

NCCP Theory Courses - Hosting Guidelines

Coaching Manitoba will:

- Maintain contact with the host community to monitor registrations and ensure all course facility requirements are met.
- Provide all course materials.
- Arrange for qualified Learning Facilitators.
- Pay all eligible expenses including Learning Facilitator honoraria, facility fees, equipment rental fees, accommodations, and transportation.
- Accept registrations with payment for all Manitoba clinics (by mail or in person) by individual coaches. Community hosts may accept registrations on behalf of Coaching Manitoba; however, following the course all registrations and registration fees must be forwarded to the NCCP Coordinator at Coaching Manitoba.
- Distribute Coaching Certification Cards, by mail, 4-6 weeks after completing the course. These are issued by the Coaching Association of Canada.
- Book hotel facilities and/or transportation for Learning Facilitators as required.

Course Host will:

- Book a facility (unless otherwise arranged with Coaching Manitoba), which supports an educational environment with good lighting, chairs, tables, and desks. A classroom or meeting room is preferred but is not necessary. The facility should accommodate the maximum of 20 participants.
- Maintain ongoing contact with Coaching Manitoba regarding registration information and general information of the clinic.
- Ensure all necessary equipment is available at host facility including overhead projector and screen, TV and VCR, chalkboard/whiteboard, flip chart with stand, audio tape player (for Level 3 clinics only) and extension cord.
- Invoice Coaching Manitoba for any facility/equipment costs (must be approved prior to invoicing) OR Coaching Manitoba will pay the facility fees directly.
- Maintain communication and coordinate with the respective Regional Manager regarding advertising and promotion of the clinic.
- Accept registrations and registration payments on behalf of Coaching Manitoba.
- Ensure a host representative is at the course location at least one half hour before each session for set up and to ensure the course begins on time.

Regional Sport Manager will:

- Promote regional clinics.
- Assist Host Community and Coaching Manitoba as required.