

NCCP Certification Challenge Policy

Updated October 2018



1. Overview

To acquire NCCP trained and certified statuses, coaches are normally expected to progress through the complete coach development pathway for cross-country skiing, including multi-sport and sport specific training opportunities and evaluations. Visit the Nordiq Canada website for details.

For most coaches, NCCP training is required to acquire the necessary knowledge, skills and competencies in order to succeed the evaluation process for each coaching context and becoming a certified coach. In rare cases though, coaches may have achieved pertinent training and acquired pertinent competencies via an alternative (non-NCCP) development pathway.

Through the application of the NCCP certification challenge policy, Nordiq Canada's Coaching Development Committee may grant coaches meeting the eligibility criteria below the right to proceed with NCCP evaluation for a given context without prior corresponding sport-specific training.

Note that starting October 1st 2018, all coaches (including those applying for a NCCP challenge) **MUST at a minimum complete *Introduction to Community Coaching training for cross country skiing*.** This formal NCCP training consists in the combination of the Coaching Association of Canada's (CAC) "Coach Initiation in Sport" elearning module and Nordiq Canada's "Introduction to Community Coaching" elearning module. While we understand that not all coaches are aiming to coach participants in the Active Start and Fundamentals LTAD stages, this introductory training to coaching in cross country skiing provides a common foundation to all coaches in regards to LTAD in cross country skiing, how the Nordiq Canada community is structured, coaching ethics, safety in the context of a winter sport, etc, as well as pointing out to numerous coaching resources. For details as to how to sign up for these two online training modules, visit the Nordiq Canada website. Note that Introduction to Community Coaching training includes training for "Making Ethical Decisions (MED)". By completing this elearning training, coaches will therefore be able to proceed with the MED online evaluation for free (mandatory NCCP certification component for any NCCP context).

All coaches being granted the right to challenge for certification in cross-country skiing will be provided with all Reference Materials for the NCCP context determined by Nordiq Canada's Coaching Development Committee on the basis of a coach's resume. The evaluation process will be set up by the coach's division coaching coordinator. Normal evaluation fees will apply (set by each division).

Coach candidates that may apply for a NCCP certification challenge in cross-country skiing are:

- 1) **Foreign (non-Canadian) coaches** that have an official coaching status awarded by the national coaching certification body of their country of origin;

- 2) **High Performance Athletes** that have been full time members of a Canadian National Development Centre OR the equivalent in another country OR a National Ski Team in the 5 years or less preceding their NCCP equivalency application and for at least 2 years.
- 3) **Coaches with NCCP certified statuses** in sports other than cross-country skiing **OR with university degrees in physical education** or similar programs

2. Certification challenge eligibility criteria and requirements

a. Foreign Coaches

Foreign (non-Canadian) coaches that have an official coaching status awarded by the national coaching certification body of their country of origin may apply for NCCP certification challenge.

The right to challenge certification may be granted based on an assessment of the individual's training and experience as compared to NCCP training/certification standards.

To apply, foreign coaches are required to provide the following items:

- ✓ Community Coach "in training" status achieved
- ✓ Equivalency Application Form (see Appendix A)
- ✓ A cover letter indicating the candidate's short and long term goals and a summary of coaching background and experience
- ✓ A Curriculum Vitae including a detailed transcript of training and certification credits awarded by the national coaching certification body of their country of origin
- ✓ Signed Nordiq Canada coaches' code of conduct (see Appendix B)

b. High Performance athletes

High Performance Athletes that have been full time members of a Canadian National Development Centre OR the equivalent in another country OR a National Ski Team in the 5 years or less preceding their NCCP certification challenge application and for at least 2 years may apply for NCCP certification challenge.

To apply, eligible high performance athletes are required to provide the following items:

- ✓ Community Coach "in training" status achieved
- ✓ Equivalency Application Form (see Appendix A)
- ✓ A cover letter indicating the candidate's short and long term goals and a summary of training and racing background
- ✓ A Curriculum Vitae including, if applicable, past and current coaching experience in an official coaching role with a club or team

- ✓ Signed Nordiq Canada coaches' code of conduct (see Appendix B)

c. Other coaches or university graduates

Coaches with NCCP statuses in sports other than cross-country skiing **OR with university degrees in physical education** or similar programs may apply for NCCP certification challenge.

