



COACHING ASSOCIATION OF CANADA

BRAND GUIDELINES



Coaching Association of Canada
Association canadienne des entraîneurs

mentor trainer facilitator
responsible guide leader
motivator champion
ethical coach advocate
friend collaborator
advisor fact-finder



Wherever there is an athlete, there is a coach.

Coaches are parents, teachers, neighbours, and ethical leaders in their communities. They listen to, lead, encourage, and inspire our country's athletes and participants, in every sport, at every level.

What motivates someone to become a coach?

It's their passion to help others and themselves reach higher, both in sport and in life.

TABLE OF CONTENTS

Introduction

1 Preface

2 The CAC Brand Platform

3 The CAC Visual Identity Standards

4 The CAC Sub-Brands

5 CAC Brand Usage Examples

6 CAC Brand Checklist

Introduction	3
1 Preface	4
The Purpose of the Coaching Association of Canada	5
The Distinction between the CAC and the NCCP	6
2 The CAC Brand Platform	8
Our Mission	9
Our Values	9
Brand Promise	9
Brand Personality	9
Brand Positioning	10
Brand Equity	11
3 The CAC Visual Identity Standards	12
CAC Logo Design Rationale	13
Correct Logo Usage	14
Incorrect Logo Usage	16
CAC Colours	18
CAC Typefaces	19
Graphic Elements	21
Photography	23
4 The CAC Sub-Brands	25
Chartered Professional Coach (ChPC)	26
National Coaches Week (NCW)	27
Responsible Coaching Movement (RCM)	28
Petro-Canada Sport Leadership sportif Conference	29
Writing Standards	30
Approvals	31
5 CAC Brand Usage Examples	33
Introduction	33
CAC Annual Report	34
Canadian Journal for Women in Coaching	34
Multi-Sport Product Manual	35
Contributors' Attribution Page	35
CAC Powerpoint Presentation	36
NCCP Powerpoint Presentation	36
Multi-Sport Powerpoint Presentation	37
6 CAC Brand Checklist	39



INTRODUCTION

Thank you for your interest in the brand guidelines of the Coaching Association of Canada™ (CAC). This document provides practical tools that you can use to ensure the integrity of the CAC brand.

Continually and consistently protecting the intangible and tangible attributes of the CAC brand in day-to-day activities makes it possible to enhance the CAC's value and further strengthen the bonds between the association and its partners and stakeholders. With this viewpoint in mind, this brand policy provides guidelines to ensure the continued integrity of the CAC brand.

Maintaining a strong visual identity (tangible attributes) for the CAC brand helps to ensure a positive platform to highlight the value of coaching and quality coach education programs across Canada.

As you interpret this policy, we invite you to contact the CAC with your questions should you have specific scenarios of brand use for consideration. Your contact is:

Natalie Rumscheidt

Director of Marketing and Communications
Coaching Association of Canada
613.235.5000 ext. 2051
nrumscheidt@coach.ca



THE PURPOSE OF THE COACHING ASSOCIATION OF CANADA

The Coaching Association of Canada™ (CAC) unites **partners** and **stakeholders** in its commitment to raise the skills and stature of coaches, and ultimately expand their reach and influence.

The CAC is a partner-driven organization that relies on the strength of its relationships to achieve its mission. The coach and sport leader development and education system in Canada is a result of the work of highly committed individuals from many different organizations who strive for coaching excellence from playground to podium.

Through the CAC's programs, the association empowers sport organizations and coaches in Canada with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence and increases the credibility and recognition of coaches.

PARTNERS

- > Government of Canada
 - > Provincial and Territorial Governments
- > Provincial/Territorial Coaching Representatives (PTCRs)
- > Provincial/Territorial Aboriginal Sport Bodies (PTASBs)
 - > National Sport Organizations (NSOs)
 - > Provincial/Territorial Sport Organizations (PTSOs)
- > Canadian Olympic and Paralympic Sport Institutes
 - > National Multi-Sport Service Organizations
 - > Corporate Partners

