



2021 Women in Coaching Canada Games Apprenticeship Program Guidelines

INTRODUCTION

The Canada Games Council, the Coaching Association of Canada, and the Provincial/Territorial Coaching Representatives strongly believe that coaching apprenticeship programs are an essential part of the development of a coach. Furthermore, apprenticeship programs can be used as a means to attract and support underrepresented populations in coaching, such as female and Aboriginal coaches. The Canada Games have featured apprenticeship coach programs in every Games since the 2005 Canada Summer Games in Regina, Saskatchewan. The program provides up to two coaches per Games from each Province and Territory the opportunity to develop their coaching skills through the Canada Games.

Women in Coaching Program (WiC):

The WiC program is a partnership between the Provincial/Territorial Coaching Representatives (PTCR), the Canada Games Council (CGC) and the Coaching Association of Canada (CAC). This program provides the opportunity for each Province and Territory to send 2 female coaches to the Canada Games in apprenticeship roles.

OBJECTIVES

WiC

- Build coaching capacity for women in sport;
- Provide female apprentice coaches with domestic multi-sport exposure;
- Provide female apprentice coaches with enhanced professional development and learning opportunities to prepare them for higher level coaching and ensure an increase in their level of certification to a minimum of Competition-Development. (Apprentice coaches complete certification within 2 years following the Games).
- Expose female apprentice coaches to elite women coaches' experiences;
- Ensure female apprentice coaches are prepared to play a meaningful role during the Canada Games experience.

DESIRED OUTCOMES

Desired, measurable outcomes are established in consultation with the P/TCRs, the CGC, and the CAC.

- The goal of the program is to have at least 75% of the quota allocations for women apprentice coaches in this program filled for the Games;
- Two professional development workshop seminars are conducted before the Games;
- 100% attendance at professional development workshop;
- 100% of all apprentice coaches attending the Games will have been trained in the relevant context within one year following the Games;
- 75% of all apprentice coaches attending the Games will have been certified in the relevant context within two years of attending the Games;
- As a long-term objective, 100% of all apprentice coaches will continue to actively coach athletes at the community, provincial, or national level applying the experience gained from the Games;
- 100% of apprentice coaches, mentor coaches, and P/TSOs in this program will complete a feedback survey;
- 100% of apprentice coaches, mentor coaches, and P/TSOs in this program will positively evaluate the program and provide constructive criticism for the future of this program.



ELIGIBILITY

Generally, eligibility criteria for the coaches are:

- Canadian citizen or permanent resident status.
- coaching experience;
- completed some form of NCCP training, with preference given to Competition Introduction Trained status.
- never attended a Canada Games as a “coach”;
- never attended the Olympics, Pan American Games, or Commonwealth Games as a “coach”;
- not already selected to the coaching staff of a province/territory’s Canada Games coaching staff;

Any exceptions to the above eligibility requirements must be approved by the Provincial/Territorial Coaching Representative before a coach can be admitted into the WiC program.

CERTIFICATION REQUIREMENTS

- The purpose of certification requirements is to ensure that apprentice coach selection for the WiC program are genuine apprentice coaches who will, through participation in the program, gain valuable experience that will contribute to the coach becoming a Canada Games coach in the future.
- Based on the objectives and desired outcomes outlined above, the NCCP coaching certification requirements for the WiC program are:
 - Certified no higher than NCCP Competition – Development In Training
- Coaches who are NCCP Competition – Development Trained or Certified are not eligible for the program as these coaches have already obtained the necessary certification to coach at the Canada Games.

Any exceptions to the coach certification requirements must be approved by the Provincial/Territorial Coaching Representative before a coach can be admitted into the WiC program.

EVALUATION

At the completion of the 2021 Canada Games, the WiC program will be evaluated against the established desired outcomes. Upon evaluation, desired outcomes or elements may be changed to better reflect the state of the program.

Evaluation of the program will consist of actions taken against the desired outcomes and of surveying the apprentice coaches, the mentor coaches, and the P/TCRs.

