

POST-SECONDARY INSTITUTIONS: NCCP INTEGRATION

PROCESSES AND TERMS

Thank you for your interest in providing students with the opportunity to engage in the National Coaching Certification Program (NCCP). viaSport and the Coaching Association of Canada (CAC) provide the resources and opportunity for Post-Secondary Institutions (PSIs) in delivering multi-sport NCCP courses to students, with flexibly delivery methods to accommodate the school's program and objectives.

In offering FMS to students we aim to:

- Introduce students to the NCCP and the opportunities within coaching
- Educate students on effective coaching strategies both to teach sport skills and work with athletes
- Provide students with a qualification that can assist them in securing volunteer or employment positions.

ELIGIBILITY

1. The PSI must be located within B.C.
2. The NCCP course must be delivered in Kinesiology (or related) program. Continuing education departments are not eligible for this initiative.

PROCESSES

OPTION 1: QUALIFIED LF

Post-Secondary Institution (PSI) contracts a qualified viaSport Learning Facilitator (LF), or use a Professor who is a qualified viaSport LF, to deliver content to the students. In this case, the PSI will follow the general hosting guidelines provided by viaSport within the dropbox folder. If the PSI has already [applied as a school](#), they do not need to apply in addition to be a host organization (unless their continuing education department wishes to deliver courses to the public).

OPTION 2: PSI INSTRUCTOR DELIVERS NCCP CONTENT

PSI Professors use the NCCP materials and general delivery format, and students use the NCCP workbooks and reference materials.

1. [Apply to viaSport](#) to deliver multi-sport NCCP, semi-integrated.
2. Upon viaSport approval (within two weeks of the application being received), you will be provided with a dropbox link containing all course materials, processes and information.

3. Provide relevant course information to the instructor, so they can prepare delivery.
4. Provide students with the coach workbook and reference material for each course they are completing (along with any other materials, as required by the course). This can be printed professionally, in house by the PSI, or electronically to the student (for the student to use electronically or print).
5. Provide the students with the viaSport/NCCP handout, and ask students to [sign up](#) for an account with the Coaching Association of Canada. The student must provide their NCCP number to the school in order to receive credit for the course. The school needs NCCP numbers for all students in order to process the course. The school and viaSport will be unable to retroactively provide credit for students who later sign up for an account.
6. Schools delivering to more than 30 students per year will be asked to identify an administrative contact who will be responsible for processing the course in the CAC database, the Locker. Schools will be asked to complete one (or more) Locker events per year, leaving the LEADER section blank, and listing the teachers who delivered the course in the NOTES section of the Locker event.
7. Schools with fewer than 30 students may submit an excel file to viaSport with the student's name and NCCP number, and the name of the teacher who led the group.
8. viaSport will invoice the school \$10.00 for each student granted credit, per course. Note that community participation typically costs \$50-\$250 per course. The invoice will be due 30 days from issue. The course will not be approved in the Locker until payment has been received.
9. Locker transcripts are typically updated within two business days from when viaSport has approved the event. Please note that printed certificates are not issued. Students may print off their Locker transcripts.

OPTION 3: PSI CONTENT APPROVAL

The PSI reviews the NCCP outcomes, criteria and module learning objectives, and proves their curriculum meets NCCP standards through an application and approval process developed, managed, and granted by CAC.

1. [Apply to viaSport](#) to deliver multi-sport NCCP, with your content recognized as meeting the NCCP outcomes, and fully integrated into standard courses.
2. viaSport will forward the application to the CAC to begin the approval process. CAC's process is TBD, but will likely require a more detailed submission of how existing courses meet NCCP outcomes. Fees will be collected by CAC for content approval
3. Once the content is approved, standard processes for processing courses through viaSport would apply:
 - a. Provide the students with the viaSport/NCCP handout, and ask students to [sign up](#) for an account with the Coaching Association of Canada. The student must provide their NCCP number to the school in order to receive credit for the course. The school needs NCCP numbers for all students in order to process the course. The school and viaSport will be unable to retroactively provide credit for students who later sign up for an account.
 - b. Schools delivering to more than 30 students per year will be asked to identify an administrative contact who will be responsible for processing the course in the CAC database, the Locker. Schools will be asked to complete one (or more) Locker events per year, leaving the LEADER section blank, and listing the teachers who delivered the course in the NOTES section of the Locker event.
 - c. Schools with fewer than 30 students may submit an excel file to viaSport with the student's name and NCCP number, and the name of the teacher who led the group.

- d. viaSport will invoice the school \$10.00 for each student granted credit, per course. Note that community participation typically costs \$50-\$250 per course. The invoice will be due 30 days from issue. The course will not be approved in the Locker until payment has been received.
- e. Locker transcripts are typically updated within two business days from when viaSport has approved the event. Please note that printed certificates are not issued. Students may print off their Locker transcripts.

TERMS

All approved PSIs 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.

GENERAL

- Only one application per school will be accepted.
- All programs must be delivered live (in person) and occur in B.C..
- When there has been a change in contact information for viaSport, we ask schools to submit a new application for tracking purposes.
- PSIs may request mentorship from a viaSport Master Coach Developer, at their own expense. Should a PSI Instructor wish to become a viaSport Learning Facilitator, they are required to apply with viaSport and complete the full training in the Coach Developer Pathway.

INSTRUCTORS DELIVERING NCCP CONTENT (NOT QUALIFIED LEARNING FACILITATORS)

- PSI Instructors are strongly encouraged to participate in the NCCP courses they will be delivering in a community setting, lead by a qualified viaSport Learning Facilitator, for the purposes of learning the intended content and style of the material.
- PSI Instructors are encouraged to participate in Core Training for Learning Facilitators, to learn more about the NCCP and how to most effectively manage activities using NCCP materials.
- PSIs are encouraged to inquire about utilizing a Master Coach Developer to mentor PSI Instructors in effectively delivering NCCP content. viaSport will facilitate arranging for a Master Coach Developer to work with the PSI, though the PSI would be responsible for costs incurred and MCD honorarium.

ADMINISTRATION

- Schools submitting more than 30 registrants (eg. Six students in five courses, 30 students in one course) pre year (September to August), must identify an administrative contact who will complete Locker training, sign a Locker agreement with viaSport and submit all Locker events for the PSI.
- All Locker events (or excel files) must be received within one month of the completed semester.
- Locker events will be rejected if:
 - Information has not been completed, or is incorrect, including delivery method, host organization and postal code.
 - Coaches/Leaders are missing an actual birthday or email address

COURSES

- The courses the PSIs are permitted to host may change as the Coaching Association of Canada revises content and delivery methods.
- PSIs should consult standards information, which can be found within the provided Dropbox folder.

PROMOTIONAL AND COURSE MATERIALS

- Electronic copies of materials must be obtained by viaSport directly. PSIs may not share electronic files with individuals outside of their organizations or those participating in the courses.
- PSIs may provide students with printed materials, or may provide the coach with the electronic files for the coach to print or use electronically. If the host provides printed materials, they must be provided in full. Partial printing is not acceptable.
- Promotional materials may not be altered, or used to promote activities outside of multi-sport NCCP.
- Schools must provide the viaSport NCCP Student Handout to each student participating in programs.
- French materials are available upon request.
- 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.

QUALITY CONTROL

viaSport may request to observe delivery at anytime. Should it be reported that a PSI not be 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 PSI 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 students will not be granted credit
- The PSI is temporarily or permanently suspended from delivering courses

All reported incidences will be documented.

Note: As the coaching Association of Canada and viaSport B.C. refines a national approach to NCCP integration into post-secondary environments, these terms may change. All approved schools will be notified when terms have been updated.