STAKEHOLDERS

- > Coaches
- > Athletes and Parents
- > Students and Teachers

THE DISTINCTION BETWEEN THE CAC AND THE NCCP

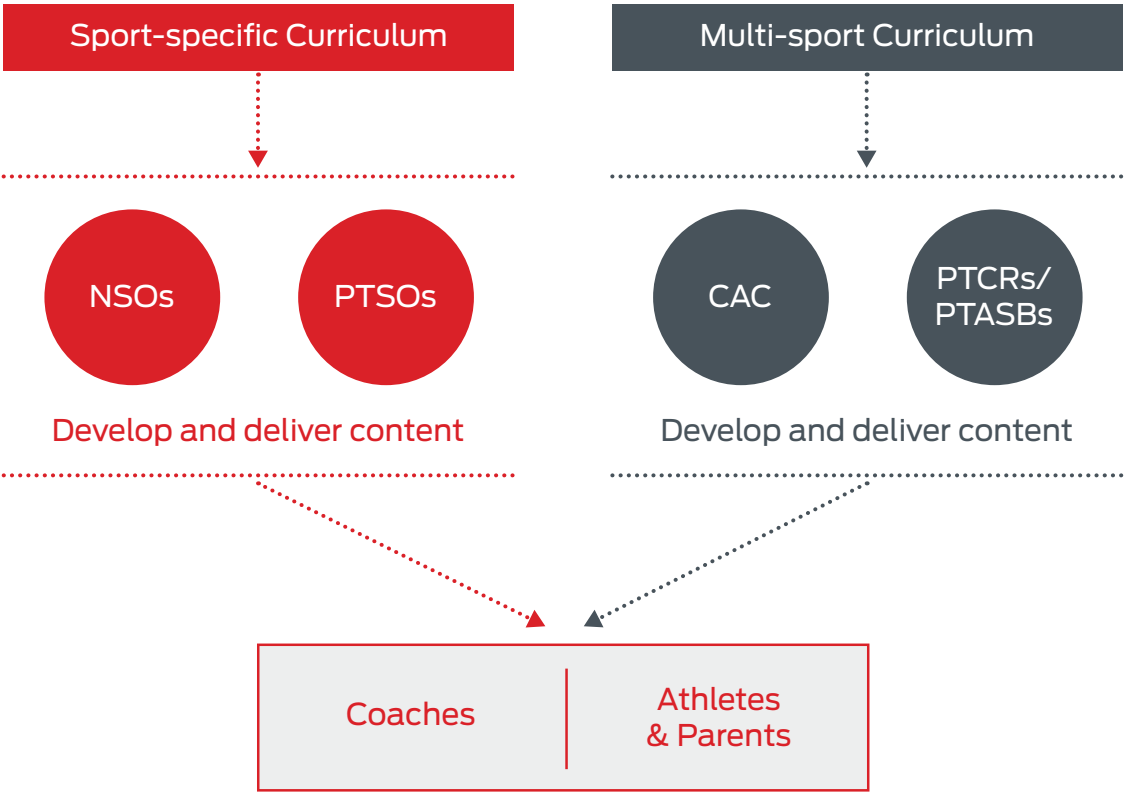
For users of the CAC Brand Guidelines, it is important to understand the distinction between the **Coaching Association of Canada** (CAC) and the **National Coaching Certification Program** (NCCP).

The CAC is an association. The Coaching Association of Canada is mandated by governments to develop a harmonized coaching education program available and accessible throughout the country.

As part of this mandate, the CAC, PTCRs, PTASBs, NSOs and PTSOs share the stewardship of **the NCCP, which is the program to deliver coach training and grant certification**. The CAC produces multi-sport NCCP training content that is delivered by PTCRs, PTASBs and via elearning. NSOs produce sport-specific NCCP training content that is delivered by NSOs and PTSOs.

The CAC is also committed to enhancing the professional of coaching, promoting ethical and responsible coaching practices, and ensuring diversity and inclusion practices are embedded within all coach training and development initiatives.

THE NCCP IS A COACH TRAINING AND DEVELOPMENT PROGRAM



The CAC's brand has a “partnership” voice to PTCRs, PTASBs, NSOs and PTSOs in the delivery of the NCCP and a distinct and separate “association” voice to coaches in which the CAC supports coaches and advocates for the coaching profession.

If you are unsure whether you should follow the CAC Brand Guidelines or the [NCCP Brand Guidelines](#), please see the **Appendix** on page 33 of this document. The Appendix provides examples of communications and work products (henceforth called “communications”) to explain which logo is applicable and why. If you require additional clarity, please contact the CAC's Director of Marketing and Communications (see **Approvals** on page 31 for contact information).

