



Canada Games Council Games Policy and Procedures

NAME:	Coach Certification Policy
FUNCTIONAL UNIT:	36 Sport Operations
APPROVED BY:	Canada Games Council Sport Committee
ORIGINAL APPROVAL DATE:	2012.04.17
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RELATED POLICIES:	N/A

PREAMBLE

Since 1967, the Canada Games have been the catalyst for the growth of sport across Canada. Held every two years, alternating between summer and winter, the Games are Canada's largest multi-sport event and represent the pinnacle of interprovincial/territorial sport competition. Since 1967, nearly 100,000 athletes have participated in the Games. Add to that the over 100,000 coaches, officials and volunteers that have been directly involved in the planning and staging of the Games and you have some idea of the enormous reach of the Canada Games.

The Canada Games Council (CGC), along with the Coaching Association of Canada (CAC) and the Federal-Provincial/Territorial Governments, recognize the important role the Canada Games play in the development of coaches across the country. Mandatory minimum requirements were deemed appropriate to ensure coaches coming to the Canada Games have been properly trained, evaluated and certified.

The minimum coach certification requirements as presented in the October [2018 Canada Games Coaching Standards Task Force Summary and Recommendations](#) were approved by the Federal - Provincial/Territorial Sport, Physical Activity and Recreation Committee and will be implemented by the CGC through this policy,

The primary stakeholders for this policy are the National Sport Organizations (NSOs) and Provincial/Territorial Chefs de Mission.

POLICY STATEMENT

All coaches coming to the Canada Games will be required to meet the National Coaching Certification Program (NCCP) coach certification level referenced in this document and in each sport's Technical Package. Coaches who do not meet the stated certification requirements must apply for and be granted a coach certification exemption by the CGC.

DEFINITIONS

Coach Certification Exemption : A coach who does not meet the required coach certification standard as indicated in the Technical Package may be granted a Coach Certification Exemption in order to coach at the Canada Games.

Pre-Games exemption : A pre-Games exemption may be granted to a coach who does not meet the required certification standard by the deadline indicated in the Technical Package, but who will complete the required tasks to achieve the certification standard by Games-time.

Games-time exemption : A Games-time exemption may be granted to a coach who does not meet the required certification standard by the deadline indicated in the Technical Package and who will not meet the requirements by Games-time.

Coach Certification Standard Exception : NSOs may request (to the CGC) an exception to the Coach Certification Standard (Competition-Development Certified) for their sport's coaches.

National Coaching Certification Program (NCCP) : Coach training and certification program managed by the Coaching Association of Canada and implemented by the respective National Sport Organizations (NSOs).

National Sport Organization (NSO) : The recognized association responsible for the overall governance and development of a particular sport in Canada. NSOs, through a Technical Representative and Major Technical Officials, run the sport competition at the Canada Games.

Coaching Association of Canada (CAC) : A national multi-sport organization that unites stakeholders and partners in its commitment to raising the skills and stature of coaches.

COUNCIL'S ROLE IN IMPLEMENTATION OF POLICY REQUIREMENTS AND PROCEDURES

The CGC will work with the CAC and the respective NSO to review and rule on any submitted coach certification exemption requests.

The CGC will work with the CAC to review and rule on any submitted coach certification standards exceptions.

The CGC will **not** monitor all coaches to ensure they meet the stated coach certification requirements. This will be the responsibility of each Provincial/Territorial team Chef de Mission.

STAKEHOLDER ROLES IN IMPLEMENTATION OF POLICY REQUIREMENTS AND PROCEDURES

Provincial/Territorial Team Chefs de Mission

- Work with Provincial/Territorial Sport Organizations and Provincial/Territorial Coaching Representatives to determine which coaches require coach certification exemptions;
- Submit coach certification exemption requests to the CGC;
- Ensure coaches granted pre-Games or Games-time exemptions meet conditions set by the CGC.

NSOs

- Submit request for coach certification standards exception to the CGC if needed;
- Work with the CGC & CAC in review of coach certification exemption requests;
- Ensure coaches across Canada have opportunities to achieve required coach certification.

CAC

- Work with CGC and NSOs in review of coach certification exemption requests;
- Work with CGC in review of NSO requests for coach certification standards exceptions.

