

Cross Country Canada

Policy on Maintenance of Certification and Professional Development

Policy approved on: December 2013

Implementation date: January 2014

1.1. Principles

- 1.1.1. Maintenance of certification is essential to:
 - a) Ensuring coaches stay current with new coaching practices and knowledge.
 - b) Maintaining the integrity of the NCCP.
 - c) Consistency with the standards of other professions.
- 1.1.2. Professional Development (PD) reinforces the values of continuous improvement and lifelong learning.
- 1.1.3. PD encourages the sharing of learning among coaches.
- 1.1.4. Coaches participate in PD activities to:
 - a) Renew their active certification status.
 - b) Enhance their knowledge and competencies in order to provide a high standard of sport coaching practice for their athletes.
 - c) Stay current with developments in their coaching context or develop new areas of specialized practice.
- 1.1.5. PD reflects the reality that coach learning is influenced by a mix of formal, non-formal, and informal learning experiences.
- 1.1.6. PD provides coaches with some opportunity to choose the various learning experiences that will be of benefit to themselves and their athletes.
- 1.1.7. It must be possible to recognize and verify an experience for the purpose of recording PD credit.
- 1.1.8. Formative and summative evaluation will be considered as PD.
- 1.1.9. PD needs can vary depending on the context.
- 1.1.10. PD requirements will:
 - a) Reflect a minimum standard framework across all sports and contexts.
 - b) Allow sports to exceed the minimum standards to meet their needs.
 - c) Emphasize activities that provide consistent quality and context-relevant coaching development.
 - d) Be accessible.
 - e) Not act as a disincentive to coaches who complete requirements in less than maximum allowable time period.

1.2. Policy Statement

- 1.2.1. Maintenance of certification will be based on active coaching and PD.
- 1.2.2. PD is required for coaches to renew "Certified" status in any context or gradation. PD is NOT required to maintain "Trained" status in any context or gradation.
- 1.2.3. Coaches are required to have obtained a minimum number of PD credits,

dependent upon the context in which they are certified, in the five years following the first January 1st anniversary following their certification or last renewal of certification.

Minimum Professional Development credits required at the end of the five (5) year period for renewal of certification:	
Context (includes any gradation)	Total points required
Community Coaching	10 points
Competition – Introduction (including Comp.-Intro. Advanced)	20 points
Competition – Development	30 points

Example: *If a coach gets certified in the Competition-Introduction context in April 2014, the period for renewal of certification in that context will start on January 1st 2015. The coach will therefore need to earn 20 points by January 1st 2020 to renew his or her Competition-Introduction certification status for another five years.*

- 1.2.4. PD points earned by coaches will be credited to each of the contexts in which coaches are certified
- 1.2.5. PD credit is available in all of the following activity categories, within the limits described:

	Activity Category	Points	Limitations
Sport-specific	Active coaching	1 point/year for every season coached (self-reported by coaches) AND/OR 1 point/year for Learning Facilitator or Evaluator activity	To a maximum of 5 points for the certification renewal period
	NCCP coach training workshops	5 points/NCCP outcome trained during the workshop (see list of outcomes per workshop below)	No maximum or minimum
	NCCP LF or evaluator training workshop	5 points/training module	No maximum or minimum
	NCCP evaluation	5 points/outcome evaluated	No maximum or minimum
	Non-NCCP activity delivered by a NCCP partner (NSO, PSO, NCI) and approved by CCC	1 point/hour of activity up to 3 points maximum (NB: includes participation in CCC operational committees)	No maximum or minimum

	Re-evaluation in context	100% of the points required for PD credit in the context	No other PD is required if coach chooses re-evaluation
Multi-sport	NCCP activity	5 points/training module or evaluation event	No maximum or minimum
	Non-NCCP activity delivered by a NCCP partner (NSO, PSO, NCI) and approved by CCC	1 point/hour of activity up to 3 points maximum	To a maximum of 50% of required PD credit for the context in the certification renewal period

