



Steps to Register for a Club Coach Course

Course Context:

In order for you to successfully complete the assignments and evaluation process for Club Coach, it is essential that you are currently coaching an athlete that has a foundation in Athletics or come from multisport environment. The Club Coach Context includes:

- Coaching is seasonal, 12-24 weeks a year and 3-5 sessions a week
- Developing athletics skills in an event group and often coaching athletes in the High School environment (ages 15-17)

Event Group Specification:

- This course is split into Event Groups – you must choose either Endurance, Jumps, Para, Sprints/Hurdles, or Throws.

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 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 readings on the Athletics Canada NCCP website.** This **may take about 1 hour** but does 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 appropriate Club Coach box (your event group specialization) and click on the Begin link for the Club Coach readings on LTAD, Nutrition, NCCP, and Para-Training.
- 4. Search for Upcoming Club Coach Courses.**
 - Once you have successfully completed the Readings in your event area, you will be permitted to register online for the Club Coach course on the Athletics Canada NCCP website.
 - Click on “Clinics” to see upcoming Club 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.

Club Coach Course Information:

- The course is split into Event Groups – you must choose either Endurance, Jumps, Sprints/Hurdles, or Throws
- The course covers content such as Long Term Athlete Development, Mental Preparation, Nutrition, Strength, Seasonal Planning plus Technical Skills and Skill Analysis of your Event Group.

Additional Requirements:

Club 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, Seasonal Plan, Practice Plans (from 5 phases of training), and Managing a Sport Program
- Practice Observation – General, Technical, and Video analysis
- Competition Observation – General, Warm Up, Competition, and Athlete Debrief

Links to further information about Club 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 my phone or email.

Jennifer Schutz, Coaching Education Coordinator

jennifer.schutz@bcathletics.org



Jennifer Schutz, ChPC
Coordinator, Coaching Education
jennifer.schutz@bcathletics.org
604.333.3558

Approx. Cost of Club Coach Certification

Course Component:	Approx. Fee (as of 2014)
Club Coach Course	\$150*
Make Ethical Decisions	\$65
Evaluation Process	\$200
Total Certification Fee:	\$415

* For BC Athletics Members

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