PROGRAM:

The timelines below reflect national guideline deliverables, and directly relate to key program objectives. Provinces or Territories may set internal timelines for the program, understanding and respecting the timelines below:

2021 Canada Summer Games - Niagara Region, St. Catherine’s, Ontario

2021 Public Interest Form Opens:	November 4, 2019
Public Interest Form Closes:	January 10, 2020
Full Application Due Date:	February 20, 2020
Coaches Selected (Latest possible date):	March 16, 2020
1 st PD Session	November 2020 Petro-Canada Sport Leadership Conference Quebec City, QC
2 nd PD Session	April 2021
2021 Canada Games:	August 6 – 21, 2021



Selection Guidelines:

Candidates should be selected based upon a reasonably standardized application process that ensures parity at a Provincial/Territorial level and at a sport level. A degree of flexibility will be required in order to adapt to the unique circumstances facing any P/TSO and individual coach.

To ensure the program is as successful as possible the apprentice coach must be involved with the Provincial/Territorial program for a minimum of one year, but preferably upon appointment until completion of the games, and will need to be actively involved in all training camps, selection camps, and preparation competitions.

External expertise could be utilized in the selection/approval process to ensure equity and fairness. It would be highly recommended to use expertise in the identification of appropriate apprentice/mentor coach matches, possibly through involving local NCI Directors or other as appropriate.

A high degree of emphasis needs to be placed on the selection of the appropriate apprentice coach AND the appropriate environment for that apprentice coach's development. Every attempt must be made to ensure the best possible mentor is selected for the apprentice coach.

Selection Process:

1. Coach interest will be collected through a short intake form hosted by the Coaching Association of Canada (CAC).
2. CAC will deliver a list of interested coaches to the appropriate P/TCR.
3. P/TCR's will then send out full applications to the interested coaches.
4. Once full applications have been returned, P/TCR's will work with P/TSO's to make final selection for the program.

Mentor Coach:

A mentor coach will be assigned to each apprentice coach. The mentor coach could be a member of the Games' coaching staff or a non-staff mentor (preferable) assigned from within the sport.

The mentor coach should, if possible, accompany the apprentice coach to the professional development workshops.

Professional Development:

Professional development (PD) sessions are crucial for the apprentice coaches and additional PD sessions with the mentors should be considered as an important aspect of the program.

Two PD sessions will be scheduled for the WiC program in the years leading up to the Games.

Apprentice Coach Role:

Apprentice coaches attend the Canada Games to provide them with a multisport experience and the opportunity to observe and learn from their mentor coaches (and other NCCP comp –dev certified coaches). The apprentice coach should have a specific and meaningful role within the team. Apprentice coaches cannot fulfill the role of a coach, as outlined in the sports technical package (i.e. WiC coaches may not be counted as a team's second coach in order to fulfill a female coaching requirement in a technical package). See Appendix A for two examples.



The apprentice coach will be provided with an accreditation at the Games. This accreditation will provide the coach the same access as the other coaches. Due to the technical regulations of certain sports, apprentice coaches may not have access to the competition area in all sports. Any sport specific regulations regarding the WiC apprentice coach program will be noted in the sports technical package once it is available.

PROGRAM LEADERSHIP, ADMINISTRATION, and FINANCING:

In order to operate programs such as these effectively, there is a need to create a partnership that will ensure resources (financial and human) from a variety of sources to create an appropriate program.

The leadership of the 2021 WiC program will come from the P/TCRs, with support from the CAC and the CGC. This document will act as a Memorandum of Understanding (MOU) between the involved parties to ensure the various roles and responsibilities for successful program deliver are clearly articulated.

The following is an overview of the various partners' roles and responsibilities for this program:

Canada Games Council (CGC)

- Approval of WiC programs
- Approval of Apprenticeship Program Guidelines (shared with CAC)
- On-going evaluation of program objectives of both programs based on CAC evaluations of identified stakeholders. Reporting of evaluations to Federal & P/T Government partners.
- Promotion of the program (external)
- Communication with key stakeholders (Chefs de Mission/CAC)
- Ensure accreditation with the host
- Ensure program requirements are built into sport selection numbers
- Work with NSOs to determine the level of access provided to apprentice coaches.