- 1.2.6. CAC will maintain a PD Registry that includes all events that are eligible for PD credit including:
 - a) Multi-sport and sport-specific core NCCP events.
 - b) Multi-sport and sport-specific NCCP events specifically designed as PD.
 - c) Sport-specific non-NCCP activities.
 - d) Non-NCCP activities for all sports.
- 1.2.7. CCC will validate and assign credit consistent with 1.2.5 of this policy, and submit to CAC's PD Registry all sport-specific non-NCCP events.
- 1.2.8. A coach will have the full period of their valid certification (5 years) to accumulate the total required PD credits.
- 1.2.9. Only those PD credits entered in a coach's record on the NCCP Database will be used to determine whether the coach meets the context-specific requirements within the current certification period of valid certification.
- 1.2.10. CCC will determine whether to authorize divisions' coaching coordinators to enter PD credit on the NCCP Database for completed sport-specific non-NCCP events.
- 1.2.11. Only CCC and divisions may enter a PD record in the NCCP Database.
- 1.2.12. CCC can, at any time, audit and revoke any credits awarded by a division for non-previously approved PD events.
- 1.2.13. Certified (Renewed) status will be given only to those coaches who accumulate the required PD credits within the current certification renewal period.
- 1.2.14. Failure to accumulate the required PD credits within the specified time causes the coach's status to be changed to Certified (Not- Renewed).
- 1.2.15. A coach who does not complete the required PD credits by the end date of the period for renewal of certification will be required to complete context-specific Certification Renewal (complete re-evaluation in the context).

Glossary:

NCCP activity: any approved NCCP activity including:

- Coach training – sport-specific or multi-sport for core or any gradation
- Multi-sport professional development module
- Sport-specific professional development module
- Coach Evaluation
- Learning Facilitator, Advanced Learning Facilitator, Master Learning Facilitator, Evaluator or Master Evaluator training

NCCP outcome: the seven overall tasks coaches must be able to perform; they are:

- Provide Support to Athletes in Training
- Make Ethical Decisions

- Plan a Practice
- Analyze Performance
- Support the Competitive Experience
- Design a Sport Program
- Manage a Program

Non-NCCP activity: any non-formal learning activity that is recognized as professional development by CCC.

Formal learning: takes place within a structured education system that has standardized curricula and requires a coach to demonstrate a predetermined level of competency before achieving certification.

Non-formal learning is any organized educational activity outside of the NCCP that provides learning opportunities for coaches. Examples include coaching conferences, seminars, apprenticeship programs, workshops, and clinics.

Informal learning is the lifelong process of acquiring knowledge, skills, attitudes, and insights through daily experiences and exposure to coaching and sport.

Trained NCCP outcomes per coaching workshop:

Intro to community coaching workshop: Plan a Practice + Support the competitive experience

Community Coaching workshop: Making Ethical decisions + Manage a program + Provide support to athletes in training + Analyze performance

Community Coach AWAD workshop: Plan a practice (AWAD) + Provide support to athletes in training (AWAD) + Analyze performance (AWAD)

Comp-Intro (L2T) dryland workshop: Making Ethical decisions + Plan a practice + Design a sport program

Comp-Intro (L2T) on snow workshop: Manage a program + Provide support to athletes in training + Analyze performance + Support the competitive experience

Comp-Intro dryland AWAD workshop (TBC): Plan a practice + Design a sport program + Manage a program + Provide support to athletes in training

Comp-Intro on snow AWAD workshop (TBC): Analyze performance + Support the competitive experience

Comp-Intro advanced (T2T) dryland workshop: Plan a practice + Design a sport program + Manage a program

Comp-Intro advanced (T2T) on snow workshop: Provide support to athletes in training + Analyze performance + Support the competitive experience

Comp-Dev (L2C) dryland workshop: Plan a practice + Design a sport program + Analyze performance + Provide support to athletes in training

Comp-Dev (L2C) on snow workshop: Support the competitive experience + Manage a program