

## COACHING DEVELOPMENT COMMITTEE

Conference call – Monday September 01<sup>st</sup> and Monday September 19 - 8:00PM EST

### Approved Minutes

#### Participants

Peter Steele – Chair, NB  
Annie Sarrat – Quebec  
David Gilday – West  
Dawn Currie – SSC

#### Absent

Mike River – Central  
Keith Gordon – Far West  
Yanna Moncion – SSC

1. Call Meeting to Order at 8:05pm by Peter
2. Approval of Agenda  
Motion to approve the agenda as amended by Annie  
Second by David  
Passed
3. Approval of Minutes – June 21-22, 2009  
Motion to approve the minutes as presented by David  
Second by Annie  
Passed
4. Business Arising

| Action # | Who       | Task  | Status |
|----------|-----------|---|--------|
| 2.       | Dawn      | Once the committee confirms the recommendations as stated in #2, Dawn to send minutes to Douglas Duncan and Jim McClements. | Done   |
| 3        | Committee | Work on confirming the outcomes for Competition Development are completed.  |        |
| 6        | Dawn      | Speak with Douglas to ensure the content in both EN and FR FUNdamentals parallel.   | Done   |
| 7        | Dawn      | Email MLFs in the Competition Development context to see their availability to attend the SLC and two day meeting.          | Done   |

*Action: Dawn to send Competition Development work done in March 2008 to Committee.*

5. Correspondence – None
6. Budget –

*Action: To send budget “to date” to committee.*

7. New Business
  - a. FPVQ Coaching Certification Issue – Letter to FPVQ suggesting that an inappropriate CRF submission has been made by FPVQ staff; identify the correct process; advise them of the difference in NCCP systems from old to new, and challenging versus the “ladder”; integrity of organization...he could take the Intro to Comp and Level III; advise them that Jonathon’s certification will be rescinded and that he is to either take the course or challenge. FPVQ advised us that Jonathon is a national team member and should not have to take these courses.

*Action: Dawn to draft letter and operational guidelines to submit CRF forms to FPVQ and send to Peter and David for review.*

- b. NCCP
  - i. LF Designation and Training
  - ii. PD Policy
  - iii. LFs who did not attend Winnipeg Training
  - iv. FUNdamentals LF Training
  - v. Resource Development

Discussion took place regarding where is the “branch” ownership to training LFs. Send something to branch presidents and coaching committee chairs...here is the process, explain

Host conference call on Sept 14 at 1:00PM to finish this discussion...also identify who can deliver a FUNdamentals Leader.

Meeting adjourned at 9:08 EST.

- c. Sport Leadership Conference
- d. LTPAD
  - i. Races and Games
- e. Female Coach Mentorship Program
  - i. Prepare Program Draft by October 01<sup>st</sup>
- f.

8. Next Meeting – Monday September 14<sup>th</sup>, 1:00PM EST
9. Meeting Adjourned at 21h08 EST

**Action Item - Summary**

| <b>Item #</b> | <b>Who</b>        | <b>Task</b>  | <b>Status</b> |
|---------------|-------------------|--|---------------|
| 5.            | Dawn              | Send Committee work done to this point with Competition Development. | Done          |
| 7.            | Dawn              | Send updated budget to committee.                                    | Done          |
| 8.a           | Dawn/Peter /David | Draft letter to FPVQ regarding NCCP certification issue.             | Done          |

**Monday September 19<sup>th</sup> – 8:00PM**

**Participants**

Peter Steele – Chair – Atlantic  
 Annie Sarrat – FPVQ  
 David Gilday – West  
 Mike Rivet – Central  
 Sandi-Vyse – Far West  
 Dawn Currie – SSC

**Absent**

Yanna Moncion – SSC

1. Call Meeting to Order at 8:06PM by Peter.
2. Election of Chair and Vice Chair  
 Motion to nominate Peter Steele as Chair by David Gilday  
 Seconded by Annie Sarrat  
 Motion passed. Peter accepted  
  
 Motion to nominate Annie Sarrat as Vice Chair by David Gilday  
 Seconded by Mike Rivet  
 Motion passed. Annie accepted

### 3. New Business Continues

#### a. LF Training

Discussion took place regarding a letter received from SASSA and LF Training, specifically to those LFs previously trained but not at the LF Training in either Ottawa or Winnipeg and how this would affect their status as LFs. The committee decided that for FUNdamentals and Introduction to Competition, branches need to be responsible for the continued training of LFs. The committee will be responsible for hosting a LF upgrading training session every 3-4 years.. In regards to SASSA's request, it was determined that for LF's to facilitate either FUNdamentals or Introduction to Competition, who were not able to participate in either training sessions this year (Ottawa or Winnipeg), they must co-facilitate one full course (2 weekends) with someone that was at the training. Sandra Nase is the only LF from Saskatchewan that was in Winnipeg. Additional LFs that were in Winnipeg from the west include Todd Landon and Debby Fisher.

*Action: Mike to prepare draft of operational guideline for LF Training.*

Motion that all individuals that have successfully completed training to become an LF, regardless of the context, can instruct the FUNdamental Leader one day workshop. By Mike Rivet

Seconded by Annie Sarrat

Motion passed.

- b. Sport Leadership Conference – The Coaching Development Committee will send the following MLFs to the Sport Leadership Conference if they are available: David Morrison, Annie Sarrat and Debby Fisher. These individuals were selected based on prior acknowledgement that they were available; that David is actively involved in preparing material for the NCCP program and would benefit from attending; that Debby is most active in the west, and as she lives in Calgary the travel costs would be minimal, and Annie as she is very active in delivering NCCP courses.
- c. Female Coach Mentorship Program – Annie continues to work on preparing the draft program proposal and will have this ready in draft for the next conference call.

4. Next Meeting – Monday October 19<sup>th</sup>, 8:00PM EST
5. Meeting Adjourned at 9:13PM EST

**Action Item - Summary**

| <b>Item #</b> | <b>Who</b> | <b>Task</b>   | <b>Status</b> |
|---------------|------------|---|---------------|
| 3.a           | Mike       | Prepare draft operational guideline for LF training.  |               |
| 3.c           | Annie      | Prepare draft proposal for Female Mentorship Program. |               |