

### Quick Reference Guide

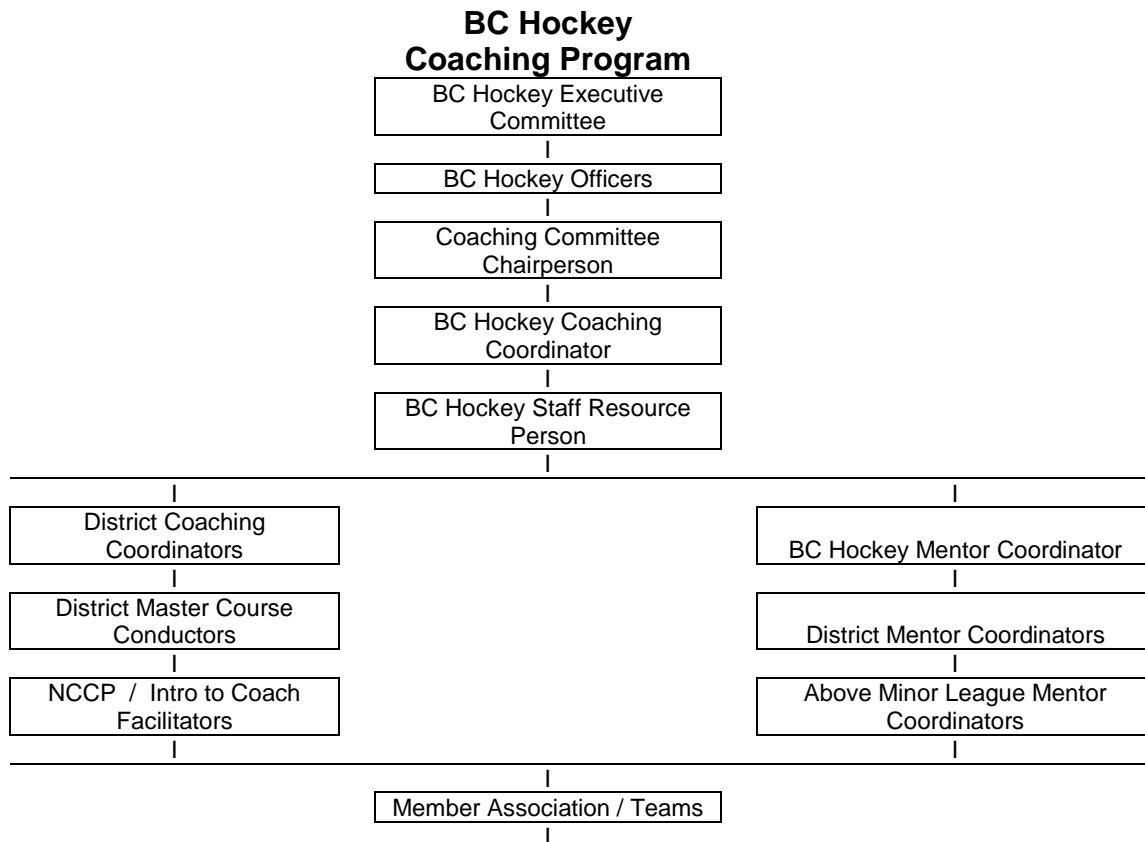
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**2.01 GENERAL**

- a) **CARDING FEES**  
BC Hockey District Coaching Coordinators and Master Coach Coordinators shall not be required to pay NCCP registration / certification fees.
  
- b) **COACHING CERTIFICATION**  
Coach Certification in the NCCP is a privilege conferred on an individual upon successful completion of the required coaching level criteria.

Coach Certification may be reviewed where an individual's general coaching conduct may be deemed to be in conflict with the coaching ideals set forth in the BC Hockey Constitution, Bylaws and Regulations – Regulation 6 and in the BC Hockey Expectation of Coaches / Team Officials.

