



NCI Handbook

2011 - 2012

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Diploma Program Description

The National Coaching Institute Advanced Coaching Diploma is the pinnacle of a coaches' National Coaching Certification Program accreditation. The Diploma consists of four core themes; *Coaching Leadership, Coaching Effectiveness, Performance Planning, and Training and Competition Readiness*. Each theme requires coaches to complete a series of modules comprised of several units, workshops or labs (See Appendix A). Each thematic stream will require a specific evaluation in designated modules where coaches must demonstrate competency within the context of the athlete that he or she coaches. Coaches enrolled in the diploma program will work with a designated master and/or mentor coach who will support them in their completion of program requirements. The diploma program requires a mid-point and final presentation based on specific criteria identified within each theme. The mid-point and final presentation will be reviewed by a panel of content specialists. Coaches are required to maintain ongoing attendance, build an electronic portfolio, and make various presentations throughout the program. The following handbook provides information on the diploma program. Any questions should be directed to the NCI-BC Director, David Hill, at dhill@cscpacific.ca.

Program Prerequisites

- Applicants must be accredited within the National Coaching Certification Program (recommend minimum level 3 certification or equivalent)
- Applicants must be endorsed by their National Sport Organization and/or International Sport Federation.
- Applicants must have a minimum of 3 years experience coaching a year round program evidenced by a detailed coaching resume.

Program Schedule and Duration

The part-time program duration is 21 months starting in September and ending in May the following year. Programming will be available in key locations throughout the province of BC starting in 2011. The program will include both a mid-point and final presentation to demonstrate specific criteria. The NCI will offer supplementary funding through the form of individualized coach grants for eligible coaches, available to cover travel and accommodation for diploma coaches between all three locations. Coaches must be actively coaching and will be expected to build their coaching portfolio throughout the two year period.

Starting September 2011, the new part-time diploma program is scheduled to run out of three 'hub' locations: Victoria, Vancouver and Whistler. The program will run in the fall from September – November (3 weekends) and spring from April – June (3 weekends) over a two year period. Coaches will be required to attend a minimum of 5 units of structured contact time (15 hours) per weekend, from Friday through Sunday morning. Additionally, evening courses will be interspersed throughout the semester one evening per month to ensure learning continues and key specialists are actively engaged in the program.

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Attendance

Coaches are expected to attend all workshops, seminars and labs / practical activities. If coaches are unable to attend due to a coaching conflict, illness or a personal matter they must notify the NCI-BC Director prior to the course to arrange alternative opportunities to make up workshop / seminar requirements.

Program Evaluation

NCI Diploma coaches will submit and maintain a portfolio of coaching experiences that demonstrate evaluation criteria within each module. Coaches will be required to complete all module requirements within designated timelines for each year of the program. The mid-point and final review presentations are required milestones for completion of diploma. Failure to complete module requirements by designated timelines may result in the coach withdrawing from the diploma program. (See dismissal policy below). Coaches will be graded based on ability to satisfy evidence for each criteria and as such may be assigned a grade indicating:

1. Limited
2. Meets Expectations
3. Model

Grading will be done by a designated mentor for a particular theme or in some circumstances a content specialist. A mid-point and final presentation will be required for successful completion of the diploma program. In circumstances where the coach is unable to satisfy the demonstration of evidence of a criterion, they may:

1. Request an extension
2. Re-submit portfolio for assessment (Maximum of 3 submissions)

Failure to demonstrate diploma program criteria may result in accreditation not awarded.

Program Extensions / Re-engagement fees

Coaches may apply for a one time program extension to defer completion of program requirements for a period up to 12 months. Program extensions must be applied for in writing to the Director of the National Coaching Institute indicating the reason for the extension. Coaches must pay \$500 upon being granted an extension or forfeit their enrollment in the diploma. Coaches who wish to extend their program after the first mid-point review can defer their tuition to a future year plus additional extension fee. Failure to complete program requirements beyond the extension period may result in the coach re-engaging all or part of the diploma program.

Community of Practice

NCI coaches will be added to the NCI-BC community of practice (CoP). This web-based tool will allow coaches to share information with other NCI coaches and content specialists. Coaches will be able to access task requirements (Old program) and other resources that are uploaded by content specialists for a particular diploma module. The NCI-BC Community of Practice can be accessed through the NCI-BC website at:

<http://office.cscpacific.ca/login.aspx?ReturnUrl=%2fDefault.aspx>.

A username and password will be provided to the coach upon registration.

Program Costs and Fees

Canadian coaches are required to pay tuition of \$3000.00 per coach. Payment of tuition will be made in two installments, due by September 30th of each year (\$1500.00 per semester). Foreign coach tuition is \$13000.00 (\$6500.00 per semester). Diploma Coaches who apply for a program extension will be required to pay an additional engagement fee of \$500.00.

