



## Call for Expressions of Interest: Task Force Members

### International Coach eLearning module + Enhanced Screening

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: International Coach Training and Enhanced Screening and Professional Coaching Pilot.

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

Please consider this exciting opportunity to collaborate in producing quality coach programming in Canada. **All expressions of interest are due by August 16, 2023**

To express your interest to participate, please apply [here](#):

## Coaching Association of Canada (CAC) Task Force – Terms of Reference for the International Coach Training eLearning module + Enhanced Screening Project

<b>Background</b>	In May 2023, Sport Canada provided additional funding to the CAC to develop an eLearning module to support the sport community and specifically the integration of international Coaches working with Canadian National teams in Canada. A promotional and marketing toolkit will also be developed to support sport organizations to contract and onboard international coaches to coach in Canada, or for National teams while based out of country (example: Europe). The eLearning module will provide an effective onboarding process for National Team coaches to their programming in the Canadian context, including values, ethics, and coaching expectations. Furthermore, the CAC received funding to develop, pilot and finalize enhanced coaching screening criteria that can be applied through the Canadian sport system (National team, provincial-territorial, club, post-secondary, etc).
<b>Purpose &amp; Mandate</b>	The Task Force is to provide guidance, expertise, experience to develop the eLearning module to support the integration of international coaches into the sport system in Canada. In addition, the task force will provide advice and guidance on the Enhanced screening process and CAC Professional coach designation and services for new, current and international coaches coaching in National and development team programs.
<b>Equity, Diversity, and Inclusion</b>	In accordance with the <a href="#">CAC EDI Policy</a> , 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 international coach training competencies
<b>Task Force</b>	<p>The Task Force will be comprised of the following representative members:</p> <ul style="list-style-type: none"> <li>• AthletesCAN representative (1)</li> <li>• Canadian Olympic Committee (1) + Athletes Council Representative (1)</li> <li>• Canadian Paralympic Committee (1) + Athletes Council Representative (1)</li> <li>• Own the Podium (1)</li> <li>• High Performance Director with international coaching hires (1)</li> <li>• National Sport Organizations* (2)</li> <li>• Provincial/Territorial Sport Organization* (1)</li> <li>• Subject matter expert (1)</li> <li>• CCES / True Sport (1)</li> <li>• Legal / Immigration / International Experience (1)</li> <li>• Canadian Olympic and Paralympic Sport Institute Network (1)</li> <li>• Sterling – International/National Screening Subject Matter Expert (1)</li> <li>• Coaching Association of Canada (CAC – 2) (Chair)</li> </ul> <p>• Subject matter experts will be engaged as required</p> <p>*Canadian Experienced with onboarding of international coaches and screening</p>
<b>Roles &amp; Responsibilities</b>	<p>The role of the Task Force is to review and develop content for the module and provide advice, content recommendations, and feedback to the CAC and its instructional designers based upon current research and partner needs. As well, the Task Force will provide guidance and recommendations on standards of practice for screening of coaches as well as the standards of the professional designation.</p> <p>Specific Task Force responsibilities include:</p> <ul style="list-style-type: none"> <li>▪ Review of background documents (to be provided by CAC)</li> <li>▪ Provide content recommendations to the CAC for the eLearning module</li> <li>▪ Recommend additional expertise to develop content</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Collaborate on the development, and review of the eLearning module content, script and storyboard</li> <li>▪ provide recommendations and feedback on the enhanced screening and Professional coach application process to project team</li> <li>▪ Provide insight and practices in hiring and screening practices of coaches</li> <li>▪ Review enhanced screening processes and resources as previously developed by a pilot sport group and recommend standard practices</li> <li>▪ Endorse the final report to be provided to Sport Canada on enhanced screening criteria and process standards of practice</li> </ul>
<b>Decision-making Process</b>	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.
<b>Communication</b>	Every attempt will be made to ensure there is open and clear communication between each member of the task force and other content leads (eLearning development, legal, screening, immigration, Canadian Sport Policies, other) as well as to the broader sport community.
<b>Resources</b>	The Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.
<b>Timelines</b>	The Task Force will commence in August 2023 with a virtual introduction meeting, followed by a 2-day, in-person meeting the week of September 11, 2023, and follow-up virtual meetings to review story board and processes. The task force will fulfill all duties by March 31, 2024. A detailed action plan with estimated timelines are outlined in Annex 1 and Annex 2.

## Annex 1 - Project Timelines for eLearning module

	August 2023	Selection of Task Force Members, Notification of Tasks, Meetings and Timelines Documents sent for review in August 2023
Phase 1 Project Initiation / Design	September/October 2023 Between September 18 and October 13 (exact day and time TBD via poll)	2 day in person meeting in Ottawa Meeting objectives: Identify learning objectives and scope of module, module description and outline, finalize module name. Task Force will be sent documents to review prior to the meeting.
	October 2023 -March 2024 Monthly	Virtual 1 hour meetings Discussion: finalize module content, discuss knowledge checks and use of multi-media, begin to create eLearning module script
	October 2023	Review and provide feedback on draft eLearning module script Review storyboard and provide feedback Task Force sent final draft of storyboard for review Final comments to be sent by October 29, 2021
Phase 2 Development	November 2023	Build English eLearning module Copyedit (simplify, accessible language, consistency) <i>Task Force will pause: Dec 13 to January 7<sup>th</sup>.</i>
	January 2024	Pilot the module Revise content as per pilot outcome
Phase 3 Testing and Finalizing	January 30, 2024	Content lock: ready for translation
	February 2024	Build French version French review Review / test French Additional meeting with Task Force (if required)
	March 2024	Completion of Marketing/Branding components Final review and prepare to launch module in April-2024

***\*Timelines are subject to change***

**Annex 2 – Project Timelines for Enhanced Screening Criteria for Coaches**

Phase 1 – Initiation	August 2023	Selection of Task Force Members, Notification of Tasks, Meetings and Timelines Documents sent for review in August 2023
Phase 2-Planning	September 2023 Between 11-15 (exact day and time TBD via poll)	2 day in person meeting in Ottawa Meeting objectives: Review current screening criteria and practices and review CAC Professional Coaching Requirements. Task Force will be sent documents to review prior to the meeting.
Phase 3- Execution	Monthly: October 2023 - January 2024	Virtual 1 hour meetings Sport Pilot Group Selected to implement Professional Coaching Program and Screening Criteria Recommendations provided by pilot group
	January 2024	Submission of recommendations for CAC Professional Coaching Program and Enhanced Screening Criteria to Task Force for review Host a webinar in English and French to present the enhanced screening criteria
	February 2024	Host a webinar in English and French to present the enhanced screening criteria
Phase 4 - Closure	March 2024	Final report submitted for review to Task Force and Sport Canada
	March 2024	Final report submitted for review to Task Force and Sport Canada Update documents and requirements as recommended

***\*Timelines are subject to change***