

NCCP MULTI-SPORT PROCESSES

As CAC works to update delivery methods and materials, including online delivery and paperless material options, viaSport BC is taking active steps to reduce necessary paper usage, and allow host organizations and coaches greater flexibility in determining how using NCCP materials will best meet their needs.

HOST ORGANIZATION APPLICATION

Effective September 1, 2018, all organizations who wish to host multi-sport NCCP courses must [apply to viaSport](#) to be recognized as a Host Organizations. Organizations who are eligible to apply include:

- municipal recreation department,
- provincial/national or disability sport organization,
- local sport organization,
- high school (students ages 14+ years)
- post-secondary institutions (continuing studies)
- community recreation centre

Organizations who fall outside of these areas should [contact viaSport](#) to determine if they are eligible to become a Host Organization.

Host Organizations may host in-person [NCCP multi-sport coach-level courses](#), including:

- Competition Introduction: Make Ethical Decisions, Planning a Practice, Teaching and Learning, Design a Basic Sport Program, Basic Mental Skills
- Competition Development: Coaching and Leading Effectively, Psychology of Performance, Managing Conflict, Developing Athletic Abilities, Prevention and Recovery, Leading Drug-Free Sport, Performance Planning, Advanced Practice Planning, Manage a Sport Program
- Professional Development: Fundamental Movement Skills, Empower +, Resistance Training, Mentorship

Members of the [viaSport Regional Alliance](#) do not need to apply to be a host organization, but must still ensure information regarding staff responsible for coach education is up to date with viaSport. High schools wishing to integrate FMS or post-secondary institutions wanting to integrate multi-sport NCCP course content can [learn about the process and begin the application process here](#).

While the application is a one-time process for a Host Organization, we request approved Hosts complete the application again when there has been an internal staff change, so that viaSport is able to maintain accurate contact records.

COURSE APPROVALS

Host Organizations must submit each course planned to viaSport for approval, using the [course approval form](#). Approvals must be submitted to viaSport at least one month prior to the course beginning. Host Organizations will be notified of the status of their submitted course typically within three business days of

submission. Course approvals must be submitted for every course, by every Host Organization (including Regional Alliance members).

COURSE AND PROMOTIONAL MATERIALS

Upon approval as a Host Organization, the organization will receive access to promotional material to assist with branding and marketing of their course. The Host Organization may not alter these materials, or use them to promote activities outside of multi-sport NCCP.

Host Organizations will also receive course materials electronically, upon approval of the course from viaSport. Host Organizations are responsible for providing all materials to coaches. Each coach must receive a copy of the coach workbook and reference material for each course they participate in, which is typically two separate documents for all courses. Materials may be provided electronically or printed.

COURSE PROCESSING AND INVOICING

LFs should be provided with the names and NCCP numbers of the participants in each course. LFs are responsible for submitting the course rosters, unless otherwise agreed upon between the host organization and the LF. Courses should be submitted to viaSport through the Locker within three days of course completion. viaSport will review the information submitted in the Locker and approve it if all information seems accurate. viaSport will then provide the host organization with an Invoice at the end of every (applicable) month, charging \$15 per participant, per course. Organizations that do not pay their Invoices in a timely manner will not be approved to host future NCCP courses.