CAC Rule of Two eLearning micro - module

Call for Expressions of Interest: Task Force Members

The Coaching Association of Canada is seeking expressions of interest from its sport partners to participate in a task force to provide advice, content recommendations, and feedback on the development of a new CAC eLearning micro-module: Rule of Two

The Task Force's purpose, roles and responsibilities, and project timelines are outlined below.

Please consider this exciting opportunity to collaborate in producing quality coaching in Canada. **All expressions of interest are due by September 9, 2021**

To express your interest to participate, please apply **here:**

Coaching Association of Canada (CAC) Task Force – Terms of Reference
CAC Rule of Two eLearning micro-module

Background	The Responsible Coaching Movement (RCM) was launched in 2016. Over 900 organizations have taken the pledge to date. In 2020, the CAC, COPSI and OTP co-hosted coach safe sport summits. The CAC engaged an independent company to complete a safe sport review of the coach's perspective. The implementation of the Rule of Two continues to be a top concern for coaches and sport organizations in their physical and virtual environments, in their online environment (social media and communications), and during their travel to competitions. In July 2021, Sport Canada provided additional funding to the CAC to develop a Rule of Two eLearning micro-module to support the sport community.
Purpose & Mandate	The Rule of Two eLearning micro-module will provide additional information to support coaches, athletes, parents and guardians, volunteers and sport organizations with an additional resource to clarify the goal of the Rule of Two and how to effectively implement it into their programming; moving it from a step in the RCM process, to a policy, to implementation in a practical setting.
Equity, Diversity, and Inclusion	In accordance with the CAC EDI Policy, the Task Force will consist of a diverse group of individuals with specific skills in the subject matter, coach education, instructional design, and facilitation of the RCM and implementation of the Rule of Two.
Task Force	The Task Force will be comprised of the following representative members: • Athlete representative (1) • 1 Club Coach and 1 High Performance coach representatives (2 total) • National Sport Organizations: Winter, Summer, Small, Large (4) • Provincial/Territorial Sport Organization (1) • Multiservice Sport Organization (1) • Club/Community Sport Organization (1) • Subject matter expert (1) • Safe Sport Officer (1) • University or College representative (1) • NCCP Certified Master Coach Developer (1) • Coaching Association of Canada (CAC)

Roles & Responsibilities	The role of the Task Force is to review content developed for the module and provide advice, content recommendations, and feedback to the CAC and its instructional designers based upon current research and stakeholder needs.
	
	Specific responsibilities include:
	
	Task Force:
	    ▪ Review of background document (to be provided by CAC)
	    ▪ Provide content recommendations to the CAC for the eLearning module

	- Collaborate on the development of the eLearning module script - Review storyboard - Provide feedback to the instructional designers - Recommend additional expertise to develop content **Project Manager (Coaching Association of Canada):** - Call for applications and final Task Force compositions - Administrative and technical support - Document preparation and analysis - Ensure active engagement of all stakeholders - Manage project timelines
Decision-making Process	The Task Force is a collaborative effort on behalf of the CAC. The Task Force will provide final recommendations to the CAC who will have the final authority.
Communication	Every attempt will be made to ensure there is open and clear communication between each member of the task force and other content leads (Marketing, eLearning, IT) as well as to the broader stakeholder community.
Resources	The Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.
Timelines	The Task Force will commence on the week of September 20, 2021 and will fulfill all duties by March 31, 2022. A detailed action plan with estimated timelines are outlined in Annex 1.

Annex 1 – Action Plan

	September 13, 2021	Selection of Task Force Members, Notification of Tasks, Meetings and Timelines Documents to review
Phase 1 Project Initiation / Design	Week of Sept 20, 2021 (exact day and time TBD via Doodle poll)	• Introductory Task Force meeting (1.5 hour conference call) Discussion: confirm target audience, identify learning objectives and scope of module, brainstorm module description and outline, finalize module name NOTE: Task Force will be sent documents to review prior to this introductory Task Force meeting
	Week of September 27, 2021 (exact day and time TBD via Doodle poll)	• Second Task Force meeting (1-hour conference call) Discussion: finalize course outline, determine placement of course content, discuss knowledge checks and use of multi-media, begin to create eLearning module script NOTE: Task Force will be sent a course description and outline to review and provide feedback on prior to this second Task Force meeting
	October 4-8, 2021	• During this week, Task Force will review and provide feedback on draft eLearning module script
	October 11-15, 2021 (exact day and time TBD via Doodle poll)	• Third Task Force meeting (1 hour conference call) Discussion: Task Force sent storyboard for review / recommendations
	October 18 - 29	• Task Force sent final draft of storyboard for review • Final comments to be sent by October 29, 2021
Phase 2 Development	November 1 - 8, 2021	• Copyedit (simplify, accessible language, consistency)
	November 15 to Jan 7 2022	• Build English eLearning module *Task Force will pause: Dec 13 to January 7th.*
	Jan 07- 12, 2022	• Pilot the module • Revise content as per pilot outcome
Phase 3 Testing and Finalizing	January 13-17, 2022	• Content lock: ready for translation
	January 17 – 28 February 1st	• Build French version • French review • Review / test French • Additional meeting with Task Force (if required)
	March 2022	• Completion of Marketing/Branding components • Final review and prepare to launch module in April-2022

Timelines are subject to change