

## 2019 Canada Summer Games Apprenticeship Program

### COACH APPLICATION – ABORIGINAL APPRENTICE COACH PROGRAM

**PERSONAL INFORMATION:**

First Name	
Last Name	
Mailing Address	
Telephone	
Fax (if applicable)	
Email Address	
Sport	
NCCP#	
Home Community	
Status/Non-Status/ Métis/Inuit	
Registry Number	

**ELIGIBILITY:**

Please confirm, by placing a checkmark in each box, your eligibility for this program:

- Canadian citizen or landed immigrant status;
- Aboriginal ancestry (“aboriginal ancestry” is defined by the Aboriginal Sport Circle as anyone of First Nation (status and non-status Indian), Métis or Inuit ancestry)
- Certified not higher than NCCP Level 2 or NCCP Competition – Introduction or NCCP Competition – Development In Training;
- Has completed some form of NCCP training;
- Never attended a Canada Games as a “coach” in the sport they are applying to;
- Never attended the Olympic or Paralympic Games, Pan or Parapan American Games, or Commonwealth Games as a “coach”;
- Commit to the objectives and requirements of the program.



**REQUIRED ATTACHMENTS:**

The Apprentice Coach Candidate submits the following to his/her Provincial Coaching Representative, by October 31, 2017:

- A resume, which details his/her involvement in the sport, coach education and experience as a coach
- An outline of coaching career objectives
- An indication of ability to make a commitment to future community or competitive-level athletes
- A letter of reference from a home club president or head coach of the team/club that he/she currently works with
- A letter of reference from a parent of an athlete he/she currently coaches

Once complete, please deliver this application form along with all required attachments to your Provincial Coaching Representative by the required deadline. (**October 31, 2017**).

Thank you for your interest in the program!

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Signature of Applicant

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Date



**2019 Canada Summer Games Apprenticeship Program**  
**Provincial Sport Organization Form**  
**ABORIGINAL APPRENTICE COACH PROGRAM**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Supervisor (Contact Person): \_\_\_\_\_ Title: \_\_\_\_\_

Mentor (if different from above): \_\_\_\_\_ Title: \_\_\_\_\_

Address of Supervisor (if different): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_



## ATTACHMENTS

The **PSO** reviews the applications and identifies ONE candidate it will endorse. The **PSO** prepares a letter of recommendation for the candidate that includes the following details:

- How the PSO would benefit from participating in the program.
- Who the mentor coach will be and why, along with a copy of their coaching resume, their NCCP certification level and previous experience as a mentor or master coach. Also, if the mentor coach available to attend the workshop(s).
- What role the apprentice coach will play as an active member of the coaching staff leading up to and including at the Canada Games.
- A brief outline of the pre-Games training and competitive programs that the apprentice coach will be involved with.
- Identify the PSO's financial commitment to the project and provide the estimated costs, including expenses related to the attainment of NCCP Level 3 Certification or NCCP Competition – Development Certified and other professional development opportunities, to complement the needs of the apprentice coach's program.  
NOTE: Costs related to the participation of the coach and mentor coach in the Professional Development Seminar, e.g. transportation, accommodation, meals, registration fees, will be cost shared by the (government department).
- How the PSO will continue involving the apprentice coach in provincial activities on a regular basis following the completion of the Apprentice Coach Program.
- What initiatives the PSO will undertake to promote the recruitment and development of aboriginal coaches in its sport.
- Fund expenses related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.

The **PSO** submits the letter of recommendation for the apprentice coach detailing the items listed above and his/her resume and requested reference letters

**Please submit to:**

Susan Lamboo  
Coaching Manitoba  
145 Pacific Ave, Winnipeg, MB R3B 2Z6  
Fax: (204)925-5624

**Deadline for submission: October 31, 2017**

Once the candidate is selected, an Apprentice Coach Program agreement will be established with the successful PSO, apprentice coach and Coaching Manitoba.

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Signature of PSO representative

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Date



# **2019 Canada Summer Games Apprenticeship Program Aboriginal Apprentice Coach Program Agreement**

**BETWEEN**

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(hereinafter referred to as “the PSO”)

**AND**

Coaching Manitoba

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(hereinafter referred to as “the Department”)

**AND**

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(hereinafter referred to as “the Apprentice Coach”)

**IN CONNECTION WITH THE**

2019 Canada Games Aboriginal Apprentice Coach Program

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(hereinafter referred to as “the Program”)



## *General Features of the Aboriginal Apprentice Coach Program*

Regarding the Program the parties acknowledge the following:

The objectives of the Program are to:

- Provide apprentice coaches with domestic multi-sport games exposure;
- Provide apprentice coaches with a mentor coach throughout the Games' preparation period;
- Provide apprentice coaches with professional development opportunities to ensure an increase in their level of certification to NCCP Competition – Development Certified;
- Expose apprentice coaches to high performance coaches;
- Ensure apprentice coaches are prepared to handle a meaningful role during the Canada Games experience;
- Build aboriginal coaching capacity.

