

# Coaching Standards Policy



## **Purpose:**

The purpose of this policy is to set out the guidelines of coaching standards, for affiliated Clubs and Members associated with the Manitoba Cycling Association (MCA). Coaches must have the following to allow for a Coach accreditation to appear on their Manitoba Cycling Association license and to be an active coach at an MCA sanctioned event representing your club or in any one of the MCA's programs including; Kids of Mud, Junior Development, Provincial Program.

## **Guidelines:**

Coaches must submit copies of all documents to the MCA office for our records.

## **Qualifications:**

For more information as to what level of Coaching you or your club should have please visit the Coaching Information section of the MCA website.

### **1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP**

- A minimum of General Membership obtained through the MB Cycling Association

### **2. COACHING CERTIFICATION:**

- A minimum Trained status of National Coaching Certification Program (NCCP) **Let's Ride! Community Cycling Initiation** (*non Competition*).

Includes:

- Community Initiation (Let's Ride) - Classroom
- Basic Cycling Skills
- NCCP Making Ethical Decisions (online evaluation)
- Sport MB Respect in Sport (online evaluation)

OR

- A minimum Certified status of National Coaching Certification Program (NCCP) **Ready to Race! Introduction to Competition** (*Competition*).

Includes:

- Training Basics - Classroom
- Basic Cycling Skills
- MTB, Road, BMX Skills and Tactics
  - two courses, in separate disciplines
- Training to Race - Classroom
- NCCP Making Ethical Decisions (online evaluation)
- Sport MB Respect in Sport (online evaluation)

OR

- A minimum Certified status of National Coaching Certification Program (NCCP) **Level 1** (*pre 2009*). Includes:

- Technical skills course in either Road or Mountain
- Theory course or Multi-Sport competition A
- 1 year practical coaching and sign off by Provincial Sport Organization
- NCCP Making Ethical Decisions (online evaluation)

- Sport MB Respect in Sport (online evaluation)
- 3. **STANDARD FIRST AID AND CPR CERTIFICATION C**
  - Minimum requirement: related equivalency will be accepted
  - Re-certification completed every 3 years
- 4. **CRIMINAL RECORD CHECK**
  - Completed every 3 years
  - Approved by the MCA
- 5. **CHILD ABUSE REGISTRY CHECK**
  - Completed every 1 year
  - Approved by the MCA
- 6. **PROFESSIONAL DEVELOPMENT**
  - Every 2 years in the form of Coaching Seminars or Cycling NCCP Ready to Race! Courses.

**NOTES:**

1. *Coaches who are trained in the New NCCP module will have Professional Development criteria set out by the CCA. More details can be found under the Coaching Information section of the MCA website.*
2. *Coaches who are in the Old NCCP coaching module must transition to the NEW NCCP module by January 2013. MCA will make coaching courses available each year to assist in re-certify these coaches.*

**Handling of Information**

The Provincial Coach will administer and review all information obtained through the MCA Coaching Standards Policy. All information received as a result of the policy will be kept confidential, and the results will not be disclosed to anyone other than the board director responsible for coaching or the Coaching Standards Background Check Subcommittee.

Should information be found that would prevent a coach from being accepted, the provincial coach will be responsible for issuing any required written notices to the coach in a confidential manner. The coach is responsible for taking appropriate action to have the results corrected if they believe the information was reported in error.

The provincial coach is also responsible for securing the results of the Coaching Standards Policy in a safe and secure location, and keeping them for the time period required by law, or seven years, whichever is greater.

**Disqualification**

A coach applicant will be denied MCA Coaching status and prohibited from serving as a coach (volunteer or paid) for the MCA or an affiliated club until he/she has completed all requirements set forth in the Coaching Standards Policy. A coach applicant that has any pending charges to any offenses on their criminal record check or Child Abuse registry forms will be denied coaching status until such offenses have been acquitted or

dismissed. Should an approved coach subsequently have any charges brought against him/her during their service to the MCA or affiliated club, they will be required to immediately disclose the nature of the charges to the provincial coach and voluntarily terminate their coaching duties until a determination is made by the Coaching Standards Background Check Sub-committee regarding the effect of the pending charges on the coach's functions within the programs. Any offenses where the person has been found guilty will be subject to the following timelines:

