

(May 2009)

PROVINCIAL COACHING EXPERIENCE (PCE) ONTARIO SKI TEAM (OST) ASSIGNMENTS

Preamble

1. As cross-country skiing is a coach driven sport, this mission cannot be achieved without coaches who are experienced and competent in preparing athletes to race at all levels and in supporting them at competitions. The PCE program is designed to offer advancement opportunities for coaches looking to upgrade their skills and abilities and gain experience as coaches.

The ideal progression of PCE trips, and the value of experience would be:

PCE

1. Attend/assist regional camp or midget camp
2. Specific role at a Provincial District dryland camp
3. Apprentice position with OST camp/racing trip
4. Assistant position with OST camp/racing trip

PCE -> High Performance Coaching Experience (HPCE)

1. Attend/assist National Team Development Center (NTDC) dryland/on-snow camp
2. Assist NTDC racing trip

HPCE

1. Assist Cross Country Canada (CCC) HPCE or NTDC domestic assignment
2. Assist CCC HPCE or NTDC international assignment

Aim

2. The aim of this document is to provide direction for how the requirements for Ontario Ski Team (OST) support and the acquisition of high performance coaching experience will be managed.

Authority

3. This policy is published under the authority of the Cross Country Ontario (CCO) Coaching Development Committee and the CCO High Performance Committee (HPC).

Definitions

4. **Provincial Coaching Experience (PCE) Program.** The PCE program comprises coach and technical support assignments that meet the support needs of the OST camps, trips and competitions and the experiential needs of developing coaches.

Provincial Coaching Experience (PCE) Program

5. **Aims.** The primary aims of the PCE assignments are to provide high level coaching development opportunities for Ontario club coaches and provide high level support during OST camps, trips and competitions.

6. **Responsibility.** Overall responsibility for managing the PCE Program is delegated to the CCO HPC. The HPC will work based on the recommendations of the Provincial Coach and Coaching Coordinator.

7. **PCE Opportunities.** Outline of the positions available and the purpose and expectations of those positions:

1. **Head Coach/Trip Leader.** The OST Head Coach or an alternate coach as designated by the HPC when the OST Head Coach is not available. Act as trip leader, assisting with organization and planning prior to camp, trip or competition. Provide guidance to assistant and apprentice coaches.
2. **Assistant Coach.** Experienced coach capable of fully supporting the OST during camps, trips and competitions. Work with trip leader to assist with delivery of programs and provide assistance to the apprentice coach when possible.
3. **Apprentice Coach.** A developing coach pursuing additional coaching experience through supporting the OST during trips, camps and competitions. Available on selected OST opportunities based on specific trip requirements and budget. These positions may not be funded and will be the responsibility of the individual coach and/or club. Opportunities may be available to arrange funding with the host club at each camp.

8. **Factors for Selection.** The following factors will be considered in selecting coaches for PCE assignments:

1. In the event that the OST Head Coach is not available to lead the trip the CCO HPC will announce a process for selecting an alternate coach.
2. Applicants should have the following qualifications for each position:
 - i. Assistant Coach - Applicants must be active coaches and typically (but not exclusively) should have NCCP Level 3 certification or Competition Coaching Development (CCD) certification.
 - ii. Apprentice Coach – Applicants must be active coaches and typically (but not exclusively) should have NCCP Level 2 or Competition Coaching Introduction (CCI) certification. Applicants not meeting the listed criteria, but possessing

significant other skills or experiences deemed to be equivalent will be considered for the position

3. Selection decisions should serve to develop the capacities of coaches to increase their clubs ability to deliver programs meeting CCO's mission of producing National Ski Team athletes.
4. Coaches will be selected for Assistant and Apprentice positions based on the following order of priorities.
 - i. Applicants who have expressed the intent and demonstrated the desire to pursue a career in coaching.
 - ii. Coaches who wish to complete specific NCCP certification tasks through completing a PCE assignment.
 - iii. Coaches wishing to develop certain aspects of their coaching based on the presentation of a personal coaching development plan.
5. Coaches will be selected for Provincial Development Coaching positions based on their application to attend and assist with a provincial dryland camp. Priority will be given to coaches looking to gain certification at the Community Coach and Competition Coach Introduction levels.

