



# NCCP Make Ethical Decisions Host Information Package

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# What is a Host Partner?

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 CAO Learning Facilitators.

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

Hosting and 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, covering or recovering participant workshop fees. Coaches Association of Ontario will help Host Partners with contacting a Learning Facilitator. (See Traditional Host)

The CAO can also provide a service to a community organization where the CAO hosts the program using a community venue. (See Cohost with CAO)

## Benefits

## Highlights

- Make Ethical Decisions (MED) is the cornerstone of the NCCP.
- All programs have been developed by Coaching Association of Canada (CAC).
- CAC has been an international leader in coach education for over 30 years.
- Professional, high quality research and program development.
- Coaches Association of Ontario (CAO) has been the primary delivery partner for 8 years.
- MED will equip the coach to handle any situation when the going gets tough.
- MED helps the coach identify legal, ethical and moral implications of difficult situations.
- MED applies to individual and team sport environments.
- MED integrates concussion protocol.
- Coaches are evaluated on the course content using an online follow-up evaluation tool.

- 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 training and 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.

## 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. Ship course material to host agency prior to course
4. Complete all transactions with host and CAC 'The Locker' database

## Budget Considerations

Expenses	
Participant Workshop Fee	\$30/coach
Shipping Course Materials (average)	\$10-20
Learning Facilitator (\$40/hour @ 3.5 hour for MED)	\$157.50
Advertising	Varies on community and media being utilized
Facility Rental	Varies on location/venue
Learning Facilitator Expenses (travel, accommodation, etc.)	Varies if applicable
<b>Total Expenses</b>	<b>~\$430-680</b>

NCCP WORKSHOP	Instructional Hours	Learning Facilitator Fee*	Participant Workshop Fee	Minimum Participants	Maximum Participants	Recommended Course Fee** (if pricing for public registration)
Competition-Introduction Making Ethical Decisions (MED)	3.75	\$168.75	\$30	8	24	\$60

\*LF Fees are based on \$45/hour for MED

\*\*The figure 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.

# Cohost with CAO

## Host Partner Responsibilities

1. Contact the CAO and/or Complete [Application to Host](#)
  - Discuss dates, times, location, requirements
  - Learning Facilitator (as assigned by CAO)
2. Communication with assigned LF
3. Help promote course
4. Receive course materials for each participant/ return left-over material

## CAO Responsibilities

1. Assign a Learning Facilitator if one is not affiliated already
2. Assist in promoting the course
3. Take registration for course
4. Ship course material to host agency prior to course
5. Communication with registered participants
6. Complete all transactions with host and CAC database

## Rationale

- The CAO will handle the majority of the administrative duties of hosting, so that the host partner can focus on helping the coaches in their community
- The host partner’s main responsibilities are securing the course venue and promoting the course to community coaches

## Course Summary

NCCP WORKSHOP	Instructional Hours	Course Fee	Minimum Participants	Maximum Participants	Venue Requirements
Competition-Introduction Making Ethical Decisions (MED)	3.75	\$60/participant	8	24	Classroom Space