

Cross Country Ontario

POLICY for SUPPORT OF COACHING DEVELOPMENT

Preamble

1. The Ontario Trillium Foundation has approved a multi-year grant for Cross Country Ontario (CCO) to fund our implementation of further coaching training across Ontario over the next three years, 2006-2007 through 2008-2009. As in 2004-2005, the intent of this grant is to support CCO and clubs in training coaches to meet the standards of the new Competency-based National Coaching Certification Program (NCCP) for Cross Country Skiing. These standards have been developed jointly by Cross Country Canada (CCC) and the Coaching Association of Canada (CAC).
2. An additional purpose of this funding is to enhance generally the numbers and level of training of coaches across CCO clubs, and to provide enhanced leadership of this coaching development activity. Our success in this effort will depend on everybody involved, at the CCO level, as well as Districts and Clubs.
3. Development of the new Competency-based NCCP programming is progressing, and it is expected that the Competitive Coach – Training to Train workshops (Levels A and B) will be available to be delivered in the 2008-2009 season. This replaces the current NCCP level 3.

Definitions

4. Coach Levels (various): are defined in the CCC Website: Coaching – Transition to Competency-based NCCP.

Learning Facilitator (LF): coach instructor (i.e. one who trains aspiring coaches in the delivery of programs under the NCCP).

Aim

5. The aim of this Policy is to describe the expectations, organization and general guidelines for Coaching Development in Ontario over the period to November 1, 2009.

Expectations

6. CCO expects during the coming three-year period to qualify 45 Learning Facilitators (LFs) at various levels, as well as some 370 Community Coaches (Introductory), 252 Community Coaches, 226 Competition Coaches (“Introductory” levels A & B), and 55 Competition Coaches (“Development” levels A & B). Obviously, there is much overlap within these numbers.

7. CCO supports CCC's expectation that all individuals involved in coaching (instructing) programs for children up to six years of age should have completed at least the Introduction to Community Coaching (ICC) level, while the full Community Coaching level is required for those coaching, instructing or supervising skiers up to age 16. Obviously, Competition Coach qualifications are essential for those involved with athletes with aspirations to ski competitively.
8. An important CCO priority during the next three seasons is to ensure that all clubs delivering youth programs become self-sufficient in their ability to develop coaches, at least at the Community Coach level. At the more advanced levels, Districts and CCO will provide the necessary learning facilitator support.

Organization

9. CCO's organization for Coaching Development is overseen by the CCO Coaching Development Coordinator, reporting to the Board of CCO. The Coaching Development Coordinator is supported by a District Coaching Development Coordinator in each of the four (4) Districts, and from 8 to 10 Learning Facilitators (LF) per District.
10. After each season (2006, 2007 and 2008), CCO's Coaching Development Coordinator, in consultation with the District Coaching Development Coordinators, will develop a Coaching Development plan for the coming season, to meet CCO objectives. Plans should be specific as to numbers of people to be trained in each District, their expected levels, and their locations. Plans should also include the necessary projections for travel and facility costs, honoraria, etc., as well as for training materials.
11. The CCO Coaching Development Coordinator will then work with CCC, the CCO Administrator, and District Coaching Development Coordinators to ensure the availability of LFs and learning materials. The CCO Coaching Development Coordinator will establish and maintain contact with clubs where Coach Development is needed, and arrange for workshops to be led by qualified LFs.
12. Coaching Development efforts must be monitored, with feedback provided in the appropriate formats. The CCO Administrator will support the Division Coaching Development Coordinator in tracking coaching development expenditures, ordering and keeping track of materials, and monitoring and data collection.

General Guidelines

13. Coaching Development support from Trillium funding is intended to support clubs and teams that are member clubs of CCO and that are delivering CCC and CCO programs. This includes University teams that are members of CCO. In addition, CCO and Districts may use Trillium-provided resources to activities which support the development of cross country skiing beyond strict club boundaries (e.g. in training teachers to help provide ski programs in schools).
14. Trillium funding will generally be used to fund the new Competency-based coaching development. Where the new Competency-based programs are not yet approved for delivery, this funding may be used to support the delivery of "old" NCCP training (i.e.: Levels 2 and 3).