9. Management of the PCE Program. Funding is provided through the HPC . Normally, the PCE program will be limited to opportunities that are affordable within the assigned budget; however, if the situation warrants, opportunities could be jointly funded with clubs and/or individual coaches. The detailed procedures through which the program is managed are described below:

1. The OST Head Coach will present a plan outlining the PCE opportunities to the HPC by May 15th 2009.
2. The HPC will approve, with or without amendment, or may consult with the OST Head Coach and Coaching Coordinator before approving it.
3. CCO will post the PCE information for the coming season no later than May 31st through the CCO website and the OST website, with a timeline detailing when applications are due for each PCE opportunity.
4. Applications from coaches for the PCE program will be made through the CCO administrator using the application form at Annex A to this policy. The CCO administrator will forward the applications to the CCO HPC after the deadline for each PCE.
5. The HPC will review the applications and make a final recommendation for selections within two weeks of the application deadline or earlier when possible.

6. The OST Head Coach will notify the candidates and gain acceptance of their selection. In the case that a candidate declines their selection the next candidate will be notified until the positions are filled with suitable candidates.

7. The selected coaches will be contacted by the OST Head Coach and CCO Administrator, to complete the selection process and provide all necessary information regarding contracts, reports, police check and expectations in addition to finalizing trip details.

List of Attachments

- Appendix A PCE Program Application
- Appendix B PCE Assignment Administrative Procedures
- Appendix C PCE Assignment Athlete Report
- Appendix D PCE Assignment Evaluation
- Appendix E PCE Assignment Summary
- Appendix F CCO Coaches Code of Conduct
- Appendix G Learning to Train (L2T) Experience Form
- Appendix H Training to Train (T2T) Experience Form
- Appendix I Level 3 Experience Form

Appendix A

Provincial Coaching Experience 2009/ 2010

The PCE program is designed to offer advancement opportunities for coaches looking to upgrade their skills and abilities and gain practical coaching experience.

Please fill in the questions at the top with as much information as you feel we need to know to place you in the appropriate learning environment/ camp.

Name: _____
 Club: _____ # of yrs. coaching: _____ Actively coaching now?
 Profession: _____ Coaching Certification Level _____
 Previous PCE/ HPCE assignments: _____
 Goals for this experience: _____

How will you share this with your club, district, and region? _____

Please place a number beside any and all experience you would like to apply for. The number used is your order of preference. For example, if you would like to potentially apply for all camps, rate them 1-5. If you only are available for 3 camps, rate them 1-3. Number 1 is 1st preference, 2= 2nd choice, etc.

Please note some camps are longer than others, therefore you need to be available for the complete duration of the camp you are applying for

Due Date June 15th 2009

Preferred Coaching certification/ level/ experience- NCCP level #2 or CCI (plus experience)					
Date	Camp	Choice	Date	Camp	Choice
August 21st- 30st (+ or - 3days)	Finland		Dec 4th - Dec 14 th 2008	Silverstar, BC	
Preferred Coaching certification/ level/ experience- NCCP level #3 or CCD (plus experience) *Due Date Jan 1st*					
Date	Camp	Choice	Date	Camp	Choice
March 5 th -16 th 2009	National Apprentice Coach		March 5 th - 16 th 2009	Nationals Assistant Coach	

For further information and questions please refer to the PCE document on the CCO website.