Scholarships

Eligible NCI Diploma coaches may apply for grants and scholarships based on specific pre-requisites. Grants and scholarships are allocated to assist in enabling eligible candidates completing program requirements. NCI Diploma coaches will be provided with a contract outlining the grant amount and payment requirement. Coaches who do not complete the program within designated timelines may forfeit their final grant installment. For more information on NCI-BC Grants please visit: <http://www.cscpacific.ca/content/Coaches/GrantsAndBursaries/NCIDiplomaGrants.asp>

Scholarships for the NCI Diploma program are also available for female coaches through the Coaching Association of Canada's Women in Coaching program. Application for these scholarships is made on behalf of the NCI with a limited number available in each program area. For more information please visit: <http://coach.ca/eng/grants/women.cfm>.

Soccer coaches living in British Columbia can apply for a bursary from the Bob Bearpark Foundation. Application for Bearpark foundation bursaries can be made through the Coaches Association of BC. For more information please visit: <http://www.coaches.bc.ca/funding-and-awards/bob-bearpark-coaching-bursary-fund>

NCI Diploma Practical Coaching

Coaches enrolled in the NCI diploma must actively coach athletes during the program. Coaches are responsible for setting up a suitable coaching opportunity. The NCI-BC will assist where possible in linking reasonable coaching opportunities. Coaches enrolled in the NCI diploma program would benefit from an assigned Mentor coach and this option will be discussed with the Director upon admission into the Advanced Coaching Diploma.

Value Added Programming

NCI diploma program coaches will be able to access value added programming in their region as part of the diploma program. Value-add sessions are dependent of regional availability and may include the Sport Excellence Speaker Series or technical/sport-specific workshops. NCI coaches will also be provided reasonable access to Canadian Sport Centre Pacific staff for one on one consultation. These consultation sessions will provide practical applications for fitness testing, video analysis, mental training and other performance enhancement areas. For example, a coach may meet with a practitioner to review protocols for physical testing and then work with the practitioner to implement a series of athlete tests. Individual consultations must be approved by the NCI Director and coordinated through the CSC Pacific Athlete/Coach Services Manager. It is hoped that these "value-added" consultations will provide a strong foundation for coach servicing and practice.

More extensive practitioner services can be arranged through CSC-Pacific in a fee for service model.

Review Meetings

NCI diploma coaches must engage in regular review meetings with the NCI Director throughout their diploma program to receive continued grants/scholarship support. Review meetings are intended to ensure progress through the diploma program and coaches are required to submit proof or evidence of module completion. Coaches may use their e-portfolio to demonstrate program progress or, alternatively, submit a detailed report outlining progress in the diploma program.

Coaches of Canada Membership

All NCI Diploma Coaches must become members of the Coaches of Canada. The NCI-BC will reimburse coaches for a one time, one year membership fee. Coaches can achieve membership in several categories including:

- Charter Member
- Associative Member
- Practitioner Member
- Student Member

By being a member of Coaches of Canada, NCI Diploma Coaches will be expected to adhere to all standards required by a professional coach and outlined in the Coaches of Canada Code of Ethics and Code of Conduct. For the Coaches of Canada website please visit: ww.coachesofcanada.com

Continuing Diploma Coaches and Level 4 Task Completion

Accrediting Level 4 Tasks

The NCI-BC recognizes the effort and commitment demonstrated by coaches currently finishing off old Level 4 tasks on a task-by-task basis. Hence, it is important that these coaches are provided the necessary support to complete their Level 4 tasks within designated timelines and based on current requirements. The delivery of Level 4 tasks was phased out in December of 2010 and will no longer be available in the current format. Coaches can submit assignments to task presenters directly through email, please ensure that all submissions are cc'd to coach@cscpacific.ca. Assignments must be completed within 6 months of taking the task.

The flexibility of the new NCI diploma will allow a transition for coaches wishing to accredit Level 4 tasks to improve their skills by attending selected workshops in a particular content area. In order to ensure continuity in the coach education pathway, where select sports will continue to credit level 4 certification, the NCI will assist coaches in obtaining level 4 tasks equivalent within the NCI Diploma program (Appendix B). A task equivalency mapping guide for the new curriculum has been created to ensure a smooth transition for coaches who require this option (Appendix C).

Please note coaches engaging in a Task by Task approach who have a dispute with the NCI-BC will be handled in accordance to the policies outlined in this manual.

Program Extensions / Re-engagement fees

Coaches may apply for a one time program extension to defer completion of program requirements for a period up to 12 months. Program extensions must be applied for in writing to the Director of the National Coaching Institute indicating the reason for the extension. Coaches must pay \$500 upon being granted an extension or forfeit their enrollment in the diploma or task completion. Failure to complete program / task requirements beyond the extension period may result in the coach re-engaging all or part of the diploma program or task equivalent training.

