

CCO Coaching Certification Database

Club Head Coaches/Administrators can now access each coach's certification information through zone4. This allows one to keep track of the number of certified coaches, whether or not paperwork has been completed, what steps are missing to get certified, etc.

Clubs can only view the information, but not alter details. Only Liz Inkila, CCO Administrator and Katja Mathys, CCO Coaching Development Coordinator can edit the information. Please contact Katja at cd@xco.org to report missing data. Also encourage coaches to send an email to the above address once the online MED (Making Ethical Decisions) module is completed. This way the data can be updated right away. Some data is still being uploaded, so please be patient. We are working hard to keep the database as current as possible.

To enter the database, please follow these steps:

- 1.) Go to www.zone4.ca
- 2.) Log into your club's account – you need your password for this step
- 3.) In Membership System go to Membership Database
- 4.) Click on the name of the coach you want to pull up– left hand side
- 5.) Now you will see the member details. At the top, click on the black tab called:
Attributes

Here you see all the workshops this member has taken and what is still needed to be certified.

If you have coaches who are certified in the Old Level 1 – 5 system, go to the bottom and click on: **show all attributes**. The old levels will come up.