



NCCP CLINIC HOST RESPONSIBILITIES 2022/2023

Softball BC is now accepting applications for teams, organizations, leagues or associations to host a NCCP (National Coaching Certification Program) Learn to Coach.

Please note, all coaches wanting to coach at a Provincial Championship that does not lead to a post-provincial (Western & Canadian Championships) are required to be Learn to Coach trained.

Hosts are responsible for the planning and organization of the clinic which includes:

- **Inform all registered coaches that they need to take FOCUS module 1 prior to the clinic.**
- Securing a **classroom and gymnasium** for two days which would include paying for the facility use of a **screen** to show PowerPoint presentations, a **whiteboard/flip chart**, and **speakers for video** in the room.
- Providing a contact person for the registration which would include the opening up of the facility on the two days of the clinic.
- Equipment required: at least **one ball per person** in attendance along with **other equipment deemed necessary by the coach developer.**
- Payment is due for a minimum of 10 coaches 2 weeks prior to the clinic. The cost is \$50 per coach with a prepayment of \$500.00. An invoice will be issued after the clinic for the number of coaches above the minimum of 10 at \$150.00 per additional coach. If a host and Softball BC agree to conduct a clinic with less than 10 participants, a flat rate will be charged \$500.00 for the clinic.

2022/2023 COVID-19 Hosting Requirements Checklist

<input type="checkbox"/>	Collect waivers and declarations from all registered coaches prior to the clinic.
<input type="checkbox"/>	Email coaches registered the current safety protocols
<input type="checkbox"/>	Sanitize the desks and equipment prior to the clinic
<input type="checkbox"/>	Set up the room/field according to the current guidelines
<input type="checkbox"/>	If the Learning Facilitator is unavailable the host will be responsible for screening of the coaches upon entry of the clinic

Softball BC is responsible for the following:

- Organizing a coach developer for the course and ensuring that the coach developer contacts the host prior to the clinic.
- Pay the expense of the coach developer including their honorarium, their travel expenses, their accommodations expenses, and any other incidental expenses to instruct the clinics.
- Providing all Community Coach material and CASA Rulebook per participant.

Should you wish to book a clinic please contact Softball BC as soon as possible, so that we may begin the process of planning a clinic in your community. **Clinics should be applied for no less than 3 weeks before the clinic date.**

All clinics will be posted on our website at <https://softball.bc.ca/> once the clinic is confirmed.

** If you are having trouble registering the minimum of 10 coaches, it is recommended to try partnering with another association close to you. It is also recommended to collect registration payment from coaches registering with you prior to the clinic to reduce the chance of them cancelling or not coming to the clinic.

Hosting Requirements Checklist

<input type="checkbox"/>	Classroom AND Gymnasium space for 2 days
<input type="checkbox"/>	Payment of facilities
<input type="checkbox"/>	Screen for PowerPoint
<input type="checkbox"/>	Whiteboard/flip chart
<input type="checkbox"/>	Speakers for video
<input type="checkbox"/>	One ball per person
<input type="checkbox"/>	Other equipment as discussed with instructor
<input type="checkbox"/>	Contact made with Coach Developer one week prior to scheduled clinic
<input type="checkbox"/>	Payment of \$1500.00 to Softball BC
<input type="checkbox"/>	Providing Softball BC with clinic registration information to put on website

I have read NCCP Clinic Hosting Opportunity and the Hosting Requirements Checklist and understand what is required as a host and what Softball BC's responsibilities are. I will provide the necessary equipment for the clinic.

Date:

Signature:

Type date and name into boxes to act as a signature if completing the online fillable form

Softball BC is confident that all participants, whether coaches, players, or enthusiasts, will benefit greatly from attending this clinic. If you have any further questions, please contact Joni Frei at: jfrei@softball.bc.ca.