KEY TAKEAWAYS

- The CAC is an association; the NCCP is a coach training program.
- The CAC, PTCRs, PTASBs, NSOs, and PTSOs are partners in stewarding the NCCP.
- There are two brand style guides: the CAC Brand Guidelines and the NCCP Brand Guidelines.
- A helpful Appendix in this document provides examples of appropriate usage for the CAC logo.
- The CAC's Director of Marketing and Communications is available to answer your questions about proper usage of the CAC logo.



WHAT IS A BRAND?

A brand is the net effect of all of one's interactions with your organization - both tangible and intangible - that includes marketing initiatives, website, press coverage, customer experience. One sole interaction can influence one's impression of your brand.

It is important for an organization to develop and adhere consistently to clear brand standards, including the brand mission, core values, brand promise, brand personality, brand positioning (or value proposition) and brand equity. It is from these elements that the visual identity standards (VIS) are developed; e.g., logo, colours, fonts.

A clear and consistently communicated brand builds trust with your audience. The CAC's brand is the day-to-day consistent fulfillment of the promise the CAC makes to its partners and stakeholders.

THE CAC BRAND PLATFORM

OUR MISSION

The CAC's mission is to enhance the experiences of all athletes and participants in Canada through quality coaching.

OUR CORE VALUES

The CAC's core values and beliefs are:

- That competent and ethical coaches are essential to the provision of a safe and positive sport environment.
- That sport leads to individual and community growth.
- That coaching is the primary influence on the quality of a participant's sport experience.
- That coaching requires and benefits from a commitment to lifelong learning.
- That coaching education demands collective effort.

OUR BRAND PROMISE

What does "brand promise" mean? This is the single most important thing that the CAC promises to deliver to its target audiences—every time. To articulate our brand promise, we consider what audiences should expect from every interaction with the CAC.

The CAC educates, develops and celebrates the achievement of coaches in Canada and motivates them to be participant and athlete-centred.

OUR BRAND PERSONALITY

What does "brand personality" mean? If the CAC was a person, how would you describe the person?

The CAC is:

- Ethical
- Bold
- Innovative
- Inclusive
- Collaborative
- A Champion
- An Advocate
- A Responsive Leader

OUR BRAND POSITIONING

What does “brand position” mean? Our brand position is our value proposition. It describes what the CAC does and how our partners and stakeholders benefit from working with the CAC.

As the CAC has numerous categories of partners and stakeholders, we have unique value propositions for each.

For **organizations** who engage paid and volunteer coaches, the Coaching Association of Canada works in partnership with PTCRs, PTASBs, NSOs, and PTSOs to develop and deliver quality coach education, recognize the value of coaches in our community, and advocate for responsible and ethical coaching practices to ensure the safety of athletes and coaches. The Coaching Association of Canada and its partners are stewards of nation-wide standards and ethics in coach education and development.

For **coaches** at every level in Canada for whom coaching is their passion and their profession, the Coaching Association of Canada advocates for professional and ethical standards, and helps them achieve the highest designation of Chartered Professional Coach (ChPC).

For **athletes, parents and the public in general** who place the coach in a position of trust, the Coaching Association of Canada and its partners establish educational and ethical standards for sport organizations and help create a safe environment for athletes and coaches, on and off the field of play.

For **organizers of major games** who need informed and indisputable national standards for coaching staff, the Coaching Association of Canada manages the risk of coaching at the games by setting standardized and recognized minimum eligibility requirements on the professional coaches who are eligible to attend the games with their athletes.

For **students** whose career aspiration is professional coach and want the support and mentorship of those more experienced in the profession, the Coaching Association of Canada provides access to learning, networking, apprenticeship, co-op and directed mentorship opportunities to achieve their goals.





OUR BRAND EQUITY

What does “brand equity” mean? The CAC’s brand story illustrates the organization’s history or equity, along with how the history adds value and credibility to the CAC brand.

Established in 1970, the CAC’s brand equity is built on an over 45-year foundation of national and international recognition as the “go to” resource for coaching advice and information. Equity also exists in its intuitively understandable name.

The people who make up the CAC believe that every participant deserves a certified coach. The CAC is a unique organization in the broad community of sports organizations that focuses its attention exclusively on the role of educating, developing and celebrating the coach from the community level coach to the high-performance level coach.

