

22.4.2 ***Coaching Coordinators***

- 22.4.2.1 responsible for the liaison between MAs and the Committee;
- 22.4.2.2 responsible to forward all applicable coaching concerns or problems to the Sector on behalf of the MAs;
- 22.4.2.3 responsible to ensure all minimum requirements and deadlines outlined in Sections 18.7, 19.6 and 20.6 are adhered to;
- 22.4.2.4 assist the MAs in ensuring all coaches are registered with CAC and LC;
- 22.4.2.5 attend all Committee meetings or appoint an alternate;
- 22.4.2.6 ensure all Learning Facilitators (LF) are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;
- 22.4.2.7 responsible to forward a current list of LFs to LC Head Office prior to February 1 annually;
- 22.4.2.8 ensure that all MLF's in the MA receive the appropriate training, meet the minimum requirements of the NCCP policies and work in conjunction with the NRP in all matters concerning content and delivery of coaching program;
- 22.4.2.9 carry out additional tasks assigned by the Committee agreed to by both parties;
- 22.4.2.10 act as the direct liaison between the Chairperson and the additional voting members as outlined in LC NCCP Structure Chart;
- 22.4.2.11 carry all votes on behalf of the MA when attending Committee meetings

22.4.3 ***Additional Voting Members as defined in this Section***

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- 22.4.3.1 act as direct Liaison between MA coaches in the applicable sector and the Coaching Coordinators;
 - 22.4.3.2 responsible to forward all applicable coaching concerns or problems on behalf of the applicable sector to the Coaching Coordinators;
 - 22.4.3.3 responsible to the Coaching Coordinator to ensure all coaches meet the minimum requirements and deadlines laid out in Sections 18.7, 19.6 and 20.6;
 - 22.4.3.4 to assist the Coaching Coordinator in assuring that all coaches are registered with the CAC and LC;
 - 22.4.3.5 to participate when required in determining the content and method of training for coaches
- 22.4.4 *National Resource Person (NRP)* - This position shall be by appointment by the Committee for a period of two (2) years each odd year and will be ratified by the Directors of LC. The duties include:
- 22.4.4.1 provide the Committee with the necessary technical expertise required to ensure that all coaches achieve the mandates and goals set by the Committee and the Membership of LC;
 - 22.4.4.2 ensure all MLFs are trained in the area of adult education and course delivery;
 - 22.4.4.3 monitor of all technical materials being developed, rewritten or reviewed to ensure that all mandates and goals set for the Committee are met;
 - 22.4.4.4 provide written or electronic material required by the Committee when the terms of the said agreement is acceptable by all parties which include the Chairperson, the NRP and LC;
 - 22.4.4.5 review all policies set by the NCCP and CAC as they pertain to activities carried out by the Committee;
 - 22.4.4.6 attend all meetings of the Committee;
 - 22.4.4.7 provide a written report when required by the Chairperson
- 22.4.5 *National Team Coach Representative*
- 22.4.5.1 *Selection Guidelines:* The NTCR shall be nominated from appointed staff of any of the National Teams for the term on the committee.

The National Team Committee must ensure that a candidate can ideally represent all 3 Sectors, or, that all 3 Sectors are represented over the course of 3-4 consecutive terms.

An individual appointed will be limited to a maximum of two – 2 year terms in this role. Upon its nomination, the NTCR must hold the proper level of coaching certification established by Operations Policies 18.7, 19.6 and 20.6 in accordance with the National Team assignment during the NTCR term. If the individual nominated to the

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NTRC position is not currently coaching at the national team level, but has in the past, they must be certified at the level that was required during their appointment with the team.

- 22.4.5.2 Selection Process: Interested individuals will submit their applications to LC Executive Director. Nominations may also be submitted with the agreement of the person being nominated.

Applications and other nominations will be reviewed by the Director of HP and International Relations and the National Team Chair and will be ranked according to the selection guidelines and their knowledge of the candidates.

The Chair of the Coaching Committee, along with the Director of Domestic Development will ratify the final candidate for appointment to the committee.

The Chair of the Coaching Committee will notify the successful applicant of their position on the committee.

The Chair of the Committee and LC Program Coordinator will provide the appointed NTCR background information and updates as to the current and future work of the committee.

- 22.4.5.3 Job Description:

- 22.4.5.4 National Team Coach Representative (NTCR) - This position shall be by appointment by the National Team Committee Chairperson for a period of two (2) years each even year and will be ratified by the BOD. The duties include:

- 22.4.5.4.1 act as a liaison person between the National Team Program and the Coaching Committee
- 22.4.5.4.2 responsible to communicate and liaise with the National Team Coaches on all minimum requirements and deadlines outlined in Operations Manual Sections 18.7, 19.6 and 20.6 to enhance adherence by the National Team Coaches
- 22.4.5.4.3 make recommendations and assist in the development of advanced technical and tactical non-NCCP modules
- 22.4.5.4.4 assist in the execution of non-NCCP modules delivery programs on an as needed basis
- 22.4.5.4.5 make recommendations and assist in the development of a strategy which will increase the number of coaches capable of coaching at the National Team level
- 22.4.5.4.6 carry out additional tasks assigned by the Committee agreed to by both parties
- 22.4.5.4.7 attend all Committee meetings

22.4.6 Master Learning Facilitator

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- 22.4.6.1 responsible to the MA Coaching Coordinator for the training of all LFs and Evaluators;
 - 22.4.6.2 monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;
 - 22.4.6.3 responsible for the updating of the LF's and to ensure they have the necessary equipment to conduct training clinics;
 - 22.4.6.4 responsible to forward social, moral and technical philosophies for consideration to be incorporated into coach training
 - 22.4.6.5 responsible to provide technical and theoretical material to the NRP for consideration for inclusion into course curriculums;
 - 22.4.6.6 deliver courses in the areas in which they are qualified and certified as standards require;
 - 22.4.6.7 ensure all LFs complete the necessary NCCP paperwork required for ensuring that all coaches receive the appropriate certification as it applies to the training and evaluation components;
 - 22.4.6.8 responsible to provide written technical material when mutually agreed to by both parties
- 22.4.7 *Learning Facilitators (LF)*
- 22.4.7.1 liaise with the MA MLFs and MA Coaching Coordinators in arranging dates, locations and facilities for clinics identified by the MA;
 - 22.4.7.2 deliver clinics within the guidelines established by the national program while addressing the needs of the candidates;
 - 22.4.7.3 ensure all training and evaluations are completed by the candidate before certification is given;
 - 22.4.7.4 ensure that all NCCP forms are completed and forwarded to the appropriate body;
 - 22.4.7.5 ensure all necessary materials outlined in the "Facilitator Lunch Box" which pertain to the course being delivered are current and up to date;
 - 22.4.7.6 To provide the MA MLFs and MA Coaching Coordinators with any suggestions and ideas which are obtained through the candidates or in a personnel manner which could enhance the certification program.