This can be found in 2 places:

CCO- High Performance- left side PCE document or

CCO- OST tab- Coaches- PCE

You can also reach:

Kateri Mills,
CCO Coach
coach@xco.org,
© 705- 888-1150

Liz Inkila
CCO Administrator
admin@xco.org
(w) 807-768-4617

Appendix B

PCE through OST Assignments

PCE ASSIGNMENT ADMINISTRATIVE PROCEDURES

Prior to the Assignment

1. PCE Coach Duties

1. Identify three or four learning objectives you have for the trip, areas of coaching in which you would like to get more experience, questions you may have of a general nature or relating to the organization of a trip/camp etc. Within the constraints of the assignment, the Trip Leader will endeavour to assist you to reach your objectives.
2. Forward your Learning Objectives to the Trip Leader prior to the trip/camp. This information will be used in the establishment of a learning program (a schedule of how you will work on achieving your objectives) between you and the Trip Leader.
3. Complete any pre-trip organizational or preparatory tasks assigned to you by the Trip Leader.

2. Trip Leader Duties

1. To work within the trip constraints to help the PCE coach develop a suitable learning program for the trip that will achieve his/her learning objectives.
2. To speak with the PCE coach by telephone explaining the general format of the trip/camp, general duties, specific equipment/clothing needed or other requirements. At this time any transportation details should be finalized.
3. To forward to the PCE coach a copy of any materials/information distributed to the athletes for the trip/camp.
4. To bring on the trip sufficient copies of the necessary forms (e.g. Athlete Reports) to meet the needs of the process as described in this policy.

During the Assignment

3. Trip Leader and PCE Coach Duties

1. There should be an initial meeting between the Trip Leader and PCE Coach to review the learning objectives and learning plan and how they may be achieved through the trip itinerary. The PCE coach should be involved in a variety of aspects of the trip activities and will be also work with assistant coaches, technicians and medical/paramedical personnel.

2. The PCE coach will be involved in Team meetings and activities.
3. When feasible, the Trip Leader should have a daily meeting with the PCE coach to review progress and revisit the learning objectives, plan the next day etc.

After the Assignment

4. Trip Leader Duties

1. The Trip Leader is to meet with the PCE coach near the end of the trip to go over an evaluation of his/her performance on the trip, and to go over athlete reports and PCE assignment report (Annex C &D) The Trip Leader will submit the completed Report to the HPC.
2. When the PCE assignment is related to the completion of a NCCP task, additional reports may be required of the Trip Leader, athletes on the trip and/or the PCE coach. The HPC will provide direction for this reporting in advance of the trip.

5. PCE Coach Duties

1. The PCE coach is to meet with the Trip Leader near the end of the trip/camp to discuss his/her general evaluation of the PCE opportunity.
2. Within two weeks of the end of the assignment, the PCE coach must provide the following reports to the High Performance Committee via CCO administrator or CCO Coach:
 - 1) PCE Assignment Evaluation (form at Annex D) – an analytical assessment of the PCE opportunity.
 - 2) PCE Assignment Summary (form at Annex E) – a general trip description, including three most valuable lessons learned, suitable for posting on the CCO web site for the benefit of the coaching community at large.

Appendix C

PCE through OST Assignments

PCE ASSIGNMENT ATHLETE REPORT

PCE assignments are arranged to help develop Ontario coaches. As such, you are requested to fill out a detailed evaluation on the performance of the PCE coach who accompanied your camp/ trip, and return it to the Trip Leader when requested.

Ontario wishes to retain a high standard in its Coaching Certification Program so that Canadian skiers can be effectively supported in the achievement of their skiing objectives. Your detailed

and constructive feedback is a critical component in this process. Please feel free to provide additional comments that may not be asked for in the questionnaire.

Note that some questions may not be applicable depending on your involvement with the coach on the trip. Please mark N/A for these questions.

Thanks for your help!

Coach Evaluation:

PCE Coach's Name: _____

Trip/Camp: _____

Dates: _____

Please evaluate the coach's performance according to the following questions. Elaborate as appropriate and provide concrete suggestions on how the coach can improve in weak areas.

