

How to Complete you MCA Coaching Standards Requirements

Submission of Information

- KOM coaches: all information should be submitted through your KOM club lead. The MCA office will not process a coach's paperwork unless all documents are provided. It is the responsibility of the KOM club lead to ensure that all documents are collected for each coach before submission to the MCA
- Non-KOM coaches: all information may be submitted directly to the MCA office by email (coaching.mbcycling@gmail.com), in person, or mail (Manitoba Cycling, 145 Pacific Avenue, Winnipeg, MB, R3B 2Z6)

MCA Membership

- all coaches & volunteer parents must have memberships with the MCA
- General Membership: this membership is for all coaches & parents who are not races themselves, only participating in training or group rides
- Race License: any coach or parent who wishes to participate in MCA sanctioned races, must have a race license. A citizen race license is for races who are new to racing and plan to only race at an entry level in Manitoba. A UCI race license is for racers who serious racers who want to race their ability level &/or race outside of Manitoba
- Licenses are can obtained through the CCN bikes link (Membership) on the MCA website (<https://ccnbikes.com/#!/memberships/manitoba-cycling-association-2018>)
- Cost: \$128 – UCI 17+ race license; \$82 – UCI U17 race license; \$67 – Citizen race license; \$56 – General membership (see link for more details)

Criminal Record Check

- To be completed on your own
- Only valid for 3 years from date of completion.
- A copy of your criminal check must be provided to the MCA office. A copy can be emailed to coaching.mbcycling@gmail.com
- Three options to complete this:
 - o If you live in the City of Winnipeg - Winnipeg Police: http://www.winnipeg.ca/police/pr/fees_info.stm. You do not need to do the vulnerable sector search unless you are in a first time medium- or high- risk position, so make sure to not do this part or you will also need to do fingerprinting. Cost: \$50
 - o If you live outside the City of Winnipeg: RCMP. Go down to an RCMP detachment office and they will provide you with the forms you need to complete.
 - o myfastcheck.com: MCA is proud to have Factcheck as a partner to provide you fast and efficient Criminal Record Background Checks. Full instructions are available on the factcheck website. You will be asked to complete the CPIC & PIP application. Cost is \$35
- Vulnerable Sector Check: only required for Medium- & high-Risk position coaches. This must be completed through the RCMP or Winnipeg Police Service

Standard First Aid & CPR C

- Completion of course through any recognized First Aid Certification Provider
- Submit a photocopy of your certificate to the MCA (via email or paper copy)
- Certificate needs to be valid within the last 3 years, and is only valid for 3 years from date of certification
- For 2018, MCA is providing courses through the Sport for Life Centre, instructed by Ruth Schappert. Course consists of 8 hours of online course material, followed by 8 hours in-class practical training and evaluation. Cost is \$120. Dates for in-class sessions are: Jan 27, Feb 10, Feb 24, March 17.
- Cost: \$120-140

Child Abuse Registry

- This is completed on your own, giving application to MCA to submit
- Please complete the Child Abuse Registry form. The MCA version of the Child Abuse Registry form must be used for your submission to be made by the MCA on your behalf.
- Full Instructions are given the PDF document. Please fill out Part 1 & 2 (A&B) completely. Don't touch Part 2C.
- You must provide the MCA office with a photocopy of your two pieces of ID that you use as part of the application
- Your application can be submitted to the MCA via email (coaching.mbcycling@gmail.com) or you can drop it off at the MCA office. You need to drop off: Part 1, Part 2 & photocopies of 2 pieces of ID
- MCA will then submit your application on your behalf so there is no charge
- Your completed application will be sent back to the MCA office and will be put into your file at the MCA office.

Coaching Manitoba's Respect in Sport Online Certification

- This is completed on your own, notifying Jayson once you have completed
- go to: <https://sportmanitoba.respectgroupinc.com/>
- Register as a new user, and follow the instructions
- Once Completed, notify MCA (coaching.mbcycling@gmail.com), so that we can record in your coaching file.
- Time Required: ~3 hours
- Cost: \$0

Making Ethical Decisions (MED) Online Evaluation (not required for NCCP Community Initiation Coaches – Low Risk Positions)

- The MED online evaluation is required for all Medium- and High-Risk positions (Non-KOM coaches, Introduction to Competition Stream, Provincial Program coaches or Level 3 coaches)
- From these courses, you will have the background information necessary to take the MED online evaluation. You must get 75% or higher and are only given two attempts.
- To take the online evaluation, go to: <http://coach.ca/make-ethical-decisions-med--s16834>
- You must inform the MCA (coaching.mbcycling@gmail.com), when you have passed your evaluation, so he can record in it your file.
- Time Required: ~2 hours
- Cost: \$0

Letters of Reference (Medium- & High-Risk Coaches only)

- All coaches in medium- or high-risk positions, must provide letter(s) of reference to the MCA
- Medium-Risk Coaches (Non-KOM coaches; Introduction to Competition Coaches) must provide 1 letter of reference
- High-Risk Coaches (Provincial Program Coaches; Competition Development Coaches) must provide 2 letters of reference
- Reference letters must be:
 - o Can not be from a family member
 - o Written by any person who has known you for a minimum of 3 years and can attest to your character
 - o Letters can not be emails; they must be signed by the person writing the letter
- Reference Letters can be submitted to the MCA via email (coaching.mbcycling@gmail.com) or you can drop it off at the MCA office. Please indicate who the reference letter is for.
- Cost: \$0

Driver Abstracts (Medium- & High-Risk Coaches only)

- All coaches in medium- or high-risk positions, must provide a current Driver Abstract to the MCA
- Drivers Abstract needs to be valid within the last year, and is only valid for 1 year from date of verification
- This only applies to coaches who are driving athletes to/from training, group rides or races
- Driver Abstract can be obtained from an MPI service centre
- Driver Abstracts can be submitted to the MCA via email (coaching.mbcycling@gmail.com) or you can drop it off at the MCA office. Cost: \$10