REQUIREMENTS AND PROCEDURES

REQUIREMENTS

Certification Requirements

Coaches at the Canada Games are required to have obtained the following minimum requirements prior to coming to the Games:

- Competition - Development Certified or NSO equivalent (for NSOs that use different terminology)

Certification Requirement Exceptions (Changes to minimum requirement)

An NSO may request an exception to the Canada Games Coach Certification Standards, if:

1. The NSO is able to demonstrate that the level of athletes attending the Games does not align with having a Competition-Development Certified coach. This may be across all jurisdictions or within specific jurisdictions;

OR

2. The NSO is able to demonstrate that it does not currently (between now and Games-time) have the capacity to certify coaches to the Competition-Development level across all jurisdictions or within specific jurisdictions;

OR

3. There are other exceptional circumstances based on criteria not listed here.

NSOs wishing to request an exception to the Canada Games Coach Certification Standards must make such request in writing to the CGC no later than 24 months prior to the Games Opening Ceremony and include the following:

- Explanation for why an exception is being requested;
- Proposed coach certification requirement for the upcoming Canada Games;
- Demonstration of review by NSO's lead coaching staff or committee;
- Demonstration of consultation with P/TSOs;

- Any supporting documentation the NSO wishes the CGC/CAC consider in its decision.

Coach Certification Exemption Requirements (Individual coaches who require exemption from minimum requirement)

First time assistant coaches who have achieved Competition-Development trained status or equivalent will be provided a one time automatic exemption.

Head coaches and coaches who have previously coached at the Canada Games (without an exemption) may receive an exemption due to extenuating circumstances and such requests will be reviewed on a case by case basis. The CGC reserves the right to attach conditions to granted exemptions.

Coaches may only receive one exemption per sport in their lifetime. The exception to this are coaches from Yukon, Northwest Territories, Nunavut and Prince Edward Island, who may receive more than one exemption, determined on a case by case basis. Coaches from other jurisdictions may receive more than one exemption as a last resort (i.e. Province/Territory has exhausted all other options to find a suitable coach) and if the Province/Territory and coach in question can show extenuating circumstances have prevented them from achieving their certification.

NSOs may request to the CGC Sport Committee that exemption requests not be allowed within their sport.

PROCEDURES

Prior to 180 days before opening ceremony

- Chefs de Mission must submit their team sport coaching rosters on the provided template (see Appendix A) no later than 180 days prior to the opening ceremony;
- The CGC, NSOs and CAC will review coaches requiring an exemption and notify the respective Provincial/Territorial team within 30 days of receipt;
- Should a team sport not yet have their coaches named by 180 days out from the opening ceremony, the Chef de Mission must provide the CGC with a long list of potential coaches on the team sport coaching roster template.

180 – 90 days before opening ceremony

- Chefs de Mission must submit their individual sport coaching rosters on the provided template (see Appendix A) no later than 90 days prior to the opening ceremony;
- The CGC, NSOs and CAC will review coaches requiring an exemption and notify the respective Provincial/Territorial team within 30 days of receipt;
- Should an individual sport not yet have their coaches named by 90 days out from the opening ceremony, the Chef de Mission must provide the CGC with a long list of potential coaches on the individual sport coaching roster template.

90 – 30 days before opening ceremony

- The CGC cannot guarantee that any coach certification exemption request submitted after the 90 day deadline will be reviewed, unless the CGC is previously made aware of a situation that does not allow a Chef de Mission to submit the request by the deadline. Chefs de Mission will be notified within 24 hours of the CGC receiving the request if it will be reviewed;
- Any requests submitted after the 90 day deadline are to include a rationale for late submission;
- The CGC will review the submitted coach certification exemptions requests on a weekly basis starting at 60 days out from the opening ceremony of the Games.

30 days before opening ceremony – Games Time

- The CGC will not review any coach certification exemption requests that are submitted within 30 days of the opening ceremony, unless previously agreed upon or in emergency situations;
- The CGC will review the submitted coach certification exemption requests (emergency only) within 48 hours starting at 30 days out from the opening ceremony of the Games.

* In exceptional circumstances, the exemption request deadline for a certain sport may differ from the standard 180 days for team sports or 90 days for individual sports. The CGC will work with NSOs on a case by case basis and any changes will be communicated in the sport's Technical Package.

APPENDIX A COACH ROSTER TEMPLATES

In order to easily facilitate the submission of coaches' information, the CGC has created a template that each P/T will be asked to complete and submit back the CGC.

The template will be sent to all teams no later than 210 days (7 months) prior to the opening ceremony and will collect the following information:

- Coach Name
- Coach Gender
- NCCP Number
- Whether they are a head coach or assistant coach
- Whether or not they require an exemption
- Rationale for exemption request