The Apprentice Coach shall be included in the PSO's Canada Games provincial team program in a progressive, positive, and educationally sound manner. The Apprentice Coach shall receive full accreditation as a coach of the PSO at Canada Games.

A Mentor Coach, identified by the PSO, will be responsible for supervising and evaluating the Apprentice Coach. The PSO will notify the department in advance if there is a change in the named Mentor Coach.

Evaluation of and feedback on the Apprentice Coach's work will, in the first instance, be carried out by the Mentor Coach and the PSO and must include written documentation. If the evaluations should indicate unsatisfactory results, a meeting will be called to discuss the matter, and could result in the termination of this Agreement.

### **Responsibilities of the Department**

Pursuant to this Agreement, the Department's responsibilities shall be as follows:

- Coordinate through Chef de Mission, travel to the Games as well as accommodation and meals in the Athletes' Village and Games accreditation and a Team walk-out uniform.
- Include the Apprentice Coach in all Team functions (pre-Games, at the Games, and post-Games).
- The Department will cost-share the transportation, accommodation, meals and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s).



## **Responsibilities of the PSO**

Pursuant to this Agreement, the PSO's responsibilities shall be as follows:

- Involve the Apprentice Coach with the Canada Games Coaching staff and team (i.e., athlete selection and training activities) leading up to and including the Games
- Develop and by (date, year) submit for review to the Department, a description of learning activities for the Apprentice Coach that shall include the following details:
  - Event description, dates, location, role of the Apprentice coach and desired outcomes of each activity
  - How the activity can be linked to the completion/evaluation of NCCP Level 3 certification or NCCP Competition – Development Certified
  - The estimated costs (including transportation, meals, accommodation and course fees)
- Ensure the Mentor Coach is providing the necessary support, supervision and feedback for the Apprentice Coach
- Submit a year-end report (a written evaluation) of the Program with the Apprentice Coach and the Mentor Coach within 3 months following the Games to the Department.
- Provide financial assistance to offset costs related to the attainment of NCCP Level 3 certification or NCCP Competition – Development Certified
- Provide financial assistance, if required, for the involvement of the Mentor Coach
- Cost-Share the transportation, accommodation, meals and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s)
- Fund expenses related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.

## **Responsibilities of the Apprentice Coach**

Pursuant to this Agreement, the Apprentice Coach's responsibilities shall be as follows:

- Participate fully in the Program and its activities developed by the PSO.
- Provide feedback on each activity, in a quarterly review, to the Mentor Coach and PTSO regarding the following and shall include:
  - Technical information relative to the completion of the learning objectives
  - Critical reflection on her performance and the benefits of the learning activity
- Submit a post-Games report within 3 months following the Games to the Coaching Association of Canada, the PSO, and the Department.
- Participate in all professional development provided by PSO such as the Professional Development Seminars.
- Sign the AACP Code of Conduct (attached)



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**The parties agree to and acknowledge all the above conditions, criteria, and responsibilities.**

**DATED this**                      **day of** \_\_\_\_\_ , 20\_\_ .

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_

For the PSO of: \_\_\_\_\_

**Signed:** \_\_\_\_\_

Apprentice Coach

**Signed:** \_\_\_\_\_

Coaching Manitoba



# 2019 Aboriginal Apprentice Coach Program

## **CODE OF CONDUCT**

### **Traditional Protocol**

1. All participants must respect the traditional protocols of the host nation.
2. All participants must respect the cultural diversity of the group. The Aboriginal Coach Development Program prohibits discriminatory practices. Participants will refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist, or sexist.

### **Behaviour**

3. All participants will attend all events associated with the program.
4. All participants are encouraged to take part in the traditional component of the program. However, personal choice will be respected.
5. All participants will respect the direction given from the elders and staff.

### **General**

6. The following are strictly prohibited and will be enforced with zero tolerance:
  - No consumption of alcohol during the delivery of the program i.e. (consumption of alcohol during lunch) or consumption of alcohol that will prevent the individual from participating in any part of the program.
  - No use of recreational drugs (pain medication prescribed by a physician because of injury is exempt).

INDIVIDUALS THAT ARE IN VIOLATION OF THE "PARTICIPANT CODE OF CONDUCT" WILL BE DEALT WITH ACCORDING TO THE DISCIPLINARY STEP BELOW. THE PROGRAM MANAGER WILL REVIEW ANY VIOLATIONS AND TAKE THE NECESSARY ACTIONS TO ADDRESS THE SITUATION.

DISCIPLINARY STEPS MAY INCLUDE THE FOLLOWING:

- Removal of the individual from the Aboriginal Apprentice Coach Program.
- Sending an individual home at his/her own expense.
- Reviewing an individual's future participation/involvement with the Aboriginal Coach Development Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_