

Policy Category	Operational - Program
Policy Name	CDMFA Coaching Standards & Requirements
Source	NCCP Operations Manual, Football Alberta, Football Canada, Universal Code of Conduct, Insurance Policy, Coaching Association of Canada
Date	Approved 2023-03

## Coaching Standards & Requirements

### 1. **COACH, Junior Coach, Field Staff & Volunteers**

#### 1.1. Coach

##### 1.1.1. Three levels of Coaches by NCCP standards

1.1.1.1. In Training: they have completed some of the required training for their sport

1.1.1.2. Trained: when they have completed all required training for their sport

1.1.1.3. Certified: when they have completed all evaluation requirements for their sport

1.1.2. CDMFA encourages participation of coaches from all three NCCP categories. However, coaching assignments and opportunities for provincial teams and tournaments may be assigned to those with the higher NCCP standard.

1.1.3. Must be 16 years or older.

#### 1.2. Junior Coach

1.2.1. CDMFA players or alumni, or high school students who are interested in being a part of the football community and learning about the roles and responsibilities of coaching. They work with Trained/Certified Coaches to learn, develop, and possibly work toward their NCCP qualifications.

1.2.2. Participants must be 14 years or older.

#### 1.3. Field Staff

1.3.1. This includes safety personnel (trainers & equipment managers), team managers, statisticians, ball retrievers, water carriers

1.3.2. They must be rostered and insured to be on the field

1.3.3. Their role is to support the coaching staff and the players; they are not coaches and must abide by the rules and expectations to be on the field

#### 1.4. Volunteers

1.4.1. This includes the game day hosts, team photographers, and parents who may help with team practices.

1.4.2. If their volunteer duties require them to be on the field, they must be rostered and insured.

1.4.3. Their role is to support the delivery of the practice or game day experience; they are not coaches and must abide by the rules and expectations to be on the field.

2. Coaching Roster & Sideline Standards

- 2.1. During the game, the only persons who may legally occupy any position on the sidelines are; the field officials, the Downbox Official, the Yardstick Officials, the time keeper and the scorer.
- 2.2. During the game, the team bench area may be occupied only by substitute players, and other authorized non-playing personnel of the team, consisting of coaches, doctors, trainers, and equipment personnel, who must remain in close proximity to their bench and must not encroach on the sidelines or playing field while play is in progress. All these authorized persons must be listed on the Coach/Staff roster and be insured.

3. Coach Training/Certification Requirements *\*\*Scheduled for update for 2024\*\**

- 3.1. The CDMFA requires all coaches be NCCP Certified for their applicable positions and age divisions for football within the Community Sport Stream.
  - 3.1.1. As a Risk Management issue, there will not be a one year grace period for CDMFA Coaches to meet the Coaching Requirements & NCCP Requirements. All coaches must have requirements met by the CDMFA roster deadline of September 15, 2020. (CDMFA, approved March 2, 2020)
  - 3.1.2. Following the NCCP standards for coaching, the one-year grace period is the time a new coach would have to move from “in training” to “trained”
    - this grace period does not apply to Head Coach positions as they must be “Certified”
    - Refer to the NCCP Operations Manual, or coach.ca for details.
  - 3.1.2.2. 2023 Coaching Requirements for Atom, Peewee and Bantam Tackle Coaches
    - “Making Headway” Module - online course
    - NCCP Safe Sport Module (free online course)
    - “Safe Contact” - in class course
    - “Community Coach Trained” - including online and class courses
    - Note: coaches who have completed “Certified Competition” or “Introduction Position Coaches” or above, are exempt from the Community Coach Training.
    - Note: To become a Certified Position Coach, you must submit the clinic workbook, pass the online MED Exam and complete an on-site evaluation.
    - Police Information Check
    - Vulnerable Sector Check
  - 3.1.2.3. 2023 Coaching Requirements for Midget (U18) Tackle, U16 & U18 Girls
    - “Making Headway” Module - online course
    - NCCP Safe Sport Module (free) - [Safe Sport Module](#)
    - Safe Contact course - in class course
    - “Community Coach Trained”
    - Note: To become a Certified as a Positional Coach, Coordinator, or Head Coach, NCCP requires additional criteria and evaluations
    - Police Information Check
    - Vulnerable Sector Check
  - 3.1.2.4. 2023 Coaching Requirements for Novice, Atom, Peewee and Bantam Non-Contact Coaches

- “Making Headway” Module - online course
- NCCP Safe Sport Module (free online course)
- “Community Coach Trained” - including online and class courses  
Note: coaches who have completed “Certified Competition” or “Introduction Position Coaches” or above, are exempt from the Community Coach Training.  
Note: To become a Certified Position Coach, you must submit the clinic workbook, pass the online MED Exam and complete an on-site evaluation
- Police Information Check
- Vulnerable Sector Check

3.1.2.5. 2023 Coaching Requirements for Junior Coaches, all levels, Tackle & Non-Contact

- “Making Headway” Module - online course
- NCCP Safe Sport Module (free online course)
- “Safe Contact”
- Community Sport: Novice Coach ....
- Police Information Check (for those over 18 years)
- Vulnerable Sector Check (for those over 18 years)

3.2. NCCP Status Maintenance

3.2.1. In order for NCCP coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching.

3.2.2. Football Canada’s NCCP certification cycle is 5 years.

3.2.2.1. Maintenance of certification must be based on active coaching and professional development

Football Canada’s NCCP	Minimum Professional Development Credits required for renewal of certification
Context	5 Year Cycle
Community Sport Instruction	10 points
Competition - Introduction	20 points
Competition - Development	30 points

3.2.2.2. For more information, and a breakdown on PD points, visit [www.coach.ca/maintenance-of-certification](http://www.coach.ca/maintenance-of-certification)

3.3. All member associations must ensure that their coaching staff for each team meets Football Canada and Football Alberta certification requirements.

3.3.1. NCCP numbers should be included on annual registrations and any coach applications, and verified by their respective club boards.

3.3.2. Coaches who have set up an account in the NCCP database can maintain their

personal information and produce transcripts/records of their courses completed.  
Visit [www.coach.ca](http://www.coach.ca) and click the Locker

3.3.3. CDMFA Executive reserves the right to audit Coaching rosters to confirm personnel listed meet certification requirements.

4. Coaches Post-Game Feedback Form (CDMFA, February 13, 2019)

4.1. The Post-Game Feedback Form was designed and instituted to help identify best-practices by CDMFA coaches, to recognize coaches for their efforts and commitment to continuous learning and improvement. This is critically important for new coaches, or coaches trying to develop and progress through the levels of certification. Feedback such as this can tie in to NCCP development and possible PD points too.

4.1.1. Online form (found on the Coaches resource page on CDMFA website) to be completed by each Head Coach post game (all levels)

4.1.2. Results will be shared with Head Coaches that are involved

4.1.3. CDMFA Senior Staff will monitor for patterns of positive or negative reviews and share this information with the President of the applicable club.