Coaching Association of Canada (CAC)

- Approval of Apprenticeship Program Guidelines (shared with CGC)
- Providing program support to P/TCRs for WiC
- On-going evaluation of WiC program with P/TCRs, women apprentice & mentor coaches
- Evaluations provided to CGC for reporting to Federal & P/T Government partners.
- Promotion of the program (external)
- Communication with key stakeholders (P/TCRs & CGC)
- Oversee the Apprentice Coach Professional Development sessions
- Development of seminar materials

Provincial/Territorial Governments / Provincial/Territorial Coaching Representatives (P/TCRs)

- Leadership of WiC program
- Create and manage the selection process of WiC coaches with P/TSOs
- Select female apprentice coaches
- Cost-share the transportation, accommodation, and food of the apprentice coaches and mentors to the Professional Development sessions*
- On-going evaluation of the program through P/TSOs
- Promotion of the program
- Facilitation of local peer support for female apprentice coaches involved in Games
- Work with Provincial/Territorial Sport Organizations to ensure apprentice coaches are fulfilling pre-game, games time, and post games requirements of the WiC program.



National Sport Organizations (NSOs)

- Support the selection of the mentor coach
- Promotion of the program
- Assist in the identification of appropriate apprentice coaches and mentors within Provinces and Territories when required
- Set competition area access for apprentice coaches

Provincial/Territorial Sport Organizations (P/TSOs)

- Promotion of the program
- On-going evaluation
- Cost-share the transportation, accommodation, and food of the apprentice and mentor coaches to the Professional Development session, when required.
- Fund expenses related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.
- Nominate apprentice and mentor coaches.
- Work with Provincial/Territorial Coaching Representative to ensure apprentice coaches are fulfilling pre games, games time, and post games requirements of the WiC program.

Canada Games Host Society

- Promotion of the program
- Provision of accommodation, accreditation and food for the apprentice coaches (within the currently allocated participant quota for the Games; i.e. no new costs)
- Provision of facilities for professional development seminars prior to and during Games where necessary.

*The costs for all apprentice coaches to attend the Professional Development Seminar could be equalized so that the location of the seminar will not overly impact costs to all partners. It will be the responsibility of the PTCR group to determine the procedures around any cost sharing initiatives for the WiC.

Coaching Association of Canada

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Canada Games Council

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Appendix A

Technical Package Coaching Quota Example

Statement: Apprentice coaches cannot fulfill the role of a coach, as outlined in the sports Technical Package (i.e. WiC coaches may not be counted as a team's second coach in order to fulfill a female coaching requirement in a Technical Package)

Example 1

The Sport of Diving has a Technical Package quota of 2 coaches. If a Provincial/Territorial team has female divers, they must have a female coach. An apprentice coach of the WiC program does not count as the female coach needed to fulfill this requirement as the apprentice coach is an additional position within the P/Ts diving team (i.e. 2 coaches plus an apprentice coach). A coach cannot be both an apprentice coach, and the head or assistant coach of a P/T team as outlined by the Technical Package. This does not mean the apprentice coach can't fulfill a meaningful role within the team.

If the Diving team requires a female coach, and the only coach available is the apprentice coach, the apprentice coach may apply to the Canada Games Council for a coach certification exemption. If successful, the apprentice coach becomes the diving team's female coach and is no longer part of the apprentice coach program.

Example 2

A women's softball team has a Technical Package quota of 2 coaches and one of the coaches must be female. If a Provincial/Territorial team names only one coach (who is female) the apprentice coach does not count as the team's second coach. The team would have 1 coach and 1 apprentice coach.

If the apprentice coach/Provincial/Territorial team wishes, they may apply for a coach certification exemption from the Canada Games Council and if successful become the team's second coach. The coach would no longer be part of the WiC program.

Additionally, in both examples 1 and 2, an apprentice coach may complete their NCCP Comp-dev certification prior to the Canada Games. In such a scenario the coach would still be permitted to be part of the WiC program, but still could not act as both an apprentice coach and a coach as outlined in sports Technical Package.



