



# REGION COACHING DEVELOPMENT PROGRAM

March 2009

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## 1. INTRODUCTION

This document is written for the purpose of offering guidelines and assistance for clubs and skating schools accessing the Region Coaching Development Program in the Skate Canada: Alberta - NWT / Nunavut Section. With the assistance of the Manager, Member Services, and the Coordinator / Coaching and Events, the Section will provide organizational support and limited financial support.

All requests must follow the guidelines and procedures outlined in this document. **Please feel free to remove pages and copy for your use.**

### **Purpose of Region Coaching Development Program:**

To provide assistance in the Skate Canada: Alberta - NWT / Nunavut Section for local Region Committees, clubs and skating schools to develop Level 1 (Professional CanSkate and Primary STARSkate) coaches within their Regions, in partnership with the Section Coaching Committee and the Coordinator / Coaching and Events.

The financial support provided by this Program is intended to fund course costs that are not funded by registration fees. While host clubs are not expected to contribute to the cost of conducting courses funded by this Program, they may contribute to course costs, as determined appropriate by the club.

## 2. COURSE REQUESTS

All requests for courses should be sent to:

Manager, Member Services  
Skate Canada: Alberta - NWT / Nunavut Section  
11759 Groat Road  
Edmonton, Alberta  
T5M 3K6

Phone: 780) 415-0598  
Fax: (780) 427-1734  
Email: [skateab2@telus.net](mailto:skateab2@telus.net)

The Section Coordinator / Coaching and Events, Regions Committee Chair and local Region Representative will act as a committee to determine the funding contribution from this Program and, if required, cancellation of course.

### 3. **FACILITIES**

Course facilities shall be booked and scheduled by the Host Club / Site Organizer in partnership with the Section Coaching Committee and the Coordinator / Coaching and Events. The NCCP Level 1 Coaches courses consist of on and off ice modules. A classroom must be provided for 25 participants. The classroom must be set up in a classroom style, with tables and chairs. It is preferred that the classroom be located in the same facility as the ice surface. If not, the room must be within walking distance. The classroom is required for three days from 8:00 a.m. to 6:00 p.m. It is preferred to securely store equipment in the classroom overnight.

The following ice is required:

#### Level 1 Phase 1 CanSkate Course

Friday	1:00 – 2:00 p.m.
Saturday	11:00 – 12:00 p.m.
Sunday	10:30 – 12:00 p.m.

#### Level 1 Phase 3 Primary STARSkate Course

Friday	1:30 – 3:30 p.m.
Saturday	1:00 – 2:30 p.m.
Sunday	1:00 – 3:00 p.m.

Days and ice times may vary slightly but the amount of ice time is mandatory.

### 4. **DURATION OF COURSE**

The NCCP Level 1 Phase 1 and Phase 3 Courses will be run in accordance with the NCCP Policies and Procedures manual from Skate Canada.

### 5. **LEARNING FACILITATOR FEES AND HONORARIUMS**

The Learning Facilitator fee and contract will be in accordance with the policy provided by Skate Canada in the NCCP Policy and Procedures manual. The Honorarium offered will be in accordance with the policy set out by Skate Canada: Alberta-NWT/Nunavut. Learning Facilitator fee's, travel, honorarium and accommodations will be provided in the contract offered to the Learning Facilitator.

### 6. **COURSE ANNOUNCEMENT AND REGISTRATION**

The Course will be added to the list of NCCP Courses being offered and advertised on the Skate Canada: Alberta-NWT/Nunavut Website under Coaches Courses and Calendar of Events. The date and location of the Courses will be added to the NCCP Level 1 Coach Registration Form. See attached Appendix D. The addition of the course will be sent to the Region Representative Chair to distribute to all the Region Reps. to send to clubs.

**Course Registration** (See Sample Appendix C)

**COURSE HOST CLUB CHECK LIST****CHECK**

1. \_\_\_\_\_ Complete the Booking Request (Appendix B) from the Region Coaching Development Program and email to the Skate Canada: Alberta - NWT/Nunavut Section Manager, Member Services for review. Provide a copy to the Coordinator/ Coaching and Events, Skate Canada: Alberta - NWT/Nunavut Section (Fax: 866 746-4981).
2. \_\_\_\_\_ After approval, book ice and classroom.
3. \_\_\_\_\_ After facilities are booked, contact Skate Canada: NWT / Nunavut Coordinator, Coaching and Events to schedule a Learning Facilitator.
4. \_\_\_\_\_ Confirm with Coordinator/ Coaching and Events that course Learning Facilitator has been secured.
5. \_\_\_\_\_ Assist with distribution of notice and registration form, as may be required.
6. \_\_\_\_\_ Assist Coordinator/ Coaching and Events in securing LCD projector, TV with DVD player, projector screen, flip chart and paper and on ice music equipment.
7. \_\_\_\_\_ Assist the Coordinator/ Coaching and Events with confirmation of travel, meal and accommodation arrangements for Learning Facilitators.
8. \_\_\_\_\_ Secure a host hotel for participants.
9. \_\_\_\_\_ Contact facility to confirm a concession is available on site. If not, confirm that a food facility is available within an easy walking distance.
10. \_\_\_\_\_ Accept Course material from National office and store until Course date.
11. \_\_\_\_\_ During Course, assist with organization and provide support in partnership with the Coordinator / Coaching and Events and / or the Learning Facilitator.
12. \_\_\_\_\_ Provide completed "Course Evaluation Form" within 7 days of completion of Course (Appendix D) to the Skate Canada: Alberta - Northwest Territories / Nunavut Section Office, attention Coordinator/ Coaching and Events.