1. Please indicate your feelings regarding the coach's understanding of your requirements as a competitive skier.

2. Where applicable, please comment on the coach's ability to provide technical support during the trip/camp:

1. Waxing.
2. Splits.
3. Other.

3. Where applicable please comment on the coach's ability to provide organizational support during the trip:

1. Transportation to race site.

2. Team meetings.
3. Provision of race information/bibs, etc.
4. General organization (meals, schedule, training opportunities, etc.).
5. Other.

5. Please comment on the degree of communication that you had with the coach during the trip and your feelings with regard to his/her communication with other athletes:

1. Very good.
2. Adequate.
3. Not adequate.

6. Does the coach have a positive and supportive attitude? Please explain where appropriate, providing examples:

1. Very much.
2. Average.
3. Not at all.

7. Does the coach set a positive example in actions and appearance? Please comment where appropriate, providing examples:

1. Very much.
2. Average.

3. Not at all.

8. What areas should the coach work on to improve? Provide specific suggestions, if appropriate:

9. Would you recommend the coach for future assignments and at what level?

Appendix D

PCE through OST Assignments

PCE ASSIGNMENT EVALUATION

(To be completed by the PCE Coach)

Note: The content is to be discussed with the Trip Leader prior to the end of the trip/camp. No later than two weeks after the end of the assignment, the completed Evaluation is to be submitted to the OST Coach.

PCE Coach: _____

Trip/Camp: _____

Dates: _____

Trip Leader: _____

Please consider the following questions carefully and make comments where necessary:

1. What were the Team goals of the trip?

2. Were the goals achieved? What could be improved for next time?

3. How did you feel regarding your ability to handle the assignment?

4. List your Learning Objectives for the Assignment and indicate whether you believe that you achieved them.

5. What other notable lessons did you learn that may not have been related to your learning objectives?

6. How do you rate the overall organization and planning for the trip/camp? What were the strengths and weaknesses? What would you do differently next time if you were the Trip Leader?

7. How were the transportation, accommodation and food arrangements? What you try to improve for next time if you were the Trip Leader.

8. How were the training and competition facilities? What could have been improved? How was the proximity between the training and residence facilities? Was this appropriate?

9. What problems/challenges were encountered by you and how did you deal with these situations?

10. What problems were encountered by the Trip Leader and how were they dealt with? What would you have done if you were the Trip Leader?

11. What changes, if any, would you recommend for the future for improving the effectiveness of this kind of trip/camp as a PCE assignment?

PCE Coach's Signature: _____

Date: _____

Appendix E

PCE through OST Assignments

PCE ASSIGNMENT SUMMARY

Note: The PCE coach is requested to provide a general description of the experience acquired during the assignment. The summary is to be in narrative form and should include the coach's assessment of the three most valuable lessons learned on the camp/trip. It should be written with a view to providing information that will be of interest to the CCO coaching community at large.

The completed PCE Assignment Summary is to be submitted to the HPC within two weeks of the end of the assignment, and will be posted on the CCO and OST web site.

PCE Coach: _____

Trip/Camp: _____

Dates: _____

Appendix G



NCCP CCI L2T Experience Form

CC #: _____ LAST NAME: _____

FIRST NAME: _____ STREET: _____

CITY: _____

PROV.: _____

PC: _____ PH: _____ BIRTHDAY (d/m/y): _____

MALE or FEMALE ENGLISH or FRENCH EMAIL: _____

Complete one season of coaching experience (a minimum of 40 hours including preparation time; dryland and on-snow mixed) working with athletes at the L2T stage of development.

Beginning date: _____ Ending date: _____

Receive a satisfactory evaluation from a club leader (i.e. Club Head Coach, SDP Programmer) who has gathered comments from skiers and parents involved with the program).

Organize and lead an overnight, interclub skill development camp (dryland or on-snow) for athletes in the L2T/FUNDamentals stages of development.

