Test and submit to Facilitator (p.413, CC Reference Material).
- ✓ Submit NCCP Community Coaching Practical Experience Form (evidence of 20 hrs of coaching and supporting a group of skiers at a “special activity”).

□ Post CC Workshop

- ✓ Complete the Coaching Association of Canada (CAC) “Making Ethical Decisions Evaluation”. This component is evaluated online by the CAC, and can be completed at any time following the ICC workshop. It is accessed through the CAC web site at: www.coach.ca. Coaches successfully completing this module will automatically be credited on the CAC database.
- ✓ Participants who have not completed all of the certification steps by the end of the CC workshop will have an opportunity to do so afterwards provided this is done within 12 months of the date on which the CC workshop was held. Options for completing unfinished tasks include:
 - ✓ submitting the NCCP Community Coaching Practical Experience Form directly 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.
- ✓ The cost of the Facilitator reviewing and processing forms/documents following the CC workshop is included in the original honorarium.
- ✓ Possible costs relating to a subsequent on snow evaluation are the responsibility of the club or individual.

Cross Country Canada

**NCCP Community Coaching
Practical 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.

Beginning date: _____ Ending date: _____

Age range: _____ 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, 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:
Cross Country BC
#106 – 3003 -30th Street, Vernon, BC V1T 9J5
Phone (250 545-9600 Fax: (250) 545-9614