



# Host Information Package

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# What is NCCP?

## COMMUNITY SPORT COACH

### WHO ARE YOU?

You may already coach at the community level or you're thinking about coaching. Often, you're a parent whose child is involved in sport, or a volunteer who works with participants of all ages that are new to a sport.

## COMPETITION COACH

### WHO ARE YOU?

You're typically a coach who has previous coaching experience or you're a former athlete. You may already coach a team at the regional or provincial level, and you tend to work with athletes over the long term to improve performance.

## INSTRUCTION COACH

### WHO ARE YOU?

Coaches in the instruction stream must have sport-specific skills and training, whether coaching at the beginner or advanced skill level. Many are former participants in the sport.

The National Coaching Certification Program was developed by the Coaching Association of Canada and its partners to give coaches that extra advantage. The program targets 67 different sports, in both official languages, and is the recognized standard for coach training and certification in Canada.

NCCP workshops are designed to meet the needs of all types of coaches, from the first-time community coach to the head coach of a national team. Each year, more than 50,000 coaches take an NCCP workshop. Since the program began, more than 1 million coaches have participated, making it one of the largest adult education programs in Canada.

The NCCP is comprised of three streams and a total of eight "contexts", each with its own coaching requirements. Each sport is responsible for identifying how many of the eight contexts are relevant to their sport. As part of the program, all coaches (regardless of sport or context) are trained in ethical decision-making and sport safety

## How to Host?

NCCP Host Partners can be any organization that has an agreement with the Coaches Association of Ontario to deliver a NCCP workshop with trained/certified Learning Facilitators. NCCP Host Partners are approved after submitting an [Application to Host](#) to register a workshop, and must agree to deliver the workshop according to the Coaching Association of Canada standards.

The Host Partner is the primary delivery agent at the community level and a valued leader. The Coaches Association of Ontario staff is available to assist in the planning process and help answer any questions that arise.

Delivering an NCCP course involves many components. The Host Partner (recreation department, sport council, provincial sport organization, club, community college, school, etc.) is responsible for scheduling a date and facility for the course, paying Learning Facilitators, helping ensure local coaches are aware of the course, accepting names for registration, and covering or recovering participant workshop fees. The Coaches Association of Ontario will help Host Partners with contacting a Learning Facilitator.

## Benefits

### Highlights

- Access to 23 multi-sport workshops and link to 67 sport specific NCCP programs.
- All programs have been developed by National Sport Organizations and the Coaching Association of Canada (CAC).
- CAC has been an international leader in coach education for over 40 years.
- Professional, high quality research and program development.
- The Coaches Association of Ontario (CAO) has been the primary delivery partner for over 15 years.
- Reliable and friendly customer service from CAO, and timely provision of related workshop materials.
- Quality and experienced NCCP trained/certified Learning Facilitators execute workshop.

- You will be training your staff, students, coaches, volunteers using a program with a proven track record of quality, commitment to coaching competency and ethical decision making processes.
- Your needs are met and delivered right to your door, saving you time and money in an efficient manner.
- You can be confident in that you are providing the latest and greatest training possible for your coaches that will be passed on to your athletes training and competition scenarios.
- Flexibility in delivery of training to meet your coaches schedules.
- You can track your coach's completion of certification.
- Networking opportunities in workshops.
- Generate revenue from promoting workshop to the general public, other local community sport organizations, clubs, facilities, school in your region.
- Promotion of lifelong learning, contributing to the Ontario sport system, making sport a better and safer place to participate, keeping kids active, improving health and decreasing health care costs.

# Course Descriptions

| Community   | Competition-Introduction   | Competition-Development   |
|---|--|---|
| <p>Designed for coaches where children are encouraged to participate in sport and introduced to sport basics in a fun, safe and self-esteem building environment, regardless of their ability.</p> <p>CAO Workshops</p> <ul style="list-style-type: none"> <li>• NCCP Fundamental Movement Skills</li> </ul>              | <p>Designed for coaches where adolescents are taught basic sport skills and athletic abilities in a fun and safe environment are typically prepared for local and/or regional level competitions.</p> <p>CAO Workshops</p> <ul style="list-style-type: none"> <li>• NCCP Make Ethical Decisions</li> <li>• NCCP Planning a Practice</li> <li>• NCCP Sport Nutrition (eLearning)</li> <li>• NCCP Teaching and Learning</li> <li>• NCCP Design a Basic Sport Program</li> <li>• NCCP Basic Mental Skills</li> <li>• Including Bundled and Teacher Options</li> </ul> | <p>Designed for coaches where young adults are coached to refine basic sport skills, to develop more advanced skills and tactics and are generally prepared for performance at the provincial and/or national level competitions.</p> <p>CAO Workshops</p> <ul style="list-style-type: none"> <li>• NCCP Advanced Practice Planning</li> <li>• NCCP Coaching and Leading Effectively</li> <li>• NCCP Developing Athletic Abilities</li> <li>• NCCP Performance Planning</li> <li>• NCCP Prevention and Recovery of Injury</li> <li>• NCCP Psychology of Performance</li> <li>• NCCP Leading Drug Free Sport (eLearning)</li> <li>• NCCP Manage a Sport Program</li> <li>• NCCP Managing Conflict</li> </ul> |
| <b>Professional Development</b>   |  |   |
| <p>CAO recognizes the value of having certified NCCP coaches that are engaged in Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.</p> <p>• NCCP Resistance Training    • NCCP Mentorship    • NCCP Creating a Positive Sport Environment</p> |  |   |
| <p>Coaches coaching in one context may find workshops in other contexts valuable (see badges for appropriateness in the document below )</p>  |  |   |

See the full descriptions of the NCCP Multi-Sport Modules - [HERE](#)

