## NCCP Coach Developer Code of Conduct

It is expected that every Coach Developer will read, understand, and sign this Code of Conduct.

***Preamble***

In my role as a Coach Developer in the National Coaching Certification Program (NCCP) for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ (governing organization), I, \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ (Name and NCCP#), expressly agree to conduct myself in a manner consistent with this Code of Conduct.

I understand that my failure to abide by this Code of Conduct can result in sanctions being imposed, including the revocation of my Coach Developer certification status.

***Code of Conduct***

I shall:

* Participate in all required training and evaluation components of the Coach Developer pathway.
* Support the common goals and objectives of \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ (governing organization) as it services the membership at large.
* Avoid discrediting specific sponsors, suppliers, employers, or other partners.
* Support key personnel and systems of the NCCP and partner organizations (Coaching Association of Canada, Sport Canada, Provincial/Territorial Delivery Agencies, National Sport Organizations).
* Demonstrate ethical behaviour at all times and commit to the *NCCP Code of Ethics*.
* Attend all professional development required for my growth as a Coach Developer and continuously seek to improve my personal abilities and performance.
* Exhibit exemplary professional behaviour at workshops or evaluation sites.
* Approach technical and non-technical problems and issues in a professional and respectful manner, seeking solutions that support due process.
* Place the best interest of those taking part in the workshops/evaluation events ahead of my personal interests.
* Refrain from all forms of harassment: physical, emotional, mental, or sexual. For the purposes of this Code of Conduct, sexual harassment includes any of the following:
* Using power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance.
* Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching that are offensive and unwelcome or create an offensive, hostile, or intimidating environment and can reasonably be expected to be harmful to the recipient or teammates.

***Responsibility***

If there is disagreement or misalignment on issues, it is the responsibility of the Coach Developer to seek alignment with the objectives, goals, and directives of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (governing organization).

Please be advised that the Board of Directors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (governing organization) will take the necessary disciplinary action should any material breach of the Code of Conduct occur.

I hereby declare that I have read the above and understand and accept the terms and conditions outlined.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Signature Date

## Template for Coach Developer Self-Nomination Letter

Date

Location

Name

NCCP#

Dear , (P/TSO, P/TCR)

Please be advised of my interest in becoming a Coach Developer, in the following role

Learning Facilitator

Coach Evaluator

Master Coach Developer

for the following contexts and/or workshops

Development Coach

Advanced Development Coach

Advanced Development Coach Beach

With this letter, I have enclosed an application form that demonstrates my experience in and commitments to sport and particularly to (sport name).

I am ready to begin the Coach Developer training and evaluation process in the hope of receiving my Coach Developer certification.

I would be pleased if you would forward my name as a Coach Developer candidate. Please contact me if you require further information or have any questions about my application.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signed Dated

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail address Primary phone number

Encl.: Résumé

 Letter(s) of Support

## Template for Coach Developer Application Form

Date

Location

Name

NCCP#

Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages

**Application Checklist:**

\_\_\_ Cover letter

\_\_\_ Completed Coach Developer Application Form

\_\_\_ Completed Letter/Preliminary Coach Developer Worksheet

\_\_\_ Completed Make Ethical Decisions online evaluation – 90% or more

\_\_\_ Résumé of your coaching experience, education and achievements

\_\_\_ Names and phone numbers for 2 references

**Declaration**

I hereby certify that the information I have provided with this application is true and complete.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signed Dated

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail address Primary phone number

## Template for Coach Developer Preliminary Worksheet

Date

Name

NCCP#

Dear LF Candidate,

We are delighted that you expressed an interest in becoming an LF. The purpose of the Coach Developer Preliminary Worksheet included in this letter is twofold:

1. To learn more about you

2. To give you an opportunity to learn more about the NCCP

Please submit the answers to the questions below with the rest of the documents when you submit your application package.

1. Describe what you perceive to be the role of an LF.

2. Describe the skills, abilities, and characteristics of an effective LF.

3. What experience do you have working in adult education?

4. What strengths do you bring to the position of LF?

5. What skills and abilities do you think you need to develop to become an effective LF?

6. In your own words, describe the structure of the NCCP.

7. What are the five core competencies outlined in the NCCP?

8. In your own words, what is the role of the LF in developing these competencies?

9. Define:

* Outcome:
* Criteria:
* Evidence:

10. In your own words, outline the purpose of LF training.