Appendix B

P/TCR Contact Information

Alberta:	Tim Bjornson, Director of Sport Development Alberta Sport Connection Tim.bjornson@albertasport.ca
British Columbia:	ViaSport BC coaches@viasport.ca
Manitoba:	Susan Lamboo, Coaching Manager Coaching Manitoba, Sport Manitoba Susan.lamboo@sportmanitoba.ca
New Brunswick:	Ashleigh Milani, Manager of Coaching Education Coach NB ashleigh@coachnb.ca
Newfoundland & Labrador:	Doug Halliday, Project Leader – Canadian Sport for Life Sport Newfoundland and Labrador dhalliday@sportnl.ca
Northwest Territories:	Rita Mercredi, Sport Consultant Sport North Federation rmercredi@sportnorth.com
Nova Scotia:	Mike Hudson, Sport Consultant Department of Health and Wellness mike.hudson@gov.ns.ca
Nunavut:	Kerby Corcoran Sport and Recreation Division Development Officer kcrcoran@gov.nu.ca
Ontario:	Stuart McLaren, Senior Lead, Program Development Coaches Association of Ontario stuart@coachesontario.ca
Prince Edward Island:	Lynn Boudreau, Sport PEI lboudreau@sportpei.pe.ca
Quebec:	Richard Gamache, conseiller en sport Direction du sport, du loisir et de l'activité physique richard.gamache@education.gouv.qc.ca
Saskatchewan:	David Robertson, CAS Executive Director Coaches Association of Saskatchewan drobertson@sasksport.sk.ca
Yukon:	Trevor Twardochleb, Sport Consultant and Coaching Coordinator Sport and Recreation, Department of Community Services Trevor.Twardochleb@gov.yk.ca



APPENDIX C

COACH APPLICATION - WOMEN IN COACHING PROGRAM (2021 Canada Games)

PERSONAL INFORMATION:

First Name	
Last Name	
Mailing Address	
Telephone	
Fax (if applicable)	
Email Address	
Sport	
NCCP #	

ELIGIBILITY:

Please confirm, by placing a checkmark in each box, your eligibility for this program:

- Canadian citizen or permanent resident status;
- Certified not higher NCCP Competition – Introduction Trained or NCCP Competition – Development In Training;
- Has completed some form of NCCP training;
- Never attended a Canada Games as a “coach”;
- Never attended the Olympics, Pan American Games, or Commonwealth Games as a “coach”
- Commit to the objectives and requirements of the program.

REQUIRED ATTACHMENTS:

The Apprentice Coach Candidate submits the following to their Provincial/Territorial Coaching Representative:

- A letter of intent, which details their coaching experience, involvement with the sport, coaching career objectives, and ability to make a commitment to future community or competitive-level athletes
- A letter of reference from a home club president or head coach of the team/club that they currently work with
- A letter of reference from a parent of an athlete they currently coach

Once complete, please deliver this application form along with all required attachments to your Provincial/Territorial Coaching Representative by the required deadline.

Thank you for your interest in the program!

Signature of Applicant

Date



APPENDIX D

Provincial/Territorial Sport Organization Form

Women in Coaching (WiC) APPRENTICE COACH PROGRAM

2021 Canada Games

Name of Organization: _____

Address of Organization: _____

Supervisor (Contact Person): _____ Title: _____

Mentor (if different from above): _____ Title: _____

Address of Supervisor (if different): _____

Telephone: _____ Fax: _____ e-mail: _____

Location of proposed internship: _____

ATTACHMENTS

The **P/TSO** reviews the applications and identifies ONE candidate it will endorse. The **P/TSO** prepares a letter of recommendation for the candidate that includes the following details:

- How the P/TSO would benefit from participating in the program
- Who the mentor coach will be and why, along with a copy of their coaching resume, their NCCP certification level and previous experience as a mentor or master coach. Is the mentor coach available to attend the workshop(s).
- What role the apprentice coach will play as an active member of the coaching staff leading up to and including at the Canada Games
- A brief outline of the pre-Games training and competitive programs that the apprentice coach will be involved with
- Identify the P/TSO's financial commitment to the project and provide the estimated costs, including expenses related to the attainment of NCCP Competition Development certification and other professional development opportunities, to complement the needs of the apprentice coach's program



NOTE: Costs related to the participation of the coach and mentor coach in the Professional Development Seminar, e.g. transportation, accommodation, meals, registration fees, will be cost shared by the government department, as defined by that P/TCR.

- How the P/TSO will continue involving the apprentice coach in provincial activities on a regular basis following the completion of the Apprentice Coach Program.
- What initiatives the P/TSO will undertake to promote the recruitment and development of aboriginal or women coaches in its sport
- Fund expense related to the apprentice coaches involvement with all training camps, selection camps, and preparation competitions pre games when required.

The **P/TSO** submits the letter of recommendation for the apprentice coach detailing the items listed above and her resume and requested reference letters.