**2.02 ORGANIZATIONAL CHART**



## **2.03 JOB DESCRIPTIONS**

### **a) COACHING COMMITTEE CHAIRPERSON**

#### **i) Job Description**

- Chair the meetings of the Coaching Committee
- Participate in the selection of the:
  - District Coaching Coordinators
  - Master Course Conductors
  - NCCP Instructors

#### **ii) Chairs the following events:**

- Provincial Competitions
- Coach Committee Meetings

iii) Provide BC Hockey Development Staff with input related to coach and athlete development

iv) Chair will represent the Coaching Committee on the BC Hockey Finance Committee

### **b) BC HOCKEY COACHING COORDINATOR**

#### **i) Job Description**

- Serve on the Coaching Committee
- Assist the BC Hockey Staff Resource Person and the District Coach Coordinators in the delivery of coaching programs
- Assist in the promotion of the NCCP, Intro to Coaching and BC Checking programs
- Conduct seminars / workshops on coaching
- Act as a liaison between the coaching community and the BC Hockey Executive Committee
- Attend Executive Committee meetings, as requested
- Issue instructions, give and circulate guidelines to maintain a uniform standard of coaching
- Conduct NCCP field evaluation of coaches
- Present Coaching and Mentorship in conjunction with the Provincial Coach Mentorship Coordinator, and present Coaching and Mentorship plans to District Executives, BC Hockey Executive Committee and Government as requested
- Attend the BC Hockey Annual General Meeting and Semi-Annual Meeting
- Attend Provincial / National seminars on request

#### **ii) Qualifications**

- Strong interest and personal commitment to athlete development
- Strong interest and personal commitment to coaching development
- Good communication, administrative and organizational skills
- Ability to present workshops
- Ability to work in conjunction with BC Hockey Development staff, BC Hockey Executive and Minor Hockey Association representatives to design and implement programs aimed at the local, district, and provincial levels
- Advanced 1 or High Performance 1 NCCP certification recommended
- SpeakOut! or RIS certification
- Criminal Record Check

iii) Selection

- Appointed at the Annual General Meeting by the Society's Executive Committee based on the recommendation of a Selection Committee composed of the Chairperson of the Coaching Committee, who shall be Chairperson, a Coaching Committee Member selected by that Committee, the Staff Resource Person as a resource person, and the Officers of the Society.

c) DISTRICT COACHING COORDINATOR

i) Job Description

- Administration of the NCCP, Intro to Coaching and BC Checking clinics in the district
- Recommendation of individuals to become NCCP and Intro to Coaching Conductors / Instructors
- Coordinate NCCP evaluations when necessary
- Provide coaching materials to coaches and executives
- Promote and assist coaching programs and coaches
- Provide evaluation forms for coaches
- Assist District Evaluator with district camp if requested
- Assist Local Association's Coach Coordinators / Head Coach with the development and maintenance of local coaching programs
- Shadow train new course conductors/ facilitators
- Recommend new course conductors/ facilitators after observation(s) of candidate

ii) Qualifications

- Strong commitment to NCCP Intro to Coaching programs and Mentorship
- Must be a qualified Course Conductors / Instructors or have had a lengthy association with the coaching program
- Must have good communication, administration and communication skills
- Strong coaching and playing background is desirable
- SpeakOut! or RIS certification
- Criminal Record Check

iii) Selection

- Selected on recommendations of a committee comprised of the Chairperson of the Coaching Committee, the District Director(s), the BC Hockey Coaching Coordinator, and the Technical Director appointed by the BC Hockey Executive Committee, Interim appointment by BC Hockey Officers. The Technical Director to act as a resource person.

d) NCCP COURSE CONDUCTORS / FACILITATORS

i) Job Description

- Conduct clinics as requested at NCCP and Intro to Coaching I levels
- Attend Provincial Master Course Conductors / Instructor's Seminar, when required
- Promote and assist the coaching program and coaches

ii) Qualifications

- Familiarity with NCCP and Intro to Coaching programs
- Strong communication skills
- Availability for time commitment
- Strong commitment to NCCP and Intro to Coaching programs
- Expertise in certain topic areas
- NCCP Advanced (1) / High Performance 1 certification recommended