Task Overviews

In order to assist coaches in building and completing their portfolio of evidence (complete assignments) for a particular task, the NCI has outlined overviews for each task. The overviews identify the Task Learning Objectives defined by the Coaching Association of Canada, requirements for demonstrating evidence of competency and a sample evaluation rubric. The portfolio of evidence provides a clear list of items that a coach must complete as part of the task evaluation. Some of the evidence can be presented in scheduled seminars and uploaded to an electronic portfolio. Task overviews are available on the NCI-BC Community of Practice.

NCI BC Administrative Policies

Refund Policy

1. Coaches must apply in writing indicating intention to withdraw from the program.
2. If coaches withdraw prior to engaging any aspect of the program, tuition fee minus a non-refundable deposit are eligible for refund.
3. Coaches withdrawing after the start of program who:
 - a. Attend 10% of program instructional hours will be eligible for 70% refund
 - b. Attend between 10% and 30% of program instructional hours will be eligible for 50% refund
 - c. Attend more than 30% of program instructional hours will forfeit their refund

Dispute and Grade Appeal Policy:

Coaches who feel a need to resolve disputes of a serious nature or grades appeals in a fair and equitable manner will be required to;

1. Attempt to resolve dispute / grade directly with the contractor, master / mentor coach or content specialist of the NCI-BC
2. If a resolution is not satisfied the coach should submit to the NCI director the nature of the dispute / grade appeal in writing.
3. The NCI Director will conduct whatever inquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the coach either individually or with appropriate NCI BC personnel involved.
4. The NCI Director will meet with NCI Diploma coach within 5 days of written notice to discuss whether the dispute / grade appeal is substantiated in whole or part. If there is evidence to substantiate the claim the Director will identify proposed resolution of the substantiated concern(s) / grade appeal.
5. The coach and the NCI personnel involved shall receive a written summary of the above determination. A copy of all documentation relating to every student's complaint should be signed by all parties and placed in the coach's file.
6. If the coach is not satisfied with the determination of the NCI Director, the coach must advise the NCI Director within 48 hours of being informed of the determination. The NCI Director will immediately refer the matter to the NCI Advisory Committee who will review the matter
7. The NCI Management Committee shall either confirm or vary the determination of the NCI Director. At this point the School's Dispute Resolution / Grade appeal Process will be considered exhausted.
8. If the issue is of a serious nature the CEO of the Canadian Sport Centre Pacific may, in his/her sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute.

Conduct and Dismissal Policy

The National Coaching Institute – BC expects all coaches to adhere to the National Coaching Certification Program and Coaches of Canada Code of ethics which is based on 5 principles:

1. Physical safety and health of athletes
2. Coaching responsibly
3. Integrity in relations with others
4. Respect of athletes
5. Honouring sport

NCI Coaches may be dismissed from the Diploma program based on:

1. Misconduct that is contrary to the NCCP code of ethics involving the coaching duties
2. Misconduct related to completion of Diploma Program requirements.

Coaching misconduct may include but is not limited to:

Any cause identified within the “Coaching Code of Ethics” that warrants a complaint procedure outlined within the Coaches of Canada Code of Conduct and may include:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviours directed towards others, including but not limited to athletes, coaches, officials, administrators, spectators and sponsors.
- Repeated unsportsmanlike conduct such as angry outbursts or arguing
- Single physically abusive incident
- Inappropriate sexual relations with athlete
- Activities or behaviours that interfere with a competition or with any athlete’s preparation for a competition.
- Pranks, jokes or other activities that endanger the safety of others.
- Use of techniques or programs that may endanger the safety of others.
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual’s ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual’s ability to perform effectively and safely.
- Use of illicit drugs and narcotics
- Use or promotion of banned performance enhancing drugs or methods

NCI Diploma Program misconduct may include but is not limited to:

Any conduct beyond that outlined in the coaching code of ethics that relates to completion of NCI Diploma Program requirements and may include;

- Repeated truancy in accordance with the NCI attendance expectations.
- Disrespectful behavior toward other coaches, staff or contractors.
- Disruptive classroom behavior.
- Cheating or plagiarism in completing task assignments or building portfolio

- Damage to or theft of NCI equipment or property
- Inability to complete all diploma requirements outlined in each coach's individual contract.

Dismissal Procedure

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any coach or athlete.
- Verbal abuse or threats.
- Vandalism or theft of school property.

All other concerns related to a student's conduct shall be referred to the NCI-BC Director to process in accordance with this policy and procedure identified below.