**COURSE BOOKING REQUEST – Coaching Development Program**

Course Requested: Phase 1 CanSkate: \_\_\_\_\_ Phase 3 Primary STARSkate: \_\_\_\_\_

Course Location: \_\_\_\_\_

Date Requested for Course: \_\_\_\_\_

Host Contact Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Coaching Candidates expected: \_\_\_\_\_

**Forecast Expenses**

Facilities:

Ice rental fee: 3.5 hours X \_\_\_\_\_ / hour = \$ \_\_\_\_\_

Room rental: \_\_\_\_\_ hours X \_\_\_\_\_ / hour = \$ \_\_\_\_\_

Equipment Rental \$ \_\_\_\_\_

Other Costs \$ \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_

\_\_\_\_\_  
Host Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, Member Services Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region Representative's Signature

\_\_\_\_\_  
Date



**NCCP Level 1 Phase 1 CanSkate  
NCCP Level 1 Phase 3 Primary STARSkate  
2009 Coach Registration Form**

Name: \_\_\_\_\_ Skate Canada #: \_\_\_\_\_ CC # \_\_\_\_\_

Address: \_\_\_\_\_ City / Town \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate your current age: \_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*\* proof of age must be sent if 16 yrs.

Confirmation will be sent by e-mail after deadline date for each course, please print your E-mail address

**Please check:**

NCCP	Level 1	Location:	Dates:	Registration Fee:	Deadline:
<input type="checkbox"/>	Phase 1/CanSkate	Red Deer	April 24-26, 2009	\$305.00	CANCELLED
<input type="checkbox"/>	Phase 1/CanSkate	Edmonton	June 12-14, 2009	\$305.00	May 15, 2009
<input type="checkbox"/>	Phase 1/CanSkate	Calgary	August 21-23, 2009	\$305.00	July 24, 2009
<input type="checkbox"/>	Phase 2 Home Study Training Kit (Introduction to Figure Skating)**			\$ 60.00	
<input type="checkbox"/>	Phase 3	Slave Lake	April 3-5, 2009	\$300.00	March 20,
		2009			

**IMPORTANT COURSE REQUIREMENTS**

**NCCP Level 1 Phase 1 CanSkate:** Must provide proof of being minimum 16 years of age, passed Preliminary Dance, Preliminary Freeskate and Preliminary Skating Skills, in addition to one Jr. Bronze test. NCCP Level 1 Phase 1 CanSkate course was updated by Skate Canada National September 2007 to include the NCCP Theory course Introduction to competition Part A. This course will give you the "Trained" status within the Instruction Beginner Context and after you have registered as a Skate Canada CanSkate Coach for **two consecutive years** you are now required to become "Certified" as a CanSkate Coach.

**NCCP Level 1 Phase 2: Home Study** It is recommended that the Home Study (introduction to Figure Skating) is purchased when registering for the Level 1 Phase 1 CanSkate course. The Phase 2 Home Study is to be completed in full and returned when registering for the Phase 3 course.

**NCCP Level 1 Phase 3 Primary STARSkate:** Must provide proof of passed JR. Bronze Freeskate, Dance and Skating Skills. All coaches must have completed their Level 1 Phase 1 CanSkate course and CanSkate assignment. The Phase 2 Home Study is to be completed in full and returned with the registration form for the Phase 3 course.

**NCCP Level 1 Phase 4: Practical** A Level 1 Candidates have two years to become fully Level 1 certified from the date of their Phase 3 course completion. All Coaches must hand in their Practical assignments for marking a minimum of 6 weeks before the 2 year deadline.

**Please send completed form, along with proof of above documents and payment to:**

Skate Canada: Alberta - NWT/Nun 11759 Groat Road Edmonton, AB T5M 3K6

**\*\* Registration forms will not be accepted without proof of above documents.** If sufficient registrations have not been received, registrations will continue to be accepted after the deadline date until the course is full. Please make cheques/money orders payable to Skate Canada: Alberta - NWT/Nunavut. Cheques may be post-dated no later than registration deadline.

Credit Card \_\_\_\_\_ # \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Please note:** Skate Canada: Alberta - NWT/Nun has the right to cancel the above NCCP courses if there are insufficient registration forms received by the deadline date. A cancellation fee will be charged for participant cancellations less than four weeks prior to the course date. An NSF charge of \$25.00 will be applied to all cheques returned due to insufficient funds.

For further information, contact Susan G Bolseng at 780-415-0596 or at skateab.sbolseng@telus.net

**COURSE EVALUATION FORM**

Dates of Course: \_\_\_\_\_

Host Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Total number of participants that attended: \_\_\_\_\_

Number of participants that attended from the host club: \_\_\_\_\_

Number of participants that attended from the Region: \_\_\_\_\_

Evaluation:

1. Were you satisfied with the support provided by the Coordinator / Coaching and Events?      Yes      No

2. Was there adequate communication between the Host and Coordinator / Coaching Events to make this Course successful?      Yes      No

Recommendations for future courses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Host Contact signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVALUATION TO BE COMPLETED BY HOST CONTACT AND SENT TO SKATE CANADA: ALBERTA - NORTHWEST TERRITORIES / NUNAVUT UPON COMPLETION OF THE COURSE.**