

NCCP MULTI-SPORT HOST ORGANIZATION TERMS

Host Organizations are responsible for scheduling courses, printing materials (if applicable) or providing materials to coaches, contacting and paying Learning Facilitators, securing appropriate facility space for the course, course marketing, coach communication and potentially administrative aspects of processing courses (e.g. the Locker). All approved Host Organizations must agree to the following terms of course delivery. Note that the terms may be modified at any time. Should they be modified, approved Hosts will be notified.

COURSE HOSTING

- All courses must be held within BC
- Hosts are responsible for all aspects of managing a course including, but not limited to: managing course registration, booking a Learning Facilitator (LF), marketing, coach communication, booking a suitable space, organizing materials and technology. Typically Locker processing is completed by the LF, however Hosts may complete this, if arranged with the LF and have an approved administrator trained to enter Locker events.
- Hosts should collect the following information from coaches upon registration: name, NCCP #, birthday (to confirm Locker account is correct), email address and phone number. This information should be provided to the LF one week prior to the course.
- The courses Host Organizations are permitted to host may change as the Coaching Association of Canada revises content and delivery methods.
- 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](#).
- Online delivery of courses will be hosted/managed by viaSport, unless otherwise arranged.
- Host Organizations must submit applications to host courses at least one month prior to the scheduled course date. Courses will be approved by viaSport within three business days.
- All courses will be posted on the viaSport website, unless otherwise requested by the Host.
- Standard course sizes are 6-20. The LF, the Host and viaSport should discuss if a course will run outside of these standards.
- Hosts must respect all delivery standards for each course, including course lengths, material usage, LF qualifications, coach pre-requisites or pre-tasks, facility/space, etc. Course standards information can be found within the provided Dropbox folder.
- Hosts must inform viaSport if they will be cancelling a course, and provide reasoning.
- Facility requirements vary depending on the nature of the course and number of participants, but the minimum requirement is a classroom with tables and chairs, and extra room to move around. Please check with the Learning Facilitator if special space is required.
- All multi-sport courses include a PowerPoint presentation, and as such, the host should be prepared to provide a computer and projector (though many facilitators will bring, at minimum, their own laptops). Wi-Fi is strongly recommended. Please inform both the LF and participants prior to the course if Wi-Fi is not available.

- If the Host wishes to provide refreshments and/or lunch the costs must be covered by the host organization.
- Hosts may charge participant registration fees, as dictated by their costs and business model. Hosts should factor in the cost of \$15 per person, per course which will be paid to viaSport. Please refer to the LF and Course Fees document in Dropbox for guidelines.
- Outside of viaSport, only provincial or national sport organizations may host Coach Developer training, including Core Training for Learning Facilitators, Core Training for Coach Evaluators, Core Training for Master Coach Developers.

LEARNING FACILITATORS

- LF must be qualified as defined by CAC and in good standing with viaSport.
- The host is required to pay all expenses related to the LF delivering the course, if the LF is required to travel to facilitate. This includes mileage at \$0.50 (if over 40km each way travelled), parking, ferry/flight, hotel and \$40 per diem for meals.
- It is strongly recommended that the LF not pre-pay any expenses related to the course (e.g. hotel or flight) that are non-refundable, in the case the course does not proceed.
- LFs should provide an outline of fees at the time of course booking, which should be agreed upon prior to the course.
- The LF should invoice the host either before the course, or immediately after (should not all expenses be known prior to the course). Hosts should pay LFs within one month of the course.
- LFs should not be expected to collect course fees on site.
- The Host should report any incidents involving LFs to viaSport immediately.

PROMOTIONAL MATERIALS USE

- 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.
- The Host Organization should use standard wording around [course descriptions](#) when promoting, as provided by CAC.

COURSE MATERIALS

- Host Organizations will 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. For a majority of courses, the workbook and reference material are two separate documents.
- Hosts may provide the coaches with printed materials, or may provide the coach with the electronic files for the coach to print or use electronically.

- Hosts must clearly communicate with participants the expectations around utilizing electronic devices to view materials in the courses. LFs will not be able to assist coaches with technology challenges in courses, and coaches who do not have materials will not be able to participate in courses.
- It is recommended that Hosts follow the Best Practices document, within the Dropbox folder.
- If the Host provides printed materials, they must be provided in full. Partial printing is not acceptable. However, Hosts may combine the coach workbook and the reference material into one document to be printed.
- Hosts must confirm with the LF how materials will be distributed and used in the course. The nature of some courses will be difficult with electronic materials, so this should be a decision the host and the LF make together, based on the anticipated nature of the group.
- If the Host is encouraging coaches to use the materials electronically, they must provide sufficient outlets, extension cords and power bars.
- Hosts have the option of charging a base course fee (which would include electronic access to materials for participants to use on a device or print themselves), and an optional printed materials fee should the participant request the host print materials for them.
- French materials are available upon request.
- Electronic copies of materials must be obtained by viaSport directly. Host organizations may not share electronic files with individuals outside of their organizations unless they are participating in a specific course.
- Hosts may only provide a participant with the materials relevant to the courses the participant has registered for. Hosts must clearly communicate to participants that materials are not to be shared or copied.

COACH COMMUNICATION

- Host Organizations must ensure coaches meet the minimum age requirements of 14 years old.
- Hosts must communicate to the coaches if there are required pre-requisites or pre-tasks for courses (if applicable, confirm with LF). Hosts are responsible for ensuring these are complete prior to the course beginning, and that coaches understand they will be asked to leave the course if these have not been done (it is strongly recommended the host have refund policies in place that address these issues).
- Hosts must inform coaches if there are technical requirements for the course (i.e. bring a laptop or other device and to ensure specific files are working). Some modules require the use of a device and the use of Microsoft Office (Excel). LFs cannot assist with technology during the course.
- Hosts must collect relevant information from coaches (contact information, NCCP number). Coaches must sign up for their own Locker accounts, and provide the number to the Host. We strongly encourage Hosts to make the NCCP number a mandatory field with registration.
- Hosts must ensure participants understand that full attendance/participation is required for course credit to be granted, and that coaches coming late to the course or leaving early will not be granted full NCCP credit.

COURSE ADMINISTRATION

While it is typically the LFs responsibility to process Locker events, approved Hosts may perform this task (i.e. Regional Alliance). Should the Host take on this responsibility, the following terms are in effect:

- A Host administrator is identified and approved by viaSport, who completes the CAC Locker training and signs the viaSport Locker Use Agreement
- Courses must be submitted within three days of event completion

Locker events will be rejected if:

- Information has not been completed, or is incorrect, including delivery method, host organization and postal code.
- A role is not assigned to the LF
- Attendees/Leaders are missing an actual birthday or email address
- The LF is not qualified to deliver the module (including not having completed the MED evaluation, a Criminal Record Check, and Respect in Sport – Activity Leader)

QUALITY CONTROL

Should it be reported that a Host is not in compliance with the terms in this document, viaSport will take one or more of the following actions, depending on the severity of the issue:

- Discuss with the Host the appropriate actions, and the expectations viaSport has of the Host, and develop an action plan to support the Host in a higher level of quality delivery for the future
- The course in question will not be approved, and the coaches will not be granted credit
- The Host Organization is temporarily or permanently suspended from delivering courses

All reported incidents will be documented.