



## Steps to Register for a Sport Coach Course

### Course Context:

In order for you to successfully complete the assignments and evaluation process for Sport Coach, it is essential that you are currently coaching an athlete that is just starting the competitive experience. The Sport Coach Context includes:

- Coaching is seasonal, 4-10 weeks a year and 2-3 sessions a week
- Introducing athletes to Athletics and often coaching athletes in the Jr. High environment (ages 12-15)

### Registration Process:

**1. Register with the Coaching Association of Canada (CAC)** in their National Coaching Certification (NCCP) Database (called the Locker). This is where all the sports record their coaching courses and allows coaches from across Canada to track their progress and guide their professional development. This is your professional coaching profile or account and it is very important that all your information is registered and kept up to date.

- a) If this is your first coaching course (in any sport) you will need to go to the following link and register with Coaching Association of Canada <https://thelocker.coach.ca/Account/Register>. You will be assigned an NCCP number, please write it down for future reference.
- b) If you have taken an NCCP course before (in any sport, even 35 years ago!) you should be able to look up your NCCP # (also called a CC #). Follow this link <https://nccp.coach.ca/Account/Login> and click the look up my CC# link. Please update your profile and remember your NCCP number for future reference.

**2. Register as a Coach with Athletics Canada on their NCCP Website.**

- Go to <http://nccp.athletics.ca/> and click the “register now” link.
- This website is also where you will upload your information for the evaluation process and register for any professional development opportunities.

**3. Complete the Pre-Clinic online components on the Athletics Canada NCCP website.** This **may take 1-2 hours** but do not have to be completed all at once (you can save it and log back in at a later date).

- To start the online components you go to the Status link on the top of the page.
- Scroll down to find the Sport Coach box and click on the Begin link for the Sport Coach readings.
- The website will walk you through the readings and then assignments in order until they are all complete. The components you will need to complete include:
  - Course Readings on Safety, Role of the Coach, and Teaching and Learning
  - Course Assignments on:
    - Planning a Practice
    - Safety (3 case studies) and uploading an Emergency Action Plan (\*important course requirement – please bring a copy to the workshop)
    - Role of the Coach (3 scenarios)

**4. Search for Upcoming Sport Coach Courses.**

- Once you have successfully completed the Readings and Assignments, you will be permitted to register online for a Sport Coach course on the Athletics Canada NCCP website.
- Click on “Clinics” to see upcoming Sport Coach Courses. They may be in different formats (weekly for 5 weeks, a weekend course, or a mixture of weeknights and weekends.) **Ensure you are searching under 2014.**



## 5. Register Online for the Course.

- Click on “Register” to register online. You will need a credit card for payment.

### Sport Coach Course Information:

- The course covers content such as Role of the Coach, Long Term Athlete Development, Applied Anatomy and Movement Principles, Energy Systems, Strength, Emergency Action Plan and Injury Management, Teaching and Learning, Planning a Practice plus the Technical Skills of Sprints, Hurdles, Relays, Endurance, Jumps, and Throws.

### Additional Requirements:

Sport Coach candidates also have to take one Multi-Sport Module from the Coaching Association of Canada. This is mandated and must be taken by coaches of all sports. Please note that these courses will be an additional cost and online (home study) options are available.

- Make Ethical Decisions – Competition Introduction (Course – 3 hrs, Online Evaluation - 30-40min)\*

\*In some cases you may challenge the MED course and go straight to the online evaluation. To check and see if that option is available for you – click on the eLearning link in the top right corner in your CAC Locker.

- To register for Make Ethical Decisions click on the [eLearning link](#) in your CAC profile and double check you are registering for the Competition Introduction course and/or Evaluation.
- For more information on the Make Ethical Decisions courses (as they apply to all sports) see <http://www.coach.ca/www.coach.ca/-p138238>.

### Evaluation Process:

Once you have completed the pre-course online component and the workshop, you will be eligible to start the Evaluation Process. Please note that there is an additional fee for the evaluation process which all goes towards paying the evaluator. The steps are as follows:

- Evaluation Portfolio – uploading documents that include Emergency Action Plan, and General Overview of your coaching context, and 3 samples of a Practice Plan (for a running, a jumping, and a throwing practice)
- Practice Observation

Links to further information about Sport Coach and the other courses offered by Athletics Canada can be found on the AC NCCP website <http://nccp.athletics.ca/>. Thank you for taking the time to educate yourself in the area of Athletics. We are always looking for new and creative ways to help our coaches increase their skills and knowledge – if you have any professional development ideas or questions please feel free to contact me by phone or email.

Jennifer Schutz, Coaching Education Coordinator

[jennifer.schutz@bcathletics.org](mailto:jennifer.schutz@bcathletics.org)

### **Approx. Cost of Sport Coach Certification**

Course Component:	Approx. Fee (as of 2014)
Sport Coach Course	\$150*
Make Ethical Decisions	\$65
Evaluation Process	\$150
<b>Total Certification Fee:</b>	<b>\$365</b>

\* For BC Athletics Members



**Jennifer Schutz, ChPC**  
Coordinator, Coaching Education  
[jennifer.schutz@bcathletics.org](mailto:jennifer.schutz@bcathletics.org)  
604.333.3558

**Please note that I am only in the office on Thurs afternoons.**

BC Athletics  
Fortius Athlete Development Centre  
Suite 2001 B Oslo Landing  
3713 Kensington Ave,  
Burnaby BC V5B 0A7  
[www.bcathletics.org](http://www.bcathletics.org)