- SpeakOut! or RIS certification
- Criminal Record Check

iii) Selection

- Selected on recommendation by the District Coaching Coordinator to the Coaching Committee Chairperson and the BC Hockey Coaching Coordinator
- Shadow trained with approval of the DCC or MCC
- Approved by BC Hockey Officers

e) COACH COODINATOR / HEAD COACH IN A MINOR HOCKEY ASSOCIATION

i) Job Description

- Develop and present on ice programs within his / her Association
- Perform public relations as required pertaining to the Association and its coaches
- Liaise with the Executive Committee on behalf of the coaches in the Association
- In charge of selection of coaches for various divisions within the Association
- Present list for selection of coaches to the Executive Committee for approval
- Liaise with the BC Hockey District Coaching Coordinator regarding coaching clinics
- Recommend coaches to the Executive Committee for attendance at higher level clinics
- Meet with Association coaches to discuss problems and solutions
- Attend regular meetings of the Executive Committee of the local Association
- Perform evaluations on coaches during games and practices
- Assist with evaluation of players for team selection
- Establish team play guidelines
- Other duties as assigned by the local Executive Committee
- Coordinate meeting of coaches and players with local referee-in-chief or BC Hockey Referee Committee Member for better understanding of the rules of the game

ii) Qualifications

- Strong interest in and personal commitment to coaching
- Ability to work in conjunction with District Coaching Coordinator and Association coaches
- Ability to prepare and conduct public relations events
- Ability to design and implement programs at the Association level
- Ability to conduct evaluation of coaches
- Ability to evaluate players for team selection
- Strong commitment to the BC Hockey coaching programs including the NCCP and Intro to Coaching programs
- Ability to facilitate presentations to coaches at the local Association level
- Availability as to time requirements
- Must have strong administration abilities
- SpeakOut! or RIS certification
- Criminal Record Check

iii) Selection

- Selected and appointed by the Executive Committee of the local Association

iv) Refer to the BC Hockey Coach Coordinator Resource Guide for further assistance.

## **2.04 SPECIFIC CERTIFICATION POLICIES**

- All BC Hockey coaches shall meet the requirements as set out in the BC Hockey By-Laws and Regulations to coach at their team's category. Coaches will have until March 31<sup>st</sup> of the season in which they attend the course to submit post tasks. Any appeal shall be directed to the Chair of the Coach Committee.

### **Notes regarding hosting of all clinics:**

- Clinics are to be booked upon request by the District through the BC Hockey website and the District Coaching Coordinator. Please consult the BC Hockey web site for specific details.
- MHAs are to consult the BC Hockey web site for up to date clinic registration fees
- Clinics should be booked at least one (1) month in advance of the event
  - There is a registration fee per delegate attending with a minimum clinic fee
- A clinic fee will be set by BC Hockey, for every participant.
- It is recommended sixteen (16) participants be the minimum number for a clinic
- The minimum age for participants is sixteen (16) years old, during that season
- There is an open online application for participants and open attendance at the clinic
- Participants must satisfy all modules and ice sessions of the clinic to obtain certification qualification or accreditation
- Non-skaters are welcome to participate and must attend the ice session, although it is not necessary to participate on-ice
- As per Hockey Canada Policy, all participants and instructors must wear CSA approved helmets during on ice sessions
- The hosting responsibilities of the Local Association are to provide the clinic fee, adequate meeting room, audio-visual equipment (laptop computer with speakers and NEC digital projector), ice time and refreshments. BC Hockey will provide course materials, instructors and administrative services
- Clinics are normally held on a weekend (Saturday and Sunday) although special arrangements for other offerings may be approved upon request to the Coaching Committee Chairperson and the BC Hockey Coaching Coordinator
- Course Conductors / Facilitators must have course conductor training and hold one level NCCP higher than they are instructing. Special guests may make presentations under the supervision of the clinic instructor

a) **NCCP GUIDELINES**

**i) Hybrid (Coach Stream)**

The Coach Stream Clinic will only be offered where associations have more than 15 coaches who have the Intro to Coach accreditation and require Coach Stream qualification.

