



Canada Games Council Games Policy and Procedures

NAME:	Coach Certification Policy
FUNCTIONAL AREA:	36 Sport Operations
APPROVED BY:	Canada Games Council Sport & Games Committee
ORIGINAL APPROVAL DATE:	2012.04.17
REVISION APPROVAL DATES:	2012.10.03, 2014.03.26, 2016.08.29, 2018.04.10, 2019.08.08, 2024.06.24
RELATED POLICIES:	N/A

1. PREAMBLE

Since 1967, the Canada Games have strengthened the fabric of Canada through the power of sport. 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 for athletes of all abilities. The Canada Games spark greatness in the next generation of athletes and leaders on and off the field of play. More than 80,000 athletes, 30,000 coaches and officials and 140,000 volunteers have been a part of the Canada Games Movement and helped champion sustainable legacies in communities from coast to coast to coast.

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 have been deemed appropriate to ensure coaches coming to the Canada Games have been properly trained, evaluated and certified.

The minimum coach certification requirements have been established by the Federal - Provincial/Territorial Sport, Physical Activity and Recreation Committee (SPARC) 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.

2. 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.

3. 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.

4. 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 and the Federal - Provincial/Territorial Sport Committee Coaching Working Group 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.

5. PARTNER ROLES IN IMPLEMENTATION OF POLICY

Provincial/Territorial Teams

- 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
- Report to CGC progress of coaches completing conditions related to a coach certification exemption.

National Sport Organizations

- 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, as requested/required;
- Work with CGC and the Federal - Provincial/Territorial Sport Committee Coaching Working Group in review of NSO requests for coach certification standards exceptions.

Federal - Provincial/Territorial Sport Committee Coaching Working Group

- Work with CGC and CAC in review of NSO requests for coach certification standards exceptions;
- Make recommendations to the Federal-Provincial/Territorial Sport, Physical Activity and Recreation Committee (SPARC) on minimum coach certification requirements for Canada Games.

6. REQUIREMENTS AND PROCEDURES

6.1. Certification Requirements

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

- Head Coaches - NCCP Competition - Development Certified or NSO equivalent (for NSOs that use different terminology)
- Assistant Coaches - NCCP Competition - Development Trained or NSO equivalent (for NSOs that use different terminology)

6.1.1. Exemptions from Certification Requirements

Coaches may, upon request through CGC established protocols, be granted a one time coach certification exemption*.

In reviewing a request for an exemption, the CGC Sport & Games Committee will consider the following factors:

- Level of NCCP certification and/or training obtained;
- Circumstances that have prevented coach from obtaining required NCCP certification;
- Level of athlete on team the coach is associated with;
- Whether or not refusal of exemption request would impact athletes'/team's ability to participate in the Games;
- Whether or not there are other coaches in jurisdiction who meet certification requirements;
- Whether or not the sport's technical package permits a coach or manager position that would allow the coach to attend the Games as a manager;

- Feedback from relevant NSO;
- Feedback from CAC.

*Coaches from Yukon, Northwest Territories, Nunavut and Prince Edward Island are permitted to receive more than one coach certification requirement exemption. Coaches from other jurisdictions may receive more than one coach certification requirement exemptions under extenuating circumstances and only when no other options exist.

NSOs may request to the CGC Sport & Games Committee that certification requirement exemptions not be permitted within their sport. The CGC Sport & Games Committee will review and rule on requests in consultation with the Federal-Provincial/Territorial Sport Committee Coaching Working Group.

6.2. Certification Requirement Exceptions (Changes to minimum requirement)

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

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

OR

- B. The NSO is able to demonstrate that it does not have the capacity to certify coaches to the Competition-Development level across all jurisdictions or within specific jurisdictions in the lead up to the Games;

OR

- C. 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 30 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 to be considered.

APPENDIX A
PROCEDURES FOR REQUESTING AN EXEMPTION FROM THE COACH CERTIFICATION REQUIREMENTS

Prior to 180 days before opening ceremony

- Provincial/Territorial Teams must submit their team sport coaching rosters on the CGC provided template 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 Provincial/Territorial Teams must provide the CGC with a long list of potential coaches on the team sport coaching roster template.

180 – 90 days before opening ceremony

- Provincial/Territorial Teams must submit their individual sport coaching rosters on the provided template 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 Provincial/Territorial Teams 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 Provincial/Territorial Teams to submit the request by the deadline. Provincial/Territorial Teams 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;

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;

* 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.