15. Coaches with certification under the existing National Coaching Certification Program (NCCP) should review the guidance on the CCC Website regarding the ongoing validity of their qualifications with the introduction of the new NCCP system
16. In spite of the availability of these funds, Districts and clubs should strive to be economical and efficient in their use, by using local Learning Facilitators if available, and by other measures (e.g. billeting of LFs; providing club facilities at no cost as training venues).
17. Course-loading is another means of ensuring efficient use of Trillium subsidy funds; the ideal would be 10 to 15 participants per course. However, it is understood that there will be cases, e.g. due to a club's geographical isolation, that course loads will necessarily be smaller. Those organizing courses should balance efficiency with the primary objective of ensuring that all those providing instruction receive the necessary training.
18. There will be no "quotas" established for the allocation of Trillium support, e.g. by District or club. Rather, it is up to clubs and Districts to determine their coaching development needs and opportunities, and to put these forward as a plan. The CCO Coaching Development Coordinator will then work with the District Coaching Development Coordinators and the CCO Board to allocate resources to achieve the best results across all of CCO, and best meet everybody's needs.

Cost-sharing

19. A charge of \$35.00 per workshop will be assessed to all course participants, at all levels (excluding LFs). It is up to Districts and clubs whether this levy is paid by participants personally, or by clubs or Districts. The proceeds of this \$35.00 per participant must be remitted to CCO.

What if Trillium funding runs out?

20. CCO has received a commitment for Trillium funding for three years. It is estimated that the amount received will be adequate to cover our Coach Development needs. It is not expected that Trillium funding will be exhausted in any particular season, and there will in any case be further funding available in the two subsequent seasons. In the unexpected event that funding should be exhausted in any season, further Coaching Development will be provided on a cost recovery basis.

Organizations Ineligible for Trillium Subsidy

21. Coaching Development workshops can provided to organizations or individuals ineligible for Trillium subsidy on a cost recovery basis.

Accounting and Administration

22. Trillium Grant revenues and expenditures must be accounted for separately from other CCO funding, and held in a separate bank account. For this purpose, revenues include both the grant funding to be received from the Ontario Trillium Foundation, and the proceeds from the \$35.00 levied for each workshop participant.
23. District Chairs should ensure District clubs are aware of these provisions.
24. This Policy should be interpreted flexibly and positively with the intent of ensuring that the Trillium subsidy supports the training of individuals involved in the delivery by CCO clubs of programs mandated by CCC and CCO.
25. Questions regarding the above policy should be directed to the CCO Coaching Development Coordinator.

Eligible expenditures and limits

26. The following are eligible expenditures and the upper limits of what can be spent on these items for individual Coaching Development workshops. Expenditure limits are based on course loading of between 10 and 15 candidate coaches per workshop (recognizing this is not always possible to achieve).
27. Note that these rates apply only through the 2008-2009 season. CCO will establish new Coaching Development support criteria after the Trillium grant expires.

Expenses:

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| Honoraria for facilitators: | Introduction to Community Coach: | \$200.00/workshop* |
| | Advanced Community Coach: | \$400.00/workshop* |
| | Competition Coach (all levels): | \$400.00/workshop* |
| | * based on \$200.00/day | |

Transportation for facilitators

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| - By private automobile: | \$0.35 /km |
| - other modes (needs approval by CCO Coordinator): | actual (receipts) |

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| Accommodation: | at cost (billets preferable) |
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| Food: | \$40/day (receipts) |
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| Manuals: | Introduction to Community Coach: | \$35.00/person |
| | Advanced Community Coach: | \$35.00/person |
| | Competition Coach: | \$65.00/person, per workshop |

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| Organizational: (per workshop) | Site rental: | \$200.00 (receipts) |
| | Equipment rental: | \$200.00 (receipts) |
| | Sundry (phone, promotion, etc.): | \$75.00 (receipts) |