



Learning Facilitator Service Agreement

To: Barb Vida
From: Jennifer Schutz

October 4, 2017

Sport Coach NCCP Workshop – October 20th to 22nd, 2017 – Duncan, BC

Thanks for agreeing to be a Learning Facilitator for the above course. Attached is the Schedule, with the areas that you are scheduled to facilitate highlighted. I have prepared boxes with the following materials for the course – **please contact me to arrange for the pick-up and drop-off of the materials** both before and after the course:

Participant Materials (1 per participant plus 2 extras):

1. Participant Folders which include:
 - a. Course Schedule - feel free to adjust as necessary, keeping within the NCCP requirements
 - b. Evaluation Form – please bring this to their attention on the first day and collect on the last day
 - c. What's Next Handout – includes information on how to become certified
 - d. BC Athletics – Technical Specifications; Vision, Values & Mission Statements
 - e. BC Athletics – Policies on Harassment, Codes of Conduct; Membership Form
 - f. Concussion Handouts
 - g. Responsible Coaching Movement Information
 - h. WADA Prohibited List for 2016
 - i. Canada Sport For Life's LTAD Guidelines
2. Current (July 2012) NCCP Course Books - Workbook, Reference Guide, and Technical Manual

LF Materials:

1. Course Registration Form* – please have each participant verify their information and make a note or email me if any were not present for all the modules
2. Technology Kit for you to use with your own Laptop. **Please ensure all items are returned to this kit at the end of the course.** It includes:
 - a. 1 Video projector
 - b. 1 HDMI cable
 - c. 1 MAC Converter
 - d. 1 PowerPoint Clicker and extra AAA Batteries
 - e. 1 extension cord
3. Expense Claim form for yourself and any other instructors for expenses incurred while facilitating the course. Please submit electronically or email me a breakdown (with scanned receipts that include the GST breakdown) for reimbursement.

You should already have the following resources, but **please let me know if you do not** and I will also include them:

- a. Current (July 2012) NCCP Course Books - Workbook, Reference Guide, and Technical Manual
- b. Current (July 2012) Course PowerPoint Presentation
- c. Current (July 2012) LF Guide
- d. Current 2012 AC Marking Rubric for this course (pdf) - so you can answer any Eval questions

* Please Note – **if any additional coaches wish to register** – they may go online and register (using their credit card) at any time during the weekend. If they are having problems registering – have them email me and we will sort it out later. Please add them to the Course Registration Form and check off if they were present for all the modules.





Sport Coach NCCP Course Schedule (19.5 hours)

Friday October 20th, 2017 – Cowichan Sportsplex (Meeting Room)

6pm-9:30pm

30min – **Role of the Coach** – LF = Barb

90min – **Long Term Athlete Development** – LF = Barb

60min – **Applied Anatomy and Movement Principles** – LF = Barb

Saturday Feb 25th, 2017 – Cowichan (Meeting Room)

8:30am-12noon

75min - **Energy Systems** – LF = Barb

75min – **Strength** – LF = Barb

60min – **Emergency Action Plan and Injury Management** – LF = Barb

12:30--4:30 pm – Maple Ridge Secondary School Track and Field Stadium

1 hour - **Endurance Technical Module and Energy Systems** – LF = Barb

3 hours - **Sprints/Hurdles Technical Modules** – LF = Barb

Sunday Feb 26th, 2017 – Cowichan Sportsplex Track and Field Stadium

8:30am – 12:30pm

2 hours - **Jumps Technical Module** – LF = Barb

2 hours - **Throws Technical Module (including Para Throws)** – LF = Barb

1:30pm - 5:30pm – **Cowichan Sportsplex (Meeting Room)**

60min - **Teaching and Learning** – LF = Barb

2 hours - **Planning a Practice** – LF = Barb

LF Remuneration:

- **LF Honorarium of \$35/hr for Sport Coach** (21.5 LF hours + 1 hour set up/Q&A after each day = 24.5 hours)
 - Totaling \$857.50 for the course
- Meal allotment of \$50 per day (please submit receipts that include the GST)
- Reimbursement of other expenses including travel, accommodation, gas, and mileage at \$0.43/km
- Please ensure you are wearing a **BC Athletics jacket and/or the polo shirt** (with the new Logo!). Please contact me if you do not have one and I will include it with your boxes.

LF Travel and Accommodation Arrangements:

- Often it's easiest for the **LF to make their own travel and accommodation arrangements**. If you wish me to make them for you, please contact me to discuss your specific logistics for the course.
- In the case of weekends where we have multiple courses – I may book a block of hotel rooms and LF's would be able to share accommodations and/or travel. Again, please let me know if you have any concerns around that.

This NCCP course is often the first step for many into the profession of coaching, which is why it's crucial we provide them with a high quality experience. Coaching Education is the backbone of BC Athletics athlete development – and it's great coaches who build great athletes. Thank you for your time, expertise, and professionalism in helping us do that!!

Jennifer Brown

Coaching Education Coordinator

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