We:

- Encourage everyone to express themselves in physical activity regardless of age, gender, and ability.
- Share in the sense of triumph when participants improve their performance, because of the knowledge, skills and motivation that are imparted to them.
- Celebrate the work of coaches who elicit high levels of performance and joy from their participants and athletes.
- Enjoy sport, particularly if participants, whom we coach, enjoy themselves. We are driven to improve the art and science of coaching.
- Feel a sense of community with other coaches who share our sense of fair play, the joy of sport and the thrill of achievement.
- Encourage participants to be disciplined about their sport, yet we also maintain a balance between sport and other realities of our athletes’ lives.
- Enjoy contributing to our communities a greater belief in volunteerism in which coaching is one expression. Learning how to share and to be part of a team is a central experience and pleasure. The experience is as meaningful to the coach as to the participant. The community values are the driver. At the end of the day, it’s more valuable to donate your time than your money.



WHAT ARE THE CAC VISUAL IDENTITY STANDARDS?

The visual identity standards are the tangible attributes of the CAC brand. This is our logo, colour palette, typefaces, graphic elements and photography. The tangible attributes support the intangible brand platform attributes.

TAKE NOTE OF THESE BRAND STYLE UPDATES

1. The name of the association is now an element of the logo lockup.
2. The logo is always bilingual; it is available in both a vertical (primary) and horizontal (secondary) lockup.
3. Previously, the primary logo included a tagline. The tagline has been removed from the logo.

THE CAC VISUAL IDENTITY STANDARDS

LOGO DESIGN RATIONALE

The primary CAC logo is a combination of three elements: our organization name, an emblem (leaf) and a call to action (coach.ca) in the vertical format.

The Coaching Association of Canada's expertise is delivered to coaches through its people and its website. It is for this reason that the association's URL is intentionally placed in the logo to establish coach.ca as the "go to" resource for Canadian coaches. The dynamic-looking leaf emblem within coach.ca is a metamorphous of our original 1970s torch emblem. Today's emblem celebrates the CAC's over 45-year legacy of lighting the pathways for Canadian coaches and the coaching profession.





CORRECT LOGO USAGE

Rules for the correct use of the CAC logo:

1. The CAC logo must appear on all formal and informal communications originating from the CAC.
2. The CAC logo is comparable to a signature and authenticates that a communication originates from the CAC. For this reason, if an external organization wishes to include the CAC primary logo—or any approved variant—approval is required. Please refer to the **Approvals** section on page 31 of this document.
3. Do not alter the look of the logo in any manner, as this decreases its integrity.
4. Do not re-create the logo, alter any spacing or positioning of the elements of the logo, or add elements to the logo unless approved by the CAC's Director of Marketing and Communications for a sub-brand. Please see the **Approvals** section on page 31 for contact information.
5. Use only the colours specified in these guidelines.

1. **Primary logo.** The bilingual, vertical lockup is the primary logo. Wherever possible, the full colour version of the primary logo should be employed. If it's not possible due to colour restrictions or placement issues, then the black-only primary logo or “knockout” primary logo may be used.
2. **Secondary logo.** The horizontal version of the logo may be used where there are real estate constraints, for example when the available vertical space would result in the logo being too small and illegible. As with the primary logo, black-only and “knockout” secondary logos may be used when there are colour restrictions or placement issues.
3. **Black-only logo.** The primary or secondary black-only logos should only be used in black and white print publications.
4. **Knockout logo.** The primary or secondary “knockout” logos should only be used on solid colour backgrounds – ideally on CAC Red backgrounds (see page 18 for the composition of CAC Red).
5. **Clear space around logo.** The minimum clear space around the logo is indicated by the lines. Other logos, type, and graphic elements must not encroach on this clear space. The width of the clear space is equal to the height and/or width of the lowercase “a” in the coach.ca logo. As the logo is scaled up or down, the clear space will also be scaled proportionally.

PRIMARY LOGO



SECONDARY LOGO



INCORRECT LOGO USAGE

Do not do the following:

1. Stretch or compress the logo.
2. Remove any portion of the logo or use an incomplete version of the logo.
3. Alter the proportions of the logo elements.
4. Change the relative positioning of the logo elements.
5. Rotate the logo.
6. Change the colour of any portion of the logo (primary, secondary or alternate black & knockout logos).
7. Add a drop shadow to the logo.
8. Place any version of the logo on a patterned or visually complex background which would make the logo difficult to read.



