



CCO Facilitator Responsibilities

Numbers to run a workshop: Minimum 6 participants

Fee Structure:	<i>ICC</i>	<i>\$80.00</i>
	<i>CC</i>	<i>\$100.00</i>
	<i>ICC/ CC</i>	<i>\$180.00</i>
	<i>LTT Dryland</i>	<i>\$100.00</i>
	<i>LTT On Snow</i>	<i>\$100.00</i>
	<i>TTT Dryland</i>	<i>\$200.00</i>
	<i>TTT On Snow</i>	<i>\$200.00</i>

Registration: Zone 4 (www.zone4.ca)

Please instruct coaches to register for workshops using www.zone4.ca – online registrations **by credit card only (new for 2011/12)**. Please inform coaches that CCO will absorb the online registration fee. You will receive a duplicate receipt for each registration.

Workshop Paperwork/Expenses 2 weeks after workshop (at the latest)

Send to:
Katja Mathys
CCO Coaching Development Co-ordinator
P.O. Box 144, 746-Hwy 124
McKellar, Ontario
P0G 1C0

Please fill in the expense form with all the information that is requested.

Once the paperwork has been received by the CCO Coaching Development Coordinator a cheque will be issues for the LF's expenses and Honorarium.

ICC Workshop

Materials to be filled out by participants and sent to Katja Mathys:

- 1.) Signed Code of Conduct
- 2.) Profile form
- 3.) Workshop evaluation form
- 4.) e-mail electronic registration form

The facilitators will mark the following work and return the work to the participants

- 1.) Review test in workshop
- 2.) Review Emergency Action Plan (EAP)

CC Workshop

Materials to be filled out by participants and sent to Katja Mathys:

- 1.) Profile form,
- 2.) Workshop evaluation form
- 3.) e-mail electronic registration form

MED 'Making Ethical Decisions Evaluation'

This questionnaire is mandatory to complete certification for CC
Please check out the CAC's website <http://www.coach.ca>
The (MED) questionnaire can be found in a small box on the right hand side of the website

CCI LTT Workshops Dryland

Materials to be filled out by participants and sent to Katja Mathys:

- 1.) Profile form
- 2.) Workshop evaluation form
- 3.) e-mail electronic registration form

On-Snow

Materials to be filled out by participants and sent to Katja Mathys:

- 1.) Profile form
- 2.) Workshop evaluation form
- 3.) e-mail electronic registration form

The LF is responsible to review the following with the participants:

- 1.) Video analysis (this can be done at the workshop)
- 2.) Your Season Plan (please review and give comments to the participant)
- 3.) Technique evaluation (coaches must be evaluated on their technique)

CCI TTT Workshops

Dryland and On-Snow (2 workshops)

Materials to be filled out by participants and sent to Katja Mathys:

- 1.) Profile form,
- 2.) Workshop evaluation form
- 3.) e-mail electronic registration form

The LF is responsible to review the following with the participants:

- 1.) Video analysis (this can be done at the workshop)
- 2.) YTP (review their plan and give comments)
- 3.) Technique evaluation (coaches must be evaluated on their technique roller skiing, ski striding, ski bounding, walking) and on snow.

Experience Form:

Coaches need to fill these in and get them signed by their clubs. If that has been done, collect at the workshop and send them on with your paperwork.

Thanks for all your co-operation with getting organizing and running the workshops as well as following up with all the paperwork/expenses.

Katja Mathys
CCO Coaching Development Co-ordinator
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