



Canada Games Council

TECHNICAL MANUAL

Section 9: Coaching Certification Exemption Process

Background

The Canada Games Council strongly believes that better coaches make better athletes, and equally believes that the National Coaching Certification Program is the best way to make better coaches. In order to help ensure that Canada Games coaches would be the best possible for Canada Games level athletes, the Canada Games Council implemented minimum certification requirements. The coaching certification requirements for the Canada Games are now widely accepted and managed in a serious manner by Chefs de Mission, National Sport Organizations, coaches and the Canada Games Council alike.

The 1989 Canada Summer Games were the first to require coaches to have a minimum level of certification under the National Coaching Certification Program. In order to alleviate concerns that some coaches would not be able to achieve the required level 2 certification, the Council adopted a process whereby Chefs de Mission could apply for exemptions for their non-certified coaches. This process was well received and was required for less than 10% of the coaches attending the Games.

The 1991 Canada Winter Games also had a level 2 requirement, and again the exemption process was required for less than 10% of the coaches.

In 1990, the Council decided to raise the certification requirement to full level 3 (theory, technical and practical) for the 1993 and subsequent Games, which is a significant increase in the commitment and expertise required of coaches. The results from the 1997 and 2001 Summer Games and the 1999 and 2003 Winter Games were very positive, with an impressive 85% of all coaches at level 3 or at the highest level possible in their sport. Future Games will also require that an increased number of specific coaching positions be occupied by women, with no opportunities for an exemption based on gender (eg. For team sports where there are 2 coaches for a separate women's team, one of the coaches must be a woman, for individual sports with more than one coach per team and with women competitors, one of the coaches must be a woman).

Given the increased certification requirements for the Games, the Council will maintain its exemption process in order to deal with exceptional cases.

In 2006, the Coaching Association of Canada developed the Competition Stream, Development Context of the new NCCP program. The equivalent level of certification to Level 3 in the new NCCP program is Competition stream, Development context (Certified status). Since the new NCCP program is in transition, the standard for Canada Games will be Competition-Development (Trained status) for the 2009 and 2011 Canada Games. For the 2013 Games and onwards, the certification requirement will be Competition-Development (Certified status).

With the assistance of Chefs de Mission, the Sport Committee will monitor the implementation of the level 3 requirement, or the equivalent certification in the new NCCP, Competition Stream,

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Development Context (Trained Status). Chefs will complete the attached monitoring form at specified times before the Games.

Exemption Process

With the level 3 or Competition-Development (trained) **certification requirement**, coaches will have to have a minimum of **full** certification at level 2 or Competition-**Development (in-training status)** in order to apply for an exemption, unless the Sport Committee is satisfied that a truly exceptional case exists.

The exemption process will be circulated to all Chefs and NSOs **one year prior to the start of the Games**. A reminder will be circulated again five months before the start of the Games, advising Chefs that an exemption is mandatory if a coach does not meet the certification requirements. **Chefs are requested to put forward any exemption requests as early as possible before the Games.**

The process involves the Chefs sending the names, sport and NCCP passport number of their Canada Games coaches to the Coaching Association of Canada in order to confirm all information in the CAC database. This will take place **as early as 180 days before the Games, as soon as possible, and no later than 90 days** before the opening of the Games, and CAC has assured the Council that there will be no backlog of processing coaches' data.

No later than 90 days prior to the opening, the Chef must advise the Council's Director of Sport of the following:

1. Coach's name and sport;
2. Current level of NCCP certification in each of theory, technical and practical components, or new NCCP components;
3. Plans for further certification/course work between time of application and the Games, and the period following the Games;
4. Number of active Level 3 or Competition-Development **trained or** certified coaches in that sport in the particular province or territory;
5. Reasons for selecting the coach in question rather than others who may have had higher certification;
6. Number of level 2 and 3 theory and technical courses offered in the province **or territory** in the 24 months prior to the Games or Competition-Introduction and Competition-Development courses;
7. Other rationale for selecting a non-level 3 certified or Competition-Development (trained) coach, including why specific theory, technical or practical components were not achieved.

The Director of Sport will meet with CAC and NSO staff to validate the data and to gain new or additional insights into the delivery of courses and possible reasons for **requiring an** exemption.

The Director of Sport is empowered by the Sport Committee to grant exemptions for all straight-forward exemption requests, such as those in sports that have had difficulty in completing or

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delivering their level 3 or Competition-Development programs, and such as those for provinces and territories that had a very small base of coaches to start with in the sport. These sports and provinces/territories will be identified to the Sport Committee ahead of time based on data provided by Chefs and the CAC. In marginal cases, the Director of Sport will consult an appointed Sport Committee member.

The above action should significantly reduce the number of exemption requests that must be reviewed by the Sport Committee's sub-committee on coaching exemptions. A response will be communicated to Chefs with the least possible delay.

In the event there is an extreme case presented by a Chef, the Sport Committee reserves the right to review the case itself. Similarly, a Chef may appeal an unsatisfactory decision of the sub-committee to the Sport Committee.

For last-minute substitution of coaches **not meeting the certification requirements**, an exemption must be requested prior to the coaches' departure to the Games or the coach will be **deemed** ineligible. The Director of Sport will ensure that Chefs are informed of how and when the last-minute process can be accessed.

As was the case for previous Games, exemptions **have** conditions attached. **A coach granted an exemption is granted an exemption on the grounds that he/she will obtain full Level 3, or new NCCP equivalent certification following the Games.** For example, a coach may be granted an exemption conditional upon her/him completing a component of the Competition-Development program in the period between the exemption request and the actual Games. In some instances, conditions may extend beyond the Games (eg. completing the next available Competition-Development technical course). These conditions will be monitored closely, and, if not met, may affect a coach's eligibility for future Canada Games.

A coach may only receive a certification exemption once in his/her coaching career per sport.

It should be kept in mind that the **certification level** of a coach **granted an exemption by the Sport Committee** is not protestable, but the Sport Committee can prevent a coach from being accredited **as a coach** for the Games. It should also be noted that very, very few coaches have been denied exemptions, but many **have** had to complete course work or fulfil other obligations before the exemption was granted.



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Canada Games Coaching Certification Requirements Exemption Form

Coach's Name _____ CC# _____

Sport _____ Province/Territory: _____

Head Coach, or Assistant Coach? _____

Number of active Level 3 certified or Competition – Development Trained coaches in this sport in the particular province or territory: Male _____ Female _____

Number of relevant NCCP workshops offered in the province/territory in the 24 months prior to the Games: _____

Certification Information: List NCCP course record

Level	NCCP or new NCCP Component	Date of Completion

Rationale for exemption request:

Plans for Further Certification:

Date	Location	Component

 Chef de Mission

____/____/____
 Date

Note: Exemption request deadline is 90 days before the Games Opening Ceremony

Office Use Only Approved Not Approved
 Exemption Type Pre Game Post Games Automatic

 Canada Games Council

____/____/____
 Date