1. All concerns relating to student misconduct shall be directed to the NCI-BC Director may be brought by staff, students or the public.
2. If the nature of the complaint involves misconduct in coaching, it will be processed according to the Coaches of Canada Code of Conduct.
3. If the nature of the complaint involves NCI diploma program misconduct, it will be processed according to the Dispute / Grade appeal policy except that when a complaint has been substantiated the NCI Director may:
 - a. Give the student a warning setting out the consequences of further misconduct;
 - b. Set a probationary period with appropriate conditions; or
 - c. Recommend that the student be dismissed from the Institution.
4. When dismissal is recommended by the NCI Director, the CEO of Canadian Sport Centre Pacific will be notified, and will deliver a letter to the NCI Coach outlining the grounds for dismissal and any refund owing according to the refund policy, or, possibility for future re-engagement in program.

Appendix A: Curriculum Overview

Part Time	Y1 Sep – Nov	Y1 Apr – Jun		Y2 Sep – Nov	Y2 Apr - Jun	
Coaching Leadership (24 units)	Effective Leadership Behavior (4 Units) Creating Your Coaching Philosophy (3 units)	Leading Change (3 units) Living your Coaching Philosophy (3 units)	Mid Point Presentation	Building Effective Teams (5 units)	Leading a Program (6 units)	Final Presentation
Coaching Effectiveness (21 units)	Analyzing Coaching and Athlete Performance (6 units)	Skill Development and Biomechanics (5 units)		Innovating practices and coaching interventions (4 units)	Monitoring athletes in training and competition (6 units)	
Performance Planning (23 units)	Auditing Sport Performance (9 units)	Developing Integrated Training Plans (6 units)		Detailing the Training Plan (5 units)	Managing the Training Plan (Mentor)	
Training and Competition Readiness (18 units)	Health and Safety (3 units)	Talent Identification and Selection (3 units)		Preparing for competition (7 units)	Strategic planning for training and competition (5 units)	
Total Units	45 UNITS				38 UNITS	

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Appendix B: Old NCCP Level 4 Task descriptions

Task #	Name	Description
1	Energy Systems	Based on the actual demands of the sport, the coach will design, implement, and evaluate specific training programs and activities to improve the athlete's energy systems.
2	Strength and Conditioning	Based on the actual demands of the sport, the coach will design, implement, and evaluate specific training programs and activities to improve the athlete's strength qualities.
4	Nutrition	The coach will design, implement, and evaluate nutritional strategies aimed at optimizing the athlete's performance in training and competition.
5	Environmental Factors	To understand how environmental conditions can influence performance, and design, implement, and evaluate specific strategies, programs, and activities aimed at optimizing the athlete's performance in a variety of environmental conditions.
6	Recovery and Regeneration	The coach will design, implement, and evaluate specific strategies, programs, and activities aimed at optimizing the athlete's recovery and regeneration for specific training loads/stimuli.
7	Mental Preparation for coaches	Through the design, implementation, and assessment of specific tools and strategies, to help coaches prepare mentally to provide athletes with optimal support both in training and competition.
8	Mental Preparation athletes	To provide coaches with the opportunity to refine their working knowledge of applied sport psychology to provide optimal support to athletes in the area of mental preparation.
10	Biomechanics	To have the coach develop specific strategies or approaches that will contribute to the enhancement of the technical performance of his or her athletes through the applied knowledge of biomechanical principles.
12	Planning and Periodization	Students will identify the systematic integration and sequencing of sport science, medical and sport-specific training and competitive activities to achieve optimal athletic performance within an annual and/or pluriannual perspective.
13	Coaching Effectiveness	To provide the coach with the knowledge and the methodologies necessary for conducting systematic analyses of the factors that determine performance at the elite level, and to use such analyses as a means of enhancing the effectiveness of the coach's decision-making process.
16	Long Term Athlete Development	Students will design sport programs and activities that are appropriate for the optimal long-term development of the athlete, given age, gender, stage of development, and performance potential.
17	Leadership	To make coaches realize their potential and responsibilities as leaders in the Canadian sport system. To understand and apply the concept of values-based leadership practices. To enhance participants' leadership practices through critical reflection, participant-observer position, increased tolerance of ambiguity, and improved intervention skills. To discuss and reflect on ethical issues affecting high performance coaches.
18	Self-awareness and Personal Management	To create an awareness of specific issues and situations that may represent roadblocks in the personal or professional life of high performance coaches, and how these can eventually have an impact on their coaching performance. To develop or refine strategies or action plans to deal with these roadblocks as effectively as possible.
19	The Canadian Sport System	To enhance the understanding of the various components of the Canadian sport system by high performance coaches to learn how to access specific programs or services that will improve the support provided to athletes.
9 & 11	Practical Coaching – Advanced Skills, Tactics and Strategies	To provide the coach with the knowledge and the methodology necessary for the effective teaching or correcting of advanced technical elements in high performance athletes. To provide the coach with the principles, knowledge, and methodology necessary for the effective teaching of strategies and tactical elements appropriate for high performance athletes or teams.

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Appendix C: Equivalency Mapping from Level 4 to New Curriculum