- The clinic cut off point will be thirty-two (32) participants or a number approved by the District Coach Coordinator. Once the list of thirty-two (32) names has been established a waiting list will be kept and these individuals will be called to attend the clinic if a vacancy occurs
- It is not necessary to have attended an Intro to Coaching course prior to taking the NCCP Coach Stream level
- A coach is granted 'qualification' upon attendance to the course and 'certification' upon completing of all Coach Stream tasks (Pre-task, Clinic Attendance, Post Clinic Task)
- Where a coaching certificate has been refused by the Executive Director for not having proper Coach Stream Certification, the coach may request in writing special permission to continue as coach until the next available coach level clinic. Each request will be evaluated by the President based upon clinic availability during that season for the coach
- BC Hockey does not grant exemptions from certification Levels
- In exceptional circumstances individuals may request the option of completing the "Coach Stream Task Activity" in lieu of attending the clinic. To qualify for this option the coach must:
  1. Be currently coaching a member hockey team
  2. Be unable to attend a locally scheduled Coach Stream Clinic
- This option will be reviewed on an individual basis from a resume detailing hockey and coaching experiences along with relevant educational background and the reasons surrounding item #2 (above). The decision will be made by the Chair of the Coach Committee after recommendation by the Provincial Coach Coordinator and the Staff Resource Person.
- Certification will be granted upon successful completion of the "Coach Stream Task Activity" and purchase of all Coach Stream materials. The cost for this service will be the same as a Coach Stream Clinic.
- Requests for one on one clinics for unqualified coaches may be granted with permission of the MHA president.

**ii) Developmental 1 Stream**

Developmental 1 Stream Clinics will be made available to districts through the District Coaching Coordinator working with the District Association. Pre-season dates and locations will be established and candidates will sign up and pay for clinics online.

- A coach is granted 'qualification' upon attendance to the course and 'certification' upon completing of all Developmental 1 Stream tasks (Clinic Attendance and Post Clinic Task)

- Completion of Developmental 1 Stream, is necessary for Developmental 2 Stream Certification
- It is not necessary to have attended a Coach Stream course prior to taking the NCCP Developmental 1 Stream level
- The clinic cut off point will be thirty-two (32) participants or a number approved by the District Coach Coordinator. Once the list of thirty-two (32) names has been established a waiting list will be kept and these individuals will be called to attend the clinic if a vacancy occurs
- A minimum of 16 participants is necessary for clinics to be held unless special permission is granted by the Program Chair for remote areas of the branch.
- In exceptional circumstances individuals may request the option of completing the "Developmental 1 Task Activity" in lieu of attending the clinic. To qualify for this option the coach must:
  1. Be currently coaching a member hockey team
  2. Be unable to attend a locally scheduled Developmental 1 Clinic

This option will be reviewed on an individual basis from a resume detailing hockey and coaching experiences along with relevant educational background and the reasons surrounding item #2 (above). The decision will be made by the Chair of the Coach Committee after recommendation by the Provincial Coach Coordinator and the Staff Resource Person.

Qualification will be granted upon successful completion of the "Developmental 1 Task Activity" and purchase of all Developmental 1 materials. The cost for this service will be the same as Developmental 1 Clinic.

If the BC Hockey Branch Coach Coordinator and Chair of Coaching authorize a one-on-one clinic between a BC Hockey NCCP Facilitator and a Developmental 1 applicant, the applicant shall be responsible for all costs incurred by this action.

### **iii) Developmental 2 Stream**

BC Hockey will identify regions in the Province which will be asked to host Developmental 2 Stream Clinics each year based on demands and needs.

- Applications are distributed by BC Hockey and completed by interested individuals
- Coaches under Pee Wee category are given a low priority for selection
- Completion of Developmental 1 or the old Intermediate is a prerequisite for selection
- Certification is upon attendance in full, passing an exam, assigned assignments and passing a field evaluation

- The field evaluation will take place during either of the next two hockey seasons. The coach will be evaluated as an active coach or assistant coach of a Pee Wee or higher level hockey team
- Deferment of the field evaluation may be considered upon written request to BC Hockey Staff Resource Person

#### **iv) High Performance I Certification - (formerly Advanced Level I)**

The High Performance 1 level clinic is a provincial event hosted or co-hosted by BC Hockey, usually held every second year.

