

# “Responsible Coaching” Standards Policy

## **Purpose**

The purpose of the “Responsible Coaching” Standards Policy is to set out the guidelines of coaching standards, for all coaches and sport leaders of affiliated Clubs and programs associated with the Manitoba Cycling Association (MCA). The MCA is committed to creating a sport environment where all individuals are treated with respect and dignity. Coaches are placed in a position of trust and are an integral part the athlete experience in sport, and therefore coaches have a responsibility to create a safe sporting environment for all participants that is free of harassment and abuse.

The MCA requires that all coaches participating in any MCA sanctioned activities complete the following Responsible Coaching standards to be considered active with the MCA. Only active coaches who have met all their Responsible Coaching Standards will receive accreditation on their MCA license and be recognized as an active coach at an MCA sanctioned event representing your club or in any one of the MCA’s programs (i.e., Kids of Mud, Youth Summer Program, Provincial Program).

## **Scope and Application**

The Policy applies to all coaches registered with, named on an official sport roster, or under the jurisdiction of the Manitoba Cycling Association.

Any coach not having completed their coaching standards in the timeframe documented here, may be removed as a coach until such time that all coaching standard requirements are completed.

## **New Coaches**

The MCA recognizes that the requirements of the Responsible Coaching Standards requires time to complete. All new coaches to the MCA will be given a 6-month grace period to complete their Responsible Coaching Standards from the date of the completion of their first NCCP course.

## **Coaches with NCCP training in Old NCCP level System**

All coaches who received credit in the Old NCCP level system have those credits transferred into the new NCCP stream system to match the appropriate level of equivalency. Please see your records on “The Locker” (<http://thelocker.coach.ca>)

## **Stream of Coaching Required?**

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

## **Submission of Documentation**

Coaches must submit copies of all documents to the MCA office for our records. Documents should be submitted through your club Coach Representative. Coaches who do not have a club Coach Representative can submit documentation directly to the MCA. Documentation can be submitted by dropping off or mailing to the MCA office, or emailing to: [cycling.mbcycling@gmail.com](mailto:cycling.mbcycling@gmail.com)

## **Enforcement**

No coach will receive an MCA Technical license until all requirements of the Responsible Coaching Standards have been completed and approved by the MCA. Coaches who have completed all their Responsible Coaching Standards, may submit a request to [coaching.mbcycling@gmail.com](mailto:coaching.mbcycling@gmail.com) for a technical license to be issued.

Four Levels of enforcement will be used to manage coach/club compliance with the MCA Responsible Coaching Standards.

- Level 1: Coach and their respective club (if applicable) will receive an email notification that the Coach has not met their Responsible Coaching Standards. The coach will be given a 2-week probation period to complete all the requirements from the date of email notification.
- Level 2: Coach and their respective club (if applicable) will receive an email notification that the coach is suspended from coaching at all MCA sanctioned activities\* until they have met their Responsible Coaching Standards. The coach or club will be given a 2-week probation period to either remove the coach from all coaching activities or to have the coach meet all the Responsible Coaching Standards. The coach or club must confirm with MCA via email ([coaching.mbcycling@gmail.com](mailto:coaching.mbcycling@gmail.com)) that the coach has been removed from all coaching activities.
- Level 3: Coaches who are suspended or clubs that continue to allow suspended coaches to coach at MCA sanctioned activities\* after a Level 2 infraction, will have the members of their club or MCA membership (if applicable) notified that the coach has not met their Responsible Coaching Standards and is a suspended coach with the MCA. Clubs will be given a 2-week probation period from the date of email notification to either remove the coaching from Coaching or to have the coach meet all the Responsible Coaching Standards. The coach or club must confirm with MCA via email ([coaching.mbcycling@gmail.com](mailto:coaching.mbcycling@gmail.com)) that the coach has been removed from all coaching activities.

Level 4: A Club that continues to allow suspended coaches to coach at MCA sanctioned activities\* after a Level 3 infraction will result in the club being suspended by the MCA. The suspended club will not be allowed to run any MCA sanctioned activities until either the coach has been removed from any coaching role with the club, or the coach has met all their Responsible Coaching Standard requirements.

- \* MCA Sanctioned activities include any sanctioned club activity (ride or race) or any races on the MCA calendar. This includes all KOM activities.

Non-compliance of this policy may result in further discipline as determined by the Board of Directors, designated sub-committee, or staff member in accordance with this policy.

### **Policy Implementation**

The Responsible Coaching Standards Policy will be implemented fully over a 2-year span. This implementation will take place in 2 stages:

#### Stage 1: April 1, 2018 Deadline

- Enforcement will be eased for certain requirements of coaches and clubs. Only items described below will be a requirement for coaches and volunteer parents.
  - 1) MCA Membership (General or race license)\*
    - \* only requirement for Volunteer Parents
  - 2) Criminal Record Check
  - 3) Child Abuse Registry

#### Stage 2: April 1, 2019 Deadline

- All coaches must meet all the Responsible Coaching Standards. The Responsible Coaching Standards Policy will be fully enforced.
  - o New Coaches will follow the New Coaches timeline as outlined above