- 1) All sexual offenses, regardless of the amount of time since the offense – **Lifetime denial**. Examples include, but are not limited to:
  - a. Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure
- 2) All felonies that constitute offenses against the person, regardless of the amount of time since the offense – **Lifetime denial**. Examples include, but are not limited to:
  - a. Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary
- 3) Any crimes involving children, regardless of the amount of time since the offense – **Lifetime denial**.
- 4) All offenses other than those against the person or sexual – **10 year denial from date of conviction**. Examples include, but are not limited to:
  - a. Drug offenses, theft, embezzlement, fraud
- 5) All misdemeanors that constitute offenses against the person – **7 year denial from date of conviction**. Examples include, but are not limited to:
  - a. Simple assault, battery, domestic violence, hit & run
- 6) All misdemeanor drug & alcohol offenses - **5 year denial from date of conviction for a single offense, or 10 years from date of last conviction for multiple of such offenses**. Examples include, but are not limited to:
  - a. Driving until the influence, simple drug possession, drunk & disorderly, public intoxication, possession of drug paraphernalia
- 7) Any other misdemeanor that could be considered a potential danger to children or is directly related to the functions of the applicant – **5 year denial**. Example of this is theft if the person is handling money.

In addition, applicants will be disqualified if they have:

- 1) been found liable for civil penalties or damages involving sexual or physical abuse of children
- 2) been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order or protection
- 3) had their parental rights terminated.

For offenses listed in numbers 4-7 that occurred greater than the denial time period listed, the MCA Coaching Standards Background Check sub-committee will consider accepting the coach applicant on a case by case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk to children.

### **Appealing Decisions**

Any coach applicant denied by MCA may request an interview/review of the Coaching Standards Background Check Sub-committee which will consist of the following,

- 1) board of director in charge of coaching standards
- 2) MCA Provincial Coach
- 3) MCA Executive Director
- 4) MCA President
- 5) and a representative from Coaching Manitoba

to appeal the decision.

The vote of the sub-committee regarding the appeal will be final. For any coaching applicant that receives conditional approval, the MCA maintains the right to revoke the conditional approval of the coach applicant for next 5 years if the coach applicant does not meet the conditions of acceptance granted by the 'Coaching Standards Background Check Sub-committee, and if any additional information is presented on future criminal record or child abuse registry checks.

### **How to Appeal**

To appeal a decision, the coach applicant must file a notice of appeal. The notice of appeal must be mailed by registered mail to the MCA's Provincial Coach within 30 days of receiving the background check notification letter. A copy of the decision that is being appealed (e.g., the notification letter) should be included with the notice of appeal.

In order for the notice of appeal to be accepted, it must include:

- 1) The full name and address of the appellant.
- 2) The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson).
- 3) The address of the person making the request on behalf of the appellant.
- 4) The grounds for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision).
- 5) Current (< 1 month old) criminal record check & child abuse registry form.
- 6) The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision).
- 7) All police reports & court decisions pertaining to appeal.
- 8) A description of the relief requested (what do you want the sub-committee to do at the end of the appeal).
- 9) The signature of the appellant or the appellant's representative.

### **Conditional Approval of Coaching Applicant**

For any coaching applicant that receives conditional approval from the Coaching Standards Background Check Sub-committee, the coach will be required to meet the following conditions:

- 1) submit a criminal record check every year for the next 5 years
- 2) submit a child abuse registry check every 6 months for the next 5 years

- 3) complete any other conditions set forth by the Coaching Standards Background Check Sub-committee related to the coach application Appeal.

If the coach applicant does not meet the above three conditions of the conditional approval the Coaching Standards Background Check Sub-committee maintains the right to revoke the conditional approval of the coach applicant at any time for next 5 years. The MCA also maintains the right to immediately revoke the conditional approval of the coach applicant if any additional information is presented on any future criminal record or child abuse registry checks. Any information found will require the coaching applicant to complete another appeal process.

*“Approved by the Board of Directors of the Manitoba Cycling Association by motion at a Board meeting held on March , 2011”*