Deadline for submission:

Once the candidate is selected, an Apprentice Coach Program agreement will be established with the successful P/TSO, apprentice coach and (Government department).

Please submit to:

Signature of employer's authorized representative

Date



Appendix E

Agreement Women in Coaching (WiC) Apprentice Coach Program

BETWEEN

(hereinafter referred to as “the P/TSO”)

AND

The Department of XXX
(hereinafter referred to as “the Department”)

AND

(hereinafter referred to as “the Apprentice Coach”)

IN CONNECTION WITH THE

2021 Canada Games Women in Coaching Apprentice Coach Program
(hereinafter referred to as “the Program”)



General Features of the Women in Coaching Apprentice Coach Program

Regarding the Program the parties acknowledge the following:

The objectives of the Program are to:

- Provide apprentice coaches with domestic multi-sport games exposure;
- Provide apprentice coaches with a mentor coach throughout the Games' preparation period;
- Provide apprentice coaches with professional development opportunities to ensure an increase in their level of certification to a minimum Competition - Development "Certified" level under the new NCCP;
- Expose apprentice coaches to high performance coaches;
- Ensure apprentice coaches are prepared to handle a meaningful role during the Canada Games experience;
- Build female coaching capacity

The Apprentice Coach shall be included in the P/TSO's Canada Games provincial team program in a progressive, positive, and educationally sound manner. The Apprentice Coach shall receive full accreditation as a coach of the P/TSO at Canada Games.

A Mentor Coach, identified by the P/TSO, will be responsible for supervising and evaluating the Apprentice Coach. The P/TSO will notify the department in advance if there is a change in the named Mentor Coach.

Evaluation of and feedback on the Apprentice Coach's work will, in the first instance, be carried out by the Mentor Coach and the P/TSO and must include written documentation. If the evaluations should indicate unsatisfactory results, a meeting will be called to discuss the matter, and could result in the termination of this Agreement.

Responsibilities of the Department

Pursuant to this Agreement, the Department's responsibilities shall be as follows:

- Coordinate through Chef de Mission, travel to the Games as well as accommodation and meals in the Athletes' Village and Games accreditation and a Team walk-out uniform.
- Include the Apprentice Coach in all Team functions (pre-Games, at the Games and post-Games)
- The Department will cost-share the transportation, accommodation, meals and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s).

Responsibilities of the P/TSO

Pursuant to this Agreement, the P/TSO's responsibilities shall be as follows:

- Involve the Apprentice Coach with the Canada Games Coaching staff and team (i.e., athlete selection and training activities) leading up to and including the Games
- Develop and by (date, year) submit for review to the Department, a description of learning activities for the Apprentice Coach that shall include the following details:
 - Event description, dates, location, role of the Apprentice coach and desired outcomes of each activity
 - How the activity can be linked to the completion/evaluation of NCCP Competition Development certification
 - The estimated costs (including transportation, meals, accommodation and course fees)



- Ensure the Mentor Coach is providing the necessary support, supervision and feedback for the Apprentice Coach
- Submit a year-end report (a written evaluation) of the Program with the Apprentice Coach and the Mentor Coach by **(Date, year)** to the Department.
- Provide financial assistance to offset costs related to the attainment of NCCP Competition – Development certification
- Provide financial assistance, if required, for the involvement of the Mentor Coach
- Cost-Share the transportation, accommodation, meals and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s).
- Fund expense related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.

Responsibilities of the Apprentice Coach

Pursuant to this Agreement, the Apprentice Coach's responsibilities shall be as follows:

- Participate fully in the Program and its activities developed by the P/TSO.
- Provide feedback on each activity, in a quarterly review, to the Mentor Coach and P/TSO regarding the following and shall include:
 - Technical information relative to the completion of the learning objectives
 - Critical reflection on her performance and the benefits of the learning activity
- Submit a year-end report by (date, year) to the P/TSO and the Department.
- Participate in all professional development provided by P/TSO such as the Professional Development Seminars.

The parties agree to and acknowledge all the above conditions, criteria, and responsibilities.

DATED this _____ day of _____, 20____.

Signed: _____ **Title:** _____

For the P/TSO of: _____

Signed: _____
Apprentice Coach

Signed: _____
Department of _____