- Applications are distributed by BC Hockey and completed by interested individuals
- Coaches under Midget AAA category are given a low priority for selection
- Completion of Developmental 1 or the old Intermediate is a prerequisite for selection
- Certification is upon attendance in full, passing an exam, assigned assignments and passing a field evaluation
- The field evaluation will take place during either of the next two hockey seasons. The coach will be evaluated as an active coach or assistant coach of a Midget AAA or higher level hockey team
- Deferment of the field evaluation may be considered upon written request to BC Hockey Staff Resource Person

#### **v) High Performance II Certification - (formerly Advanced Level II)**

High Performance II is a national clinic hosted or co-hosted by HC.

- Completion of High Performance 1 or the old Advanced 1 is a prerequisite for selection
- BC Hockey distributes and collects applications
- BC Hockey ranks the applicants and forwards nominations for the number of spots allocated to British Columbia
- BC Hockey will reimburse participant registration costs upon successful completion of the clinic, funds permitting

### **b) INTRODUCTION TO COACH PROGRAM**

The Intro to Coaching Program is a separate entity from the NCCP and does not grant coaching certification.

- The minimum age for participants is fourteen (14), however the minimum age for accreditation is sixteen (16) years old

- Intro to Coaching participants will be accredited upon completion of the clinic
- BC Hockey will provide post clinic assistance (order forms, manuals, badges, etc.) for Local Associations implementing the Intro to Coaching Program

**c) INTRODUCTION TO COACH / COACH STREAM (HYBRID) PROGRAM**

- See above Intro to Coaching and Coach Stream Policies regarding completion of this clinic
- BC Hockey DCC will meet with the District Association at a pre-season meeting to determine dates and locations for the Hybrid clinics to be offered in the district for the upcoming season.
- BC Hockey will provide additional clinics should the need arise
- No Hybrid Clinics will be conducted between December 1<sup>st</sup> and January 15<sup>th</sup> of the current season

**d) CHECKING CLINIC FOR COACHES PROGRAM**

The Checking Clinic for Coaches is a separate entity from the NCCP and does not grant coaching certification.

- Checking Clinic for Coaches delegates will be accredited upon completion of the clinic
- BC Hockey will provide post clinic assistance (order forms, manuals, badges, etc.) for Local Associations implementing the Checking Clinic for Coaches Program

**e) NCCP POLICY FOR CLINICS HELD OUT OF PROVINCE**

i) Clinics being held in the Yukon

- Clinics will be identical in length, content and delivery method as to those held in BC
- Delegates pay the normal per participant fees as established by BC Hockey
- The host pays for facilitator air, travel and accommodation in addition to standard host obligations (ice time, facility and equipment rental)
- BC Hockey pays for facilitator miscellaneous travel costs, meals, honorarium as well as clinic delivery costs of materials, administration and certification.

ii) Clinics being held in the USA

- A Hockey member organization located in the USA is eligible to request Hockey Clinics using standard procedures.

iii) Other out of province requests will be considered on an individual basis.

**2.05 MENTORSHIP**

a) BC HOCKEY COACH MENTOR COORDINATOR

i) Job Description

Serve as a member of the BC Hockey Coach Committee

- Assist the BC Hockey Technical Director and the District Coach Mentor Coordinators in the delivery of coach mentorship programs
- Recommend High Performance Coach Mentors
- Assist in the promotion of NCCP, IP, and Coach Mentorship
- Train mentorship instructors
- Train District Mentor Coordinators
- Conduct mentorship experiences
- Attend provincial and national seminars upon request
- Serve as BC Hockey Master Mentor to HC
- Act as a resource for ongoing support of District Coach Mentor Coordinators, Local Coach Mentor Coordinators, and Coach Mentors

\* Above subject to funds available

ii) Qualifications

- Strong interest and personal commitment to athlete development
- Strong interest and personal commitment to coach development
- Ability to present workshops
- Ability to work with BC Hockey Development staff, BC Hockey District Coach Mentors, BC Hockey Coach Committee to design and implement programs aimed at the local, district and provincial levels
- NCCP Advanced I is recommended
- Speak Out certification or Respect in Sport Certification
- Criminal Record Check

iii) Selection

- Annually by the Chairperson of the Coach Committee in consultation with the Provincial Coach Coordinator approved by BC Hockey Executive Committee

