



CCO Facilitator Responsibilities

CCO is fortunate to be able to offer Coaching Workshops across Ontario, the trillium grant still has money to use for courses. The main priority will be the Learn to Train and Train to Train workshops, but the Intro to Community Coach and Community Coach workshops will still be offered.. I would like to thank everyone who will be organizing and running workshops for CCO. CCO is very fortunate to have dedicated coaches who understand the importance of educating upcoming coaches.

Ontario is a large province and many courses will be run this year. This will be the Facilitator's guide for handing paperwork during and after the workshop.

ICC Workshop

Course Materials to be filled out by participants and sent to Coaching Development Coordinator:

Signed Code of Conduct

Profile form,

Workshop evaluation form

e-mail electronic registration form

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

Review test in workshop

Review Emergency Action Plan (EAP)

CC Workshop

Course Materials to be filled out by participants and sent to Coaching Development Coordinator:

Profile form,

Workshop evaluation form

Participants in the CC workshop need to know the questionnaire on the Coaching Association of Canada Website "Making Ethical Decisions Evaluation" (MED) is mandatory to complete their 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

There are two parts to the LTT workshops, Dryland and On-snow.

Course Materials to be filled out by participants and sent to Coaching Development Coordinator:

Profile form,

Workshop evaluation form

The LF is responsible to review the following with the participants

Video analysis (this can be done at the workshop)

Your Season Plan (please review and give comments to the participant)

Technique evaluation (coaches must be evaluated on their technique)

CCI TTT Workshops

There are two parts to the TTT workshops, Dryland and On-snow.

Course Materials to be filled out by participants and sent to Coaching Development Coordinator:

Profile form,

Workshop evaluation form

The LF is responsible to review the following with the participants

Video analysis (this can be done at the workshop)

YTP (review their plan and give comments)

Technique evaluation (coaches must be evaluated on their technique roller skiing, ski striding, ski bounding, walking) and on snow.

Once the paperwork has been received by the CCO Coaching Development Coordinator a cheque will be issued for the LF's expenses and Honorarium. Please fill in the expense form with all the information that is requested. If you collect cheques please make a list of who the cheques are for and what club they belong to.

The Clubs need to be reminded to have their coaches fill in their experience forms once the coach has completed the requirements. If the coaches have already completed their experience forms, please collect at the workshop.

Please forward the workshop's paperwork and payment to:

Patti Kitler

CCO Coaching Development Coordinator

218 Fourth Ave.

Lively, ON

P3Y 1M4