ADDITIONAL INFORMATION:

- Logos are available for download at: coach.photoshelter.com/gallery-collection/Logos-NCCP-Marketing-Logos-et-marketing-du-PNCE/C0000k.rPRzPX2sl. For the download password, please contact the CAC's Director of Marketing and Communications (see **Approvals** on page 31 for contact information).
- In general, an EPS logo has the highest-quality output for commercial printing.
- In general, a JPG logo, PNG logo or GIF logo are suitable for on screen use but not for printing.
- The resolution of digital imagery is measured in pixels per inch (ppi), the digital equivalent of dots per inch (dpi). The end use of the image is critical for determining the optimum resolution. In all cases, the higher the resolution, the more detail and clarity there is to the image, and the larger the file size. Offset printing requires 300 dpi resolution for optimal print quality. For screen display, images should never be displayed at less than 72 ppi. Therefore, if the resolution of an image is 150 pixels wide X 100 pixels high, it should never be displayed at more than 2.08" in width ($150 / 72$) X 1.39" in height ($100 / 72$).



CAC RED

CMYK

C	10
M	100
Y	100
K	0

RGB

R	210
G	10
B	17

PANTONE

Pantone 186

HEX

#d20a11

CAC GREY

CMYK

C	15
M	0
Y	0
K	80

RGB

R	73
G	84
B	90

PANTONE

Pantone 432

HEX

#495451

CAC COLOUR PALETTE

The CAC brand palette consists of two colours, internally referred to as CAC RED and CAC GREY.

CAC RED must always be reproduced as a 100% solid colour. It may not be “screened”, tinted or semi-transparent.

CAC GREY may be screened, tinted or semi-transparent.



ADDITIONAL INFORMATION

- For consistency between brands, CAC Red and NCCP Red have been standardized as the same colour.
- Professional printing techniques use four-colour process inks, which build colour out of cyan, magenta, yellow, and black (CMYK) or, in special instances, spot colour inks (such as Pantone).
- Colour inkjet or laser printers use CMYK inks.
- Screens displays use red, blue and green light sources (RGB) to create colour images.
- Hex numbers are used in HTML code to specify colours for websites, emails and other digital applications.

CAC TYPOGRAPHY

Use either **Arial** (for administrative use) or **Antenna** (for graphic design use) typeface for communications.

Text colour can be CAC RED, CAC GREY or WHITE (knockout) when used on a dark background. *Note: Communications designed by professional graphic designers should always use CAC RED or CAC GREY; employees producing content in Microsoft Word or Microsoft Excel may use 100% black text.*

ARIAL TYPEFACE

Arial is the primary typeface for email, web, and administrative communication purposes. The entire Arial family may be used (Regular, Italic, Bold, Bold Italic).

If necessary, in order to avoid widows and orphans, or to maintain line, paragraph or page breaks, type may be horizontally scaled. Do not scale type more than 3% in a single document. Therefore, the type in a document may be scaled with a range of 97-100% or 100-103%, but not both (97-103%).

Avoid excessively loose or tight kerning of type (the spacing between letters).

The leading (the spacing between lines of type) of body type should be approximately 160% of the type size. Therefore 10 point type should have a leading of approximately 16 points.

abcdefghijklmnopqrstuvwxyz
0123456789ABCDEFGHIJK
LMNOPQRSTUVWXYZ0123

ANTENNA TYPEFACE

Antenna is the typeface for materials designed by a professional graphic designer.

The entire Antenna family may be used (Thin, Extra Light, Light, Regular, Medium, Bold and Black).

Antenna is available through [Adobe Typekit](#).

abcdefghijklmnopqrstuvwxyz

0123456789!@#\$%^&*()+

ABCDEFGHIJKLMNOPQR

STUVWXYZ0123456789

GRAPHIC ELEMENTS

The CAC uses one graphic element: a solid CAC RED rectangle.

- As noted on page 18, the CAC RED rectangle must always be reproduced as a 100% solid colour.
- The proportions of the rectangle may be varied to fit the application.
- Both horizontal and vertical uses are acceptable.
- Type may be placed on the rectangle. All type on the CAC RED background should be white (knockout).
- The CAC logo may be placed on the rectangle. The white (knockout) version of the logo must be used on the CAC RED background. Maintain the correct clear space around the logo, as specified on page 15.

Incorrect use:

- A percentage or tint of CAC RED.
- To keep the CAC brand and the NCCP brand distinct, the “torch” is no longer a graphic element used as a CAC brand element.
- Drop shadows on the rectangle or objects contained within the rectangle.
- Outline of the rectangle in another colour.
- Rounded corners.
- A skewed, angled or irregular shape.

✓ White type on the CAC RED background.

✗ Screened rectangle.

