



www.rowingcanada.org

**NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)
Level Four/Five Coach Certification Requirements
(as of March 2006)**

All coaches applying for RCA NCCP Level 4 or 5 Certification must be members in good standing with Rowing Canada Aviron.

Level 4 Certification:

Coaches applying for RCA Level 4 Certification must provide the following to the RCA Level 4/5 Committee:

1. Confirmation of the completion of twelve tasks with at least one task from each of the following categories complete: Physiology, Psychology, Technical, Tactical, Planning the Preparation of the Athlete, Leadership. Tasks #9, #12, and #17 are mandatory for Level 4 certification.
2. A portfolio demonstrating the applicant's record of coaching with athletes performing at a pre-elite or elite level (such as a strong club program, a provincial team or a national program) , and confirming that, for at least one year, the applicant worked as the athletes' main supervising coach. The practical coaching component must take place within 3 years of the completion of the final NCCP task to ensure a clear and demonstrable link between task based learning and coaching practice The portfolio should show baseline testing, monitoring and performance results as well as the training programs for the athletes and methods used to improve performance.
3. Letters of reference confirming the applicant's ability to function effectively in a leadership role and ability to work collaboratively with athletes, coaches, supervisors, officials and other members of the rowing and sport communities with which the candidate had interaction.
4. A coaching resume detailing short and long term coaching assignments that provides more background on coaching experiences before, during and after the Level 4 tasks have been completed.
5. A signed copy of the RCA Coaches Code of Conduct.

The Level 4/5 Review Committee reserves the right to contact all references and clubs identified in the portfolio submission.

201 - 1234 Esquimalt Road ~ Victoria BC ~ V9A 3N8

Tel: 1-877-722-4769 / (250) 361-4222 ~ Fax: (250) 361-4211 ~ E-mail: rca@rowingcanada.org

Member of F.I.S.A., Canadian Olympic Committee/Membre de F.I.S.A., Comité Olympique Canadienne

Time limits: A coach must provide the portfolio submission within three years of completing the Level 4 tasks (date recorded on the NCCP database). The committee will consider exceptional circumstances when a coach may not be able to meet these timelines, such as maternity, medical or other reasons.

Coaches must be actively coaching athletes directed toward high performance when submitting the application.

Level 5 Certification:

Coaches applying for RCA Level 5 Certification must provide the following to the RCA Level 4/5 Committee:

1. Confirmation of the completion of all Level 4/5 tasks.
2. A portfolio demonstrating the applicant's record of coaching athletes at a pre-elite or elite level for a minimum of five years and at least two years of direct experience with the RCA National Team Program (camps and/or tours). The practical coaching component must take place within 3 years of the completion of the final NCCP task to ensure a clear and demonstrable link between task based learning and coaching practice. The portfolio should show baseline testing, monitoring and performance results as well as the training programs for the athletes and methods used to improve performance. The portfolio should contain reports on results and experiences at international competitions such as the World Senior, World U23 and the World Junior Championships, the Commonwealth Regatta, the World University Championships, or competitions reflecting a similar international calibre.
3. Letters of reference confirming the applicant's ability to function effectively in a leadership role and ability to work collaboratively with athletes, coaches, supervisors, officials and other members of the rowing and sport communities with which the candidate had interaction.
4. A coaching resume detailing short and long term coaching assignments that provides more background on coaching experiences before, during and after the Level 5 tasks have been completed.
5. A signed copy of the RCA Coaches Code of Conduct.

Time limits: A coach must provide the portfolio submission within three years of completing the Level 5 tasks (date recorded on the NCCP database). The committee will consider exceptional circumstances when a coach may not be able to meet these timelines, such as maternity, medical or other reasons.

International Candidates: Coaches who are RCA members in good standing and have completed all the necessary requirements (or equivalent) for Level 4 or Level 5 Certification consideration may submit their portfolio to the RCA Level 4/5 Committee for assessment. This portfolio must include copies of the individual's international coaching credentials (including an explanation of the credentials equivalency to NCCP Level 4/5 requirements). RCA reserves the right to charge a reasonable administrative fee to the candidate to cover expenses required to verify the candidate's submission.

The RCA Level 4/5 Review Committee:

The Level 4/5 Review Committee is a subcommittee of the Coach Development Committee and is comprised of RCA's Director of Coach Education, RCA's High Performance Director, two members of the Coach Development Committee with necessary expertise and experience, and RCA's Executive Director (ex-officio). Submission of Level 4 and Level 5 applications will take place three times during the calendar year - April 1, September 1 and December 1. The Committee is responsible for reviewing all submissions and to determine whether applicants have provided necessary evidence to consider the awarding of Level 4 or Level 5 Certification.

The subcommittee will review applications within 30 days of receipt of the application. If approved for certification, candidates will be notified by RCA's Director of Coach Education within 45 days of the submission date and the necessary paperwork will be submitted to the Coaching Association of Canada (a copy provided to the applicant). Once the application is fully processed, the candidate will receive a Certification diploma from the Coaching Association of Canada and Rowing Canada Aviron, normally presented at the following RCA Coaches Conference. If the application is not approved by the RCA Level 4/5 Committee, the candidate will be notified within 45 days of the original submission date, with detailed provisions as to areas of improvement required before a further review would be considered.

RCA Appeal Procedure:

Any member of RCA who is affected by a decision taken specifically with regard to that member by the Board, by any Committee of the Board or by any body or individual within RCA who has been delegated authority to make decisions, shall have the right to appeal that decision. However, this policy does not apply to:

- i) matters of general application such as amendments to the RCA Constitution, the Rules of Racing, RCA Policies and Guidelines and National Team Selection criteria;
- ii) budgets and budget implementation;
- iii) employment matters or matters of operational structure or staffing;
- iv) matters relating to regattas in Canada governed by other international organizations such as the Olympic Games, Pan American Games, World Championships and similar events.

POLICIES:

1. There must be sufficient grounds for the appeal beyond disputing the merits of the decision.
2. Appeals are generally conducted on the basis of documentary submissions. If those hearing the appeal decide to conduct interviews all parties involved have the right to be present at the same time and to rebut information. All parties must be privy to all the information on which those hearing the appeal rely for their decision.
3. The appeal will be heard by a panel of members (“the Appeal Panel”) who were not involved in the original decision selected by the President for their independence and expertise.
4. When the internal appeal procedure has been exhausted a final appeal to a body completely independent of RCA is available except in the case of matters involving the interpretation and application of the Rules of Racing where the decision of the Appeal Panel is final. Final appeals to an independent body will be to the SDRCC/CRDSC wherever possible. When the SDRCC/CRDSC declines to hear the appeal as being outside its jurisdiction the final appeal will be to a single arbitrator in accordance with the procedure set out in the Appendix to this policy.

GROUNDINGS FOR APPEAL:

The grounds for appeal are that:

- a. the decision making process did not follow the guidelines or criteria outlined by RCA ;
- b. the individual, group or committee making the decision was not empowered by RCA to make such decisions;
- c. the decision making process was flawed in that:
 - i. important information was not considered by the decision maker;
 - ii. the decision was biased, evidenced by a lack of neutrality to such an extent that the decision maker was unable to consider other views;
 - iii. the evidence on which the decision was based was insufficient or lacked credibility.

The Appeal Panel will first consider whether sufficient grounds for making an appeal have been demonstrated and will reject the appeal without further consideration if it decides that the required criteria for an appeal have not been met.

Further detailed information on the RCA Appeal Procedure is available on the RCA Web Site (www.rowingcanada.org)