## Responsible Coaching Standards Matrix (Jan 10'18)

	LOW RISK POSITIONS		MEDIUM RISK POSITIONS	HIGH RISK POSITIONS
	Volunteer Parents	Community Initiation Coaches (KOM)	Intro to Competition Coaches (i.e., Club Coaches)	Competition Development / Level 3 Coaches (Provincial Program Coaches)
MCA Membership	✓	✓	✓	✓
NCCP status		Trained	Certified	Certified
NCCP Professional Development Maintenance			✓	✓
Criminal Record Check (E-PIC) - every 3 years		Every 3 years	Every 3 years	Every 1 year
Vulnerable Sector Check (VS) - 1x at start of position			✓	✓
Standard First Aid and CPR-C - every 3 years		✓	✓	✓
Child Abuse Registry - every year		✓	✓	✓
Respect in Sport - Every 5 years		✓	✓	✓
Making Ethical Decisions (for NCCP Stream)			✓	✓
Letters of Reference (When Starting Position)			1	2
Driver's Abstract (if required) - Every year			✓	✓

## **LOW RISK POSITIONS**

- COMMUNITY INITIATION COACHES (i.e, KOM COACHES)
- VOLUNTEER PARENTS

### **COMMUNITY INITIATION COACHES (i.e, KOM COACHES)**

#### 1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP

- A minimum of a General Membership obtained through the Manitoba Cycling Association (MCA)

#### 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

#### 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 (CRC)

- Enhanced (E-PIC): Completed every 3 years
- Approved by the MCA

#### 5. CHILD ABUSE REGISTRY CHECK

- Completed every 1 year
- Approved by the MCA

#### 6. RESPECT IN SPORT (RIS) PROGRAM CERTIFICATION

- Completed every 5 years
- Approved by the MCA

### **VOLUNTEER PARENTS**

#### 1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP

- A minimum of a General Membership obtained through the Manitoba Cycling Association (MCA)

## **MEDIUM RISK COACHES**

- NCCP INTRODUCTION TO COMPETITION COACHES
- CLUB COACHES (NOT KOM)

### 1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP

- A minimum of a General Membership obtained through the Manitoba Cycling Association (MCA)

### 2. COACHING CERTIFICATION:

- 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)
  - Maintain Certification through NCCP Professional Development Requirements

### 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 (CRC)

- Enhanced (E-PIC): Completed every 3 years
- Vulnerable Sector Verification (VS): CRC w/ VS must be done once when start coaching, if born before 1988

### 5. CHILD ABUSE REGISTRY CHECK

- Completed every 1 year

### 6. RESPECT IN SPORT (RIS) PROGRAM CERTIFICATION

- Completed every 5 years

### 7. ONE LETTER OF REFERENCE

- Can not be written by a family member
- Written by any person who has known you for a minimum of 3 years and can attest to your character
- Letters can not be emails; they must be signed by the person writing the letter

### 8. DRIVER'S ABSTRACT

- Completed every year (only if coach is driving athletes)
- Approved by the MCA

## **HIGH RISK COACHES**

- COMPETITION DEVELOPMENT / LEVEL 3 COACHES
- PROVINCIAL PROGRAM COACHES

### 1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP

- A minimum of a General Membership obtained through the Manitoba Cycling Association (MCA)

### 2. COACHING CERTIFICATION:

- A minimum Certified status of National Coaching Certification Program (NCCP) **Competition Development**. Includes:
  - 6 NCCP Competition Development Multisport Modules
  - 3 NCCP Competition Development Cycling Modules
  - 2 NCCP Cycling Online Evaluation Modules
  - 2 NCCP Evaluation Projects
  - NCCP Making Ethical Decisions – Competition Development (online evaluation)
  - Maintain Certification through NCCP Professional Development Requirements

### 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 (CRC)

- Enhanced (E-PIC): Completed every 1 years
- Vulnerable Sector Verification (VS): CRC w/ VS must be done once when start coaching, if born before 1988
- Approved by the MCA

### 5. CHILD ABUSE REGISTRY CHECK

- Completed every 1 year
- Approved by the MCA

### 6. RESPECT IN SPORT (RIS) PROGRAM CERTIFICATION

- Completed every 5 years
- Approved by the MCA

### 7. TWO LETTERS OF REFERENCE

- Reference must know coach for minimum of 3 years
- Provided at the start of Coaching position
- Approved by the MCA

### 8. DRIVER'S ABSTRACT

- Completed every year (only if coach is driving athletes)
- Approved by the MCA

## **Professional Development**

- As part of your ongoing commitment to coaching, all certified coaches will be required to maintain their certification by accumulating PD points over a set time frame.
- Your Professional Development activities and points are tracked on your transcript in The Locker.
- Details about professional development are available at:  
<http://www.cyclingcanada.ca/maintenance/>

## **Handling of Information**

The Provincial Coach or coaching staff will administer and review all information obtained through the MCA Responsible Coaching Standards Policy. All information received because 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 Subcommittee.

Should information be found that would prevent a coach applicant from being accepted, the Provincial Coach will be responsible for issuing a required written notice to the coach in a confidential manner. The coach applicant 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 Responsible Coaching Standards Policy in a safe and secure location, and keeping them for the time required by law.



## Disqualification

The 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 Responsible Coaching Standards Policy. Any 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 decision is made by the Coaching 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, 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 criminal charges 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 criminal charges relating to 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 criminal charge that could be considered a potential danger to children or is directly related to the functions of the applicant – **5-year denial**. Example of 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 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 Sub-committee to appeal the decision, which will consist of the following,

- 1) board of director in charge of coaching
- 2) MCA Provincial Coach
- 3) MCA Executive Director
- 4) MCA President
- 5) Representative from Coaching Manitoba
- 6) Legal Representation on behalf of the MCA

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 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) enhance criminal record check with vulnerable sector & 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 Sub-committee, the coach will be required to meet the following conditions:

- 1) submit an enhance 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 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 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  
on February 18, 2018”*