# Guidelines for Hosting

| NCCP WORKSHOP                                     | Hours<br><i>(including min. required<br/>break time)</i>   | Learning<br>Facilitator<br>Fee* | Participant<br>Workshop<br>Fee | Minimum<br>Participants | Maximum<br>Participants | Recommended<br>Course Fee**<br><i>(if pricing for public<br/>registration)</i> |
|---|--|---------------------------------|--------------------------------|-------------------------|-------------------------|--|
| NCCP Fundamental Movement Skills (FMS)            | 5  | \$225                           | \$30                           | 8                       | 24                      | \$75   |
| NCCP Make Ethical Decisions (MED)                 | 3.75   | \$168.75                        | \$30                           | 8                       | 24                      | \$65   |
| NCCP Planning a Practice (PAP)                    | 5.5  | \$247.50                        | \$30                           | 8                       | 24                      | \$80   |
| NCCP Sport Nutrition (NUT)                        | <a href="#">eLearning Module Only</a> – \$20 In the Locker |                                 |                                |                         |                         |  |
| NCCP Teaching and Learning (T&L)                  | 5  | \$225                           | \$30                           | 8                       | 24                      | \$75   |
| NCCP Design a Basic Sport Program (DSP)           | 5  | \$225                           | \$30                           | 8                       | 24                      | \$75   |
| NCCP Basic Mental Skills (BMS)                    | 4.25   | \$191.25                        | \$30                           | 8                       | 24                      | \$70   |
| NCCP Developing Athletic Abilities (DAA)          | 8.5  | \$425                           | \$30                           | 8                       | 20                      | \$115  |
| NCCP Prevention and Recovery (PRI)                | 8.5  | \$425                           | \$30                           | 8                       | 20                      | \$115  |
| NCCP Leading Drug Free Sport (LDFS)               | <a href="#">eLearning Module Only</a> - \$50 in the Locker |                                 |                                |                         |                         |  |
| NCCP Managing Conflict (MC)                       | 7  | \$350                           | \$30                           | 8                       | 20                      | \$100  |
| NCCP Coaching and Leading Effectively (CLE)       | 10   | \$500                           | \$30                           | 8                       | 20                      | \$120  |
| NCCP Psychology of Performance (PSY)              | 8.5  | \$425                           | \$30                           | 8                       | 20                      | \$115  |
| NCCP Advanced Practice Planning (APP)             | 5  | \$250                           | \$30                           | 8                       | 20                      | \$80   |
| NCCP Manage a Sport Program (MSP)                 | 4.5  | \$225                           | \$30                           | 8                       | 20                      | \$75   |
| NCCP Performance Planning (PPLAN)                 | 13.5   | \$1,350<br>(2 LFs)              | \$30                           | 8                       | 20                      | \$175  |
| NCCP Resistance Training (RT)                     | 4  | \$180                           | \$30                           | 8                       | 24                      | \$65   |
| NCCP Mentorship (MEN)                             | 7.25   | \$326.25                        | \$30                           | 8                       | 24                      | \$96   |
| NCCP Creating a Positive Sport Environment (CPSE) | <a href="#">eLearning Module Only</a> - \$15 in the Locker |                                 |                                |                         |                         |  |

\*LF Fees are based on \$45/hour for FMS, MED, PAP, T&L, DSP, BMS, RT, EMP+ and \$50/hour for APP, DAA, CLE, PPLAN, PRI, PSY, MSP, MC. Not including any applicable taxes.

\*\*The figures noted above in Course Fee are simply guidelines for the host agency to base their course budget on. Course fee does not account for variable expenses such as facility rental, venue staffing or advertising. Each hosting partner will have unique costs and expenses associated with hosting the workshops and may set the participant course fee accordingly. See template of a sample course budget below.

## Host Partner Responsibilities

1. Contact the CAO and/or Complete [Application to Host](#)
  - Discuss dates, times, location, requirements
  - Costs
  - Learning Facilitator (as assigned by CAO)
2. Communication with assigned LF
3. Set course fee and promote course
4. Take registration for course (**Coaches must be 16 years of age or older**)
5. Cover or recover participant workshop fee for each participant
6. Upon completion of course pay Learning Facilitator  
(Honourarium and Travel expenses to be discussed prior to course)
7. Pay CAO Invoice for Participant Workshop Fees (includes manuals, locker fees, and administrative support for host and coaches) and Shipping

## CAO Responsibilities

1. Assist in promoting the course
2. Assign a Learning Facilitator if one is not affiliated already
3. Distribute course material to host agency prior to course
4. Complete all transactions with host and CAC 'The Locker' database

## Course Budget Example – MED Sample

| Expenses   | Individual Cost | 10 coaches    | 20 coaches    |
|--|-----------------|---------------|---------------|
| Participant Workshop Fee                             | \$30            | \$300         | \$600         |
| Shipping Course Materials (average)                  | \$2             | \$10          | \$20          |
| Learning Facilitator (\$45/hour @ 3.75 hour for MED) | \$20            | \$168.75      | \$168.75      |
| Advertising  | Varies          |               |               |
| Facility Rental                                      | Varies          |               |               |
| Learning Facilitator Expenses                        | Varies          |               |               |
| Mileage (\$0.45/km)                                  | Varies          |               |               |
| Accommodation (\$129/night)                          | Varies          |               |               |
| Breakfast (\$8.00)                                   | Varies          |               |               |
| Lunch (\$12.00)                                      | Varies          |               |               |
| Dinner(\$25.00)                                      | Varies          |               |               |
| Miscellaneous (up to \$10.00)                        | Varies          |               |               |
| <b>Total Expenses</b>                                | <b>\$52+</b>    | <b>\$480+</b> | <b>\$790+</b> |