

1.2 Administration

1.2.1 Community Coaching Certification Process

Community Coaching (CC) Workshop

Steps for the Learning Facilitator to Follow

- ❑ Begin a file prior to each workshop, and keep records pertaining to that workshop as per the instructions below.
- ❑ **CC Workshop:**
 - ✓ Ensure NCCP Registration Form is filled in appropriately by the participants (printed information on a hardcopy of the registration form).
 - ✓ Collect completed Facility Safety Checklists (FSC), and verify satisfactory completion.
 - ✓ Evaluate personal technique competence of participants.
 - ✓ Evaluate implementation of practice coaching task.
 - ✓ Collect Activity/Practice Plans, and verify satisfactory completion.
 - ✓ Collect Community Coaching Experience Forms from participants and verify satisfactory completion.
 - ✓ Record in the “exceptions box” on the NCCP Registration Form those training/certification steps that have NOT been completed successfully.
 - ✓ Collect completed Community Coaching Certification Tests from participants and verify satisfactory completion
 - ✓ Copy and file the NCCP Registration Form and retain for a minimum of five years.
 - ✓ File FSC Forms, Community Coaching Certification Tests and Activity/Practice Plans and retain on file for two years.
 - ✓ Forward the original NCCP Registration Form, NCCP Community Coaching Experience Forms, NCCP Coach Profile Forms and workshop Evaluation Forms to the Division Office following the workshop.
- ❑ **Post CC Workshop:**
 - ✓ Review Activity/Practice Plans and other required documents that are submitted following the CC Workshop.
 - ✓ Provide an evaluation opportunity for coaches who have not successfully completed the practice coaching task and/or personal technique session (preferably in person but this can be done by video and mail.)
 - ✓ Record, on a **new** copy of a NCCP Registration Form, any training/certification steps that have been successfully completed during the post-CC Workshop period.
 - ✓ Copy and file any additional NCCP Registration Forms, and retain for a minimum of five years.
 - ✓ Forward the original form to the Division Office.
 - ✓ The cost of reviewing the documents is included under the original honorarium. Possible costs relating to an on snow evaluation is the responsibility of the club or individual.