b) DISTRICT COACH MENTOR COORDINATOR

i) Job Description

- Administration of the NCMP clinics in the District
- Recommend individuals to become NCMP instructors
- Coordinate NCCP Advanced evaluations in the District
- Provide coach mentoring materials to coaches, Local Association Coach Mentor Coordinators
- Promote and assist coaching programs and coaches
- Act as liaison between Local CMP Coordinators and Branch initiatives
- Assist Local Association Coach Coordinators with the development and the maintenance of local coach mentor programs
- Represent coach mentorship at District meetings

ii) Qualifications

- Strong commitment to NCCP, IP and Coach Mentorship programs
- Must be a qualified NCMP instructor
- Must have strong administrative and communicative skills
- Strong coaching and playing background
- Speak Out certification or Respect in Sport Certification
- Criminal Record Check

- iii) Selection
  - Selected on recommendation by the Staff Resource Person, District Director(s), District Coach Coordinator, Chairperson of the Coaching Committee, the BC Hockey Mentorship Coordinator and the BC Hockey Coaching Coordinator
  - It is recommended that BC Hockey also appoint an Above Minor Coach Mentor Coordinator with a similar description as above. For selection of Above Minor Mentor Coordinator, change District Coach Coordinator to Divisional Directors
  - Approved by BC Hockey Executive Committee
  
- c) NCMP INSTRUCTOR
  - i) Job Description
    - Conduct NCMP clinics as requested
    - Attend Branch Instructor's Seminar
    - Promote and assist in the implementation of Coach Mentorship programs
  
  - ii) Qualifications
    - Familiarity with NCCP, IP, NCMP
    - Strong communication skills
    - Availability for time commitment
    - Strong commitment to NCMP, NCCP, IP
    - NCCP Advanced I certification is recommended
    - Speak Out certification or Respect in Sport Certification
    - Criminal Record Check
  
  - iii) Selection
    - Selected on recommendation by District Mentor Coordinators and Staff Resource Person to the Chairperson of Coaching, the BC Hockey Mentorship Coordinator and the BC Hockey Coach Coordinator
    - Approved by BC Hockey Executive Committee
  
- d) LOCAL ASSOCIATION OR LEAGUE COACH MENTOR COORDINATOR
  - i) Job Description
    - Promote local interest in mentoring
    - Actively recruit mentors
    - Match mentors to coaches
    - Liaise with the District Coach Mentor Coordinator on program development
    - Develop a local mentorship plan
    - Liaise with the District Coach Mentor Coordinator regarding mentorship clinics
    - Attend regular meetings of the local executive
    - Oversee the administration of local mentorship
  
  - ii) Qualifications
    - Strong interest and personal commitment to coaching
    - Ability to work on cooperation with the District Coach Mentor Coordinator and Association coaches
    - Ability to prepare and conduct public relation events
    - Ability to design and implement mentorship programs at the Association level
    - Ability to mentor
    - Availability as to time commitments

- Must have strong administrative abilities
- NCCP Development 1 certification is recommended
- Speak Out certification or Respect in Sport
- Criminal Record Check

iii) Selection

- Selected by local MHA.

e) **SPECIALTY CLINIC INSTRUCTOR**

Instructors will be selected by application, from each of the eight districts throughout the branch.

i) Job Description:

- Be available to deliver Specialty Clinics to MHA's in her/his region.
- Be available as a resource for the MHA coaches in her/his region.
- Be available for branch training sessions.
- Promote the NCMP in her/his region.

ii) Qualifications:

- Need a knowledge and / or skill base (technical skill and individual tactics clinics)
- Competent in explaining and performing skills (need to be able to perform the on-ice skills)
- Competent in error detection, correction and skill analysis
- Knows and understands coaches needs
- Interested and available (not necessarily a current course conductor)
- Strong communication skills
- Able to help coaches become independent
- Should be a resource as well as providing resource
- SpeakOut! Certification or Respect in Sport Certification
- Criminal Record Check

iii) Selection:

- Selected on recommendation by the Staff Resource Person, District Director(s), District Coach Coordinator, Chairperson of the Coaching Committee, the BC Hockey Mentorship Coordinator and the BC Hockey Coaching Coordinator
- Approved by BC Hockey Executive Committee