Date, name and location of camp: _____

Lead a club team to a Regional Cup, Midget Championship or similar age-appropriate competition for athletes in the L2T/FUNDamentals stages of development. Provide appropriate waxing support for your athletes and receive a satisfactory evaluation from a NCCP Evaluator.

Date, location and signature of evaluator: _____

Lead a safe, appropriately structured and appropriately organized on-snow practice session for athletes in the L2T stage of development, and receive a satisfactory evaluation from a NCCP Evaluator.

Date, location and signature of evaluator: _____

Please sign the following statement and have it verified by a leader from your ski club (Head Coach, SDP Programmer, Club Executive):

I, _____ have completed the NCCP CCI L2T experience requirements for cross-country skiing.

DATE Signature of Applicant

I verify that _____ has completed the NCCP CCI L2T experience requirements for cross-country skiing.

DATE Signature of Club Official

Please forward to your Division Office

Appendix H



NCCP CCI T2T Experience Form

CC #: _____ LAST NAME: _____

FIRST NAME: _____ STREET:

CITY: _____

PROV.: _____

PC: _____ PH: _____ BIRTHDAY (d/m/y): _____

MALE or FEMALE ENGLISH or FRENCH EMAIL: _____

1. Complete one season of coaching experience (a minimum of 60 hours including preparation time; dryland and on-snow mixed) working with athletes at the T2T stage of development.

Beginning date: _____ Ending date:

Receive a satisfactory evaluation from a club leader (i.e. Club Head Coach) who has gathered comments from skiers and parents involved with the program.

2. Assist a provincial/territorial team at a training camp and receive a satisfactory evaluation from the Head Coach (P/TCE Assignment).

Date, name and location of camp: _____

3. Lead a club team at a nationally sanctioned competition (CPL or CSL) such as a Provincial/Territorial Cup race.

Date, name and location of competition: _____

4. Lead a safe, appropriately structured and appropriately organized dryland practice session for athletes in the T2T stage of development, and receive a satisfactory evaluation from a NCCP Evaluator.

Date, location and signature of evaluator: _____

Please sign the following statement and have it verified by a leader from your ski club (Head Coach, SDP Programmer, Club Executive):

I, _____ have completed the NCCP CCI L2T experience requirements for cross-country skiing.


DATE Signature of Applicant

I verify that _____ has completed the NCCP CCI L2T experience requirements for cross-country skiing.

DATE Signature of Club Official

Please forward to your Division Office

Appendix I

	<p>CROSS COUNTRY CANADA LEVEL 3 PRACTICAL EXPERIENCE RECORD FORM</p>	<p>Athlete/Coach Development Office</p> <p>Box 232, RR #9, Gloucester, Ontario K1C 7G4 TEL: 613-834-1038 FAX: 613-834-0257 E-mail: ascheier@sympatico.ca</p> <p>Web Page: http://canada.x-c.com</p>
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NAME: CAC PASSPORT #

ADDRESS:

Email: POSTAL CODE:

The requirements for completing Level 3 Practical are:

- 1) Completion of Level 2 certification;
- 2) Coach two years (minimum 60 hours each year) dryland/on snow mixed;
- 3) Attend a minimum of three Jackrabbit sessions during the same time period;
- 4) Lead a club team to a provincial championships;
- 5) Lead a one day dryland camp;
- 6) Lead a one day on snow camp;
- 7) Assist the division head coach at a National Championships, East/West Canadians or North American Championships and receive a positive evaluation;
- 8) Attend a division or national seminar on coaching.

NOTE: Level 3 practical must be completed prior to participation in the second half of a Level 3 technical course.

Please sign the following statement and have it verified by your division coach or coaching coordinator or a certified course conductor.

I, , have completed the Level 3 Practical coaching requirements for cross country skiing with the Ski Club. Date: _____ Signature of Coach _____

I verify that _____ has completed the Level 3 Practical requirements for cross country skiing. Date: _____ Signature of Division Coach/Official:

DATE: _____

Signature of Club Official: _____

Please forward to your Division Coaching Coordinator