✗ Different colour border.

✓ Vertical rectangle.

✗ Skewed or irregularly shaped rectangle.

✓ Sufficient clear space.

✗ Insufficient clear space.

coach,ca
Coaching Association of Canada
Association canadienne des entraîneurs

coach,ca
Coaching Association of Canada
Association canadienne des entraîneurs



PHOTOGRAPHY

Photography is an additional opportunity to visually reinforce the CAC’s beliefs and core values that coaching is the primary influence on the quality of an athlete’s or participant’s sport experience, and that competent and ethical coaches are essential to the provision of a safe and positive sport environment.

Considerations:

1. The imagery is dynamic and shows action.
2. The imagery reinforces the bond between an athlete and the coach.
3. The imagery reinforces the Rule of Two¹; for example, the camera lens may have the athlete and coach in focus; however, additional people are in the background.
4. The imagery shows sport in a diverse, inclusive and accessible forum.
5. Imagery is also a graphic element. Please refer to the section Graphic Elements to ensure use is on-brand; e.g., 90-degree corners, no drop shadows, etc.
6. Always attribute photo credit (see examples to right). For eLearning, photo credits can be acknowledged with other content contributors.

IMAGE LIBRARY

The CAC offers a collection of images for use by partners.

The collections are available for download at:

<http://coach.photoshelter.com/index>

For the “download” password, please contact the CAC’s Director of Marketing and Communications.

Please refer to the **Approvals** section on page 31 of this document.

Please attribute proper credit for use, which you will find to the right of the selected photo.

¹The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



Photo credits: Softball Canada (top), André Forget (middle right and bottom right), Coaching Association of Canada / Association canadienne des entraîneurs (bottom left).





THE CAC SUB-BRANDS

The CAC delivers programs which are aligned to the CAC's brand platform and have their own logos.

These programs include the following:

- Chartered Professional Coach (ChPC)
- National Coaches Week (NCW)
- Responsible Coaching Movement (RCM)
- Petro-Canada Sport Leadership sportif Conference

Each program has its own logo. Correct and incorrect usage is provided within this document, however, should you have additional questions, please contact the CAC's Director of Marketing and Communications. Please refer to the **Approvals** section on page 31 of this document.



Coaching Association of Canada
Association canadienne des entraîneurs

CHARTERED PROFESSIONAL COACH (CHPC)

The Coaching Association of Canada grants the official designation of Chartered Professional Coach (ChPC) to those who have demonstrated their competence as NCCP certified and experienced coaches, and who value the technical and ethical standards of the profession. ChPCs who are in good standing are granted use of the ChPC logo through the CAC's Professional Coaching Department.

- 1. Primary logo.** This is the primary logo for ChPC which consists of a stylized leaf – which is a variation of the CAC primary logo leaf – the acronym ChPC, and the type “Chartered Professional Coach”.
- 2. Clear space around logo.** Appropriate clear space must be maintained around the logo. The clear space is equal to the height of the ChPC acronym. It is indicated by the blue dotted line in this diagram.
- 3. Reproduction at small sizes.** When the logo will appear at sizes of 1” width or less, the “bug” version of the logo (shown here) should be used.
- 4. French Logo.** French only and Bilingual versions of the logo also exist. If both French and English logos appear on the same page, please use the Bilingual logo lockup instead.

INCORRECT LOGO USAGE

Refer to page 16 for incorrect usage.



NATIONAL COACHES WEEK (NCW)

Every September, National Coaches Week celebrates the positive impact coaches have on athletes and communities across Canada. Organizations and individuals who recognize coaches for their integral role are invited to use the marketing kit and logo.

- 1. Primary logo.** This is the Primary logo for National Coaches Week. There are separate English and French versions of the logo.
- 2. Alternate greyscale logo.** The alternate English and French greyscale logos may be used in black and white publications.
- 3. Black-only logo.** The primary or secondary black-only logos as well as grey-scale should only be used in black and white print publications.
- 4. Clear space around logo.** The minimum clear space around the logo is equal to one quarter of the diameter of the logo circle. The clear space is indicated here by the blue dotted lines

- 5. Logo Colour Variations.** The primary logos may only be reproduced in RGB, HEX and CMYK colour spaces. A Pantone version of the logo does not exist. For web and digital applications, the RGB or HEX version may be used. For 4-colour print applications, the CMYK version may be used. All versions are available for download in the Photoshelter logo kit.

