

# Coaching Association of Canada Principles For Support to Sport Funding

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*In Support of the Development, Delivery, and Quality Assurance of NCCP Programs*

## **Acronyms**

CAC: Coaching Association of Canada

NCCP: National Coaching Certification Program

NSO: National Sport Organization

## **Preamble**

In May 2001, the National Coaching Certification Council approved a new model for the National Coaching Certification Program (NCCP) based on coaching contexts in Community Sport, Competition, and Instruction streams. All National Sport Organizations (NSOs) are expected to engage their constituents in the transition and ongoing development and implementation of the NCCP.

However, as NSOs proceed with the transition of the NCCP to a competency-based approach, they must continue to support coaches who must attain certification in the Levels 1–5 system of the NCCP.

## **General Principles**

### **Principle 1**

For an NSO to access CAC financial support for the Program, it must meet minimum program standards set by the CAC's Board of Directors. Once accepted by the Board of Directors, the NSO is required to develop a plan with the designated CAC Coaching Consultant that delineates target groups, curriculum, delivery, and evaluation procedures.

### **Principle 2**

All components of the NCCP should be accessible to and inclusive of: any gender, visible minorities, the aboriginal community, and of persons with a disability. The language and content should be appropriate for the varied target groups.

In addition, all materials for each context must be launched simultaneously in both official languages, following final approval.

### **Principle 3**

All NCCP materials produced must include the identification and credit elements that are outlined in Appendix A.

### **Principle 4**

The CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. See Appendix B for more details. The NSO must also acquire pre-approval for all third-party copyrighted material incorporated into the NCCP.

### **Principle 5**

All new or revised NCCP resources must be available in Microsoft Word and Adobe PDF (in both official languages) and must be provided to the CAC Coaching Consultant.

## **Funding Principles**

### **Principle 6**

All approved funding is based on the submission and periodic review of the NSO's project plan. This plan includes:

1. Objectives;
2. Milestones, which are the sum total of
  - a. The key decisions\* that determine whether or not an objective is attainable; and
  - b. The key deliverables that are required to accomplish each objective.
3. The estimated costs for this plan.

#### *\*Note*

Examples of key decisions include (but are not limited to):

- Determining the location and format of an event;
- The business model for a product;
- The selection of a suitable technology platform;
- Delaying or halting development work; or
- The delivery method for the content of a training product.

### **Principle 7**

Changes to an NSO's project plan must be communicated to the CAC Coaching Consultant.

1. Adding, modifying, or removing objectives requires the approval of the Coaching Consultant,
2. Modifying the estimated costs requires the pre-approval of the Coaching Consultant,
3. Adding, modifying, or removing milestones can be done at the discretion of the NSO, and the new project plan must be shared with the Coaching Consultant without delay.

### **Principle 8**

Funds will be disbursed based on the completion of each key deliverable in the project plan and the submission of an invoice to the CAC.

**Principle 9**

The CAC reserves the right to audit NSO expenses in order to verify that the funds disbursed were used in a manner that complies with Sport Canada Contribution Guidelines.

**Principle 10**

This principle covers the following persons who may from time to time be contracted above their normal responsibilities to complete the transition:

1. NSO staff members, or
2. Full-time staff of coaching associations and organizations, recognized by the NSO as their official designate.

When the persons above are identified for contracts with an NSO, the NSO must produce a declaration that the work:

1. Falls outside the scope of their responsibilities as full-time employees, and
2. Will be performed outside of their normal working hours and signed off by the CEO.

## **Appendix A: Identification and Credit**

All NCCP materials produced require the following:

- Use of the coach.ca and NCCP logos on the title page or screen of all NCCP materials;
- Proper credit given to Canadian Heritage;
- Clear acknowledgment of the NSO and CAC co-copyright for materials developed with CAC financial support, and sole NSO copyright for materials developed without CAC financial support;
- Use of the phrase “Printed in Canada” on all printed materials;
- Materials from other sources be properly credited;
- Version number and production date.

The following statement must appear in the credits:

*“The National Coaching Certification Program is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sport organizations, and the Coaching Association of Canada.”*

Please contact your Coaching Consultant to access a template that includes these statements.

The following statement must appear in the Coach Resources (workbooks):

### **The Collection, Use, and Disclosure of Personal Information**

*“The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at [www.coach.ca](http://www.coach.ca). By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact [coach@coach.ca](mailto:coach@coach.ca).”*

## **Appendix B: Copyright**

CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

- The NSO must ensure to provide all copyright warnings for the user;
- The NSO must include and use the approved NCCP recognition guidelines as per Appendix A above. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages, for incorporation into NSO final materials;
- World co-copyright is held jointly by the respective NSO and the CAC with a corresponding credit line to the NSO;
- The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO;
- The CAC may, at its discretion, use the materials in composite products related to coach education.