To apply, these candidates are required to provide the following items:

- ✓ Community Coach "in training" status achieved
- ✓ Equivalency Application Form (see Appendix A)
- ✓ A cover letter indicating the candidate's short and long term goals and a summary of training and racing background and/or coaching background
- ✓ A Curriculum Vitae including, if applicable, the university degree achieved and past and current coaching experience in an official coaching role with a club or team

Signed Nordiq Canada coaches' code of conduct (see Appendix B)

3. Outcome of the evaluation process

The coach will be granted with successful evaluation for each specific evaluation activity succeeded (refer to evaluation guides of each context for details). In case of a failed evaluation event, the coach will have a second chance to proceed with the evaluation after debriefing with the evaluator and further self-directed learning and practice. In case of a failed evaluation for a second time, the coach will be required to take the corresponding official training before being allowed to proceed with the evaluation again.

APPENDIX A: Certification Challenge Application Form

NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

Birth Date: Month _____ Day _____ Year _____

Please check items of either sections below:

☐ **I am applying as a coach with foreign coaching credentials and my application includes the following items:**

- ✓ A cover letter indicating the candidate's short and long term goals and a summary of coaching background and experience
- ✓ A Curriculum Vitae including a detailed transcript of training and certification credits awarded by the national coaching certification body of their country of origin
- ✓ Signed Nordiq Canada coaches' code of conduct (appendix B)

☐ **I am applying as a coach with HP athlete experience, OR**

☐ **I am applying as a certified coach in an other sport, OR**

☐ **I am applying as a university graduate in phys. ed. or similar program and my application includes the following items:**

- ✓ A cover letter indicating the candidate's short and long term goals and a summary of training and racing background and/or coaching background
- ✓ A Curriculum Vitae including, if applicable, the university degree achieved and past and current coaching experience in an official coaching role with a club or team
- ✓ Signed Nordiq Canada coaches' code of conduct (see Appendix B)

I would like to proceed with evaluation for the following context: _____

Signature of Applicant: _____ **Date:** _____

Submit application and payment to:

Nordiq Canada/CAD
100-1995 Olympic Way
Canmore, AB
T1W 2T6

APPENDIX B: NORDIQ CANADA COACHES CODE OF CONDUCT

Preamble

1. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channelled. Thus, how athletes regard their sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coaches' Responsibilities

2. Coaches have a responsibility to:
 - a. treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status;
 - b. direct comments or criticism at the performance rather than the athlete;
 - c. consistently display high personal standards and project a favourable image of their sport and of coaching. For example, coaches should:
 - i. refrain from public criticism of fellow coaches, especially when speaking to the media or recruiting athletes;
 - ii. abstain from the use of tobacco products while in the presence of their athletes and discourage their use by athletes;
 - iii. abstain from drinking alcoholic beverages when working with athletes;
 - iv. refrain from encouraging the use of alcohol in conjunction with athletic events or victory celebrations at the playing site, and
 - v. refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of their duties;
 - d. ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
 - e. communicate and cooperate with registered medical practitioners in the diagnosis, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training;

- f. recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own;
- g. regularly seek ways of increasing professional development and self-awareness;
- h. treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules;
- i. in the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their children's development; and
- j. in an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Coaching Imperatives

3. Coaches must:

- a. ensure the safety of the athletes with whom they work;
- b. at no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests;
- c. respect their athletes' dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable (the Nordiq Canada definition of harassment, and the associated policy for harassment prevention and for investigation of alleged incidents can be found on the Nordiq Canada website
- d. never advocate or condone the use of drugs or other banned performance enhancing substances; and
- e. never provide under-age athletes with alcohol.

Coaches' Attestation

- 4. This Nordiq Canada Coaches Code of Conduct has been developed to be consistent with the Coaches Code of Ethics (Principles and Ethical Standards) promulgated by the Coaching Association of Canada. Divisions and Clubs of Nordiq Canada are encouraged to require their coaches and ski leaders to sign the attestation below, as confirmation that they understand and will comply with the undertakings herein:

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this Nordiq Canada Coaches Code of Conduct and the Coaching Code of Ethics (Principles and Ethical Standards) available from the Coaching Association of Canada.

Coach name: _____ Signature: _____

Witness name: _____ Signature: _____

Date: _____