INCORRECT LOGO USAGE

Refer to page 16 for incorrect usage.



RESPONSIBLE COACHING MOVEMENT (RCM)

The CAC is committed to working with all sport organizations to adopt and implement supportive policies and processes to ensure safety and protection of athletes and coaches. To help organizations take action, it launched the Responsible Coaching Movement, along with the Canadian Centre for Ethics in Sport (CCES).

Organizations who have committed to implementing supportive policies and processes are granted use of the RCM logo.

- 1. **Primary logo.** The primary logo for RCM consists of a green circle with three white leaves and white type. There are two versions of the logo: English and French logo.
- 2. **Clear space around logo.** The minimum clear space around the logo is equal to one quarter of the diameter of the logo. The clear space is indicated here by the blue dotted line.
- 3. **Logo Colour Variations.** The primary logo is a single colour: PANTONE 5763. For web and digital applications, the RGB or HEX version may be used. For 4-colour print applications, the CMYK version may be used.

INCORRECT LOGO USAGE

Refer to page 16 for incorrect usage.



RGB	HEX	CMYK
R 117	R #757A4D	C 54
G 122		M 38
B 77		Y 78
		K 177

PETRO-CANADA SPORT LEADERSHIP SPORTIF CONFERENCE

The Petro-Canada Sport Leadership sportif conference is Canada's conference for coaches, researchers, sport executives, and administrators. The CAC hosts the annual event in November focused on learning, professional development, and networking with the top minds and leaders of the Canadian sport, business, and education communities.

1. Primary logo. This is the primary bilingual logo for the Petro-Canada Sport Leadership sportif Conference. There are also separate English and French alternate logos for use in single language applications, e.g. websites where English and French content appears on separate pages.

2. Alternate Vertical Logo.

The alternate vertical logo does not include the conference dates and location.

INCORRECT LOGO USAGE

Refer to page 16 for incorrect usage.

PRIMARY LOGO



SECONDARY LOGO



THE CAC WRITING STANDARDS

USE OF ASSOCIATION NAME

The name of the association, the Coaching Association of Canada, is a trademarked name. On first usage, spell out the Coaching Association of Canada, add the ™, and place the acronym in brackets. On second usage, the ™ is not required and the acronym is to be used.

Example: The Coaching Association of Canada™ (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

When used as a noun, either in full or the acronym, “CAC” should always be preceded by “the.” This rule is not applicable when the CAC is used as an adverb; for example, “The Responsible Coaching Movement (RCM) is a CAC-supported initiative.”

COPYRIGHT

Content produced by the CAC should be protected. Therefore, include a copyright:

2018 © The Coaching Association of Canada. This document is copyrighted by the Coaching Association of Canada™ (CAC) and its licensors. All rights reserved. Printed in Canada.

No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without the express written permission of the Coaching Association of Canada.

WRITING STYLE AND ACCESSIBILITY GUIDELINES

The Coaching Association of Canada communicates with stakeholders in both official languages and adheres to The Canadian Style for guidelines in writing and editing external communications.

The CAC follows the Web Content Accessibility Guidelines (WCAG) 2.1 to ensure web content is accessible to a wider range of people with disabilities. These guidelines address accessibility of web content on desktops, laptops, tablets, and mobile devices.

BOILERPLATE

Brief organizational description to be used consistently to explain the mandate and mission of the CAC.

ABOUT THE COACHING ASSOCIATION OF CANADA

The Coaching Association of Canada™ (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.



THE CAC APPROVAL PROCESS

The CAC logos may only be used with the formal permission of the CAC. Requests for permission to use any of the CAC logos can be made to:

Natalie Rumscheidt

Director of Marketing and Communications

613.235.5000 ext. 2051

nrumscheidt@coach.ca

When sending requests, please provide the draft or final communications piece and include a short statement on the intended use of the logo.





APPENDIX: EXAMPLES OF LOGO USAGE BY COMMUNICATIONS

The preface of the CAC Brand Guidelines states the importance of understanding the distinction between the **Coaching Association of Canada (CAC)** and the **National Coaching Certification Program (NCCP)**. By making this statement, the CAC recognizes that it can be confusing deciding whether the CAC logo or the NCCP logo is appropriate for a particular communication. For this reason, this section provides examples to help you in your logo selection decision-making process.



Coaching Association of Canada
Association canadienne des entraîneurs

EXAMPLE #1

I am an employee of the CAC or a board member and I am developing the CAC Annual Report. Should both the CAC and the NCCP logo appear on the cover?

GUIDELINES

- As the content is specific to the CAC’s accomplishments, only the CAC logo appears on the cover (similar to the cover of the CAC Brand Guidelines). Within the body of the Annual Report, if there is content about the NCCP, place the NCCP logo alongside the NCCP content. Where possible, the primary CAC logo should be placed in the bottom-right corner.



EXAMPLE #2

I am an employee of the CAC and I am writing the next issue of the Canadian Journal for Women in Coaching, as well as promoting the Journal. Should both the CAC and the NCCP logo appear on the cover of the journal and in the ads?

GUIDELINES

- This journal is produced and published by the CAC and is not a product that is part of the NCCP delivery. Therefore, the expertise of the CAC should be visible by placing the logo on the journal and in any advertising.

EXAMPLE #3A

I am an employee of the CAC and I am developing a multi-sport product manual for coach training. Do I use the CAC logo or the NCCP logo?

GUIDELINES

- Because your multi-sport content is education for the coach audience, it is considered coach training delivery through the NCCP. For this reason, the NCCP logo appears prominently on the top half of the product’s cover; the CAC logo (credible content contributor) appears less prominently on the bottom half of the cover. The imagery and design will dictate whether the logos appear on the left or right side of the cover.



EXAMPLE #3B

I am also developing an ad to promote the multi-sport NCCP workshop. Which logo do I use?

GUIDELINES

- Because the workshop you are promoting is multi-sport content for coach education, it is considered coach training delivery through the NCCP. For this reason, the NCCP logo appears prominently in the top half of the ad and the CAC logo (credible content contributor) appears less prominently in the bottom half of the ad.



EXAMPLE #4

I am an NCCP partner and the CAC contributed to the workshop that will be delivered through the NCCP. How do I communicate that the CAC is a contributor?

GUIDELINES

- Ensure the NCCP-branded “Contributors’ Attribution Page” is included at the front or back of the product.



EXAMPLE #5A

I am a Board member or employee of the CAC and I am working on a presentation. The content is not NCCP-related.

GUIDELINES

- Use the CAC PPT template.
- The cover slide has the CAC logo on it (no NCCP logo)
- The body slides have the CAC logo in the bottom right-hand corner (no NCCP logo)



EXAMPLE #5B

I am a Board member or employee of the CAC and I am working on a presentation. The content is NCCP-specific.

GUIDELINES

- Use the CAC PPT template
- The cover slide has the CAC logo on it (no NCCP logo)
- The body slides have the CAC logo in the bottom right-hand corner (no NCCP logo); however, the NCCP logo can appear in the bottom left-hand corner on pages that contain NCCP content.





EXAMPLE #5C

I am a Board member or employee of the CAC and I am producing a PPT presentation specifically for NCCP multi-sport content.

GUIDELINES

- Use the NCCP PPT template; the NCCP logo will appear prominently on the cover page and will be smaller and in the top right-hand corner of interior pages.



APPENDIX: BRAND CHECKLIST

Prior to finalizing any communications, use this Brand Checklist to ensure the piece is on brand.

Tally the YES and NO responses. Is your product on brand?
Are there ways to increase number of YES responses?

NOTE: If the NCCP logo is to be used in the product, please refer to the [NCCP Brand Guidelines](#).

ASK THESE QUESTIONS

- 1. Who is the target audience? Does the communication support the CAC’s value proposition to the audience?
- 2. Does the communication reflect the CAC’s brand personality?
- 3. If there was a choice to be made whether to use the CAC logo or the NCCP logo, was the correct choice made?
- 4. Has the integrity of the CAC logo been maintained?
- 5. Has attribution or acknowledgement of an organization(s) been given if appropriate?
- 6. Are the colours accurate? Is the typeface accurate?
- 7. If photography is being used, does it reflect the CAC’s brand personality?
- 8. Are the writing standards used correctly?
- 9. If applicable, do you have permission to use the CAC’s logo?

TOTAL SCORE

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
/9	/9



2019 © The Coaching Association of Canada. This document is copyrighted by the Coaching Association of Canada™ (2019) and its licensors. All rights reserved. Printed in Canada. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without the express written permission of the Coaching Association of Canada.

Photography with the CAC Brand Guidelines courtesy of: Coaching Association of Canada, University of Toronto, Kevin Bogetti-Smith, André Forget, Kevin Gibson, Viēsturs Lacis, John Major.