

**COACHING DEVELOPMENT COMMITTEE**  
**In-Person Meeting – November 16-17<sup>th</sup>, 2007**

**Ottawa, ON – Southway Inn**  
**Draft Minutes**

**Participants**

Peter Steele – Chair  
David Gilday  
Keith Gordon  
Douglas Duncan  
Dawn Currie  
Yanna Moncion

Absent – Tony Bean

**1. Call the meeting to Order**

Called to order by Peter at 09h30

**2. Approval of Agenda**

Addition – 7.13 Certification requirements for all SSC National Level competitions (National Trials & Age Class Championships, etc.)

Amendments

- 7.3. Competition Development Process – Level 3
- 7.3.1 Proposal

Motion to approve agenda as amended by David  
Second by Keith  
All in favor, motion passed

**3. Approval of Minutes – August 29<sup>th</sup>, 2007**

Motion to approve August 29<sup>th</sup> minutes by Douglas  
Second by David  
All in favor, motion passed

**4. Business Arising**

- 5. Done
- 7. Done
- 8.1 On-going
- 8.2.3 Done
- 8.3.3 Done
- 8.3.4 Done

8.3.5 On-going

8.3.6 Parent Guides are done but the LTAD book has not been re-printed. To be discussed in 7.12

8.3.3 Done

2. Done – Douglas Duncan is the Coaching Committee Vice-Chair

*Action Item: Dawn will do a count of the LTAD manuals in the National Office next week.*

## **5. Correspondence**

a. Gérard Lauzière – New Coaching Consultant with the CAC

*Action Item: Dawn will contact Jennifer today at the National Office to make copies of the Competition Development Modules for the meeting tomorrow. She will also see about getting any resources for the committee in order to work on the items for Intro to Competition's Final Approval to the CAC.*

b. Posting NCCP Materials on websites – Email from Cyndie Flett, Director, National Coaching Certification Program. To be discussed under 7.12, resources to develop NCCP.

## **6. Finance**

### **6.1 Budget Update**

Dawn went through the budget and explained each line item.

Douglas suggests that we change “National Coaches Seminars (Sport Leadership Conference)” to “National Coaches Professional Development”. We must request this change with the CAC because most National coaches will not be able to attend the SLC based on the timing of the conference. We also suggest that the money can be allotted for coaches’ professional development and not necessarily specifically for national level coaches.

Keith motioned to annually support and give priority to coaches who are within driving distance of the Sport Leadership Conference venue, up to the cap of our budget.

Second by David, motion passed

NCCP – there has been more like \$30-35,000.00 spent due to recent receipt of translation invoices.

## **7. New Business**

## 7.6 2008-2009 Work Plan & Budget

*Action Item: Dawn to replace the French description/instruction of the Coaches Recognition Pin Program on website with the French text description of the program in the Sport Development Newsletter.*

*Action Item: Dawn has received OSSA's Final Report for the Mentorship Program and will forward it to each committee member.*

NCCP Hosting support - \$10,000

## 7.3 Level III Proposal (Olympic Oval)

### Standards:

- What is the minimum number of professional competencies required at a Level 3?
- Minimum number of participants? Determined by course conductors.
- Location is irrelevant
- The host organization organizes the clinic when compiling their application
- Submission date
- Course costs - \$1500 as an honorarium for Level 3 course conductors

Request an additional \$3,000 in next year's budget.

*Action Item: Dawn to arrange a conference call with Robert Tremblay, Crispin Parkinson, Dave Morrison and Jacques Thibault regarding hosting the Level III clinics.*

## 7.5 2009 Coaching Symposium

The committee decided NOT to host the Coaching Symposium in conjunction with the AGM. We will be hosting the symposium in Richmond in order to utilize the Richmond Oval, home of Speed Skating Canada until Vancouver 2010.

*Action Item: Dawn will contact Gerry DeCicco in Richmond to get prices on accommodations for the Coaching Symposium in May 2009.*

*Tony arrived here*

## 7.9 LF/MLF Clothing

Motion to order 60 fleece jackets and 60 polo shirts for LF/MLF's by Keith Second by Douglas

All in favor, passed

### **7.8 Mentorship Program**

Camp mentorship program application deadline will be March 15<sup>th</sup>.  
Individual mentorship applications deadline will be August 15<sup>th</sup>.

For the camp mentorship program, a description of the athlete needs to be included in program reporting (description based on the LTAD stages of development).

*Action Item: Dawn and Tony will work on updating the mentorship program application forms before the Christmas break.*

### **7.10 Recognition Proposal**

The idea is to present a framed certificate to club coaches of athletes who were awarded Athlete of the Year.

Athletes can provide this coaching information when filling out their bios at the beginning of the season. Athletes will sign the certificate at the AGM and the certificate would be mailed to the coach along with a letter explaining the certificate.

*Action Item: David will prepare a draft recognition proposal and send it out to the committee for comment.*

*Yanna left here.*

### **7.1 NCCP Consultant Update**

Dawn advised the committee that our new NCCP Consultant is Gerard Lauzier.

### **7.2 NCCP Update**

**7.2.1 FUNdamental** - This program is done with only a couple changes to make. Dawn and Douglas will work on this, with the goal of having all revisions made and to Ashley for formatting by December 10<sup>th</sup>. Dawn will work with a printer to have one hard copy made for each LF/MLF and branch.

The committee will make a recommendation to the MLFs that the FUNdamentals portfolio only include the ESP, Practice Plan for practice that will be Observed, On-Line Ethics evaluation and Practice Plan Delivery and to remove the take home assignment.

*Action Item: Dawn to ask MLFs what challenges are in the evaluation process and recommendations.*

*Action Item: Dawn to set a conference call for MLFs.*

- 7.2.2 **Introduction to Competition** - The one challenge FPVQ has is getting everything proofed...there is too much on the table right now.

A recommendation will be sent to the MLFs regarding the removal of the take home assignment in the evaluation.

After reviewing the update from Douglas and considering that the CAC requires "deliverables" when allocating us a grant for the next year, it was decided that we will work towards completing this context for full approval by spring 2008.

- 7.2.3 **FUNdamentals Leader** - Douglas provided an update to the development of the material. The material is completed in French and will be piloted December 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>. Any revisions that are required from the pilots will be made and the final French and English copy will be provided by January 15<sup>th</sup>. Once this is done, we will then send it out for proofing. Keith volunteered to proof the material and Dawn will approach other individuals.

- 7.2.4 **Thank You Gifts** - The committee discussed and recognized the great contributions made by various individuals in the development and preparation of the new NCCP materials.

*Action Item: Peter to send a letter to the board identifying the work done by volunteers in the development of our materials and ask if any consideration may be given to approach a corporate sponsor for this.*

### **Saturday November 17<sup>th</sup>, 2007**

- 7.3 **Level III Oval Proposal** - A proposal was received from Sean Ireland regarding hosting Level III courses only at the NTC's. The committee felt strongly that that the NTC's should not exclusively offer the level III courses.

A review of the Red Book will take place to ensure the wording includes the NTC's as hosts, and changes will be made to the funding application to reflect "host" versus "branch".

*Action Item: Dawn will send a letter to Sean responding to his proposal.*

7.13 **Certification Requirements:** The following decision was made regarding certification requirements standards for all SSC National events:

CACST	Introduction to Competition
CACLT	Introduction to Competition
Junior Championships ST	Phase in Level III
Canada Cups	Phase in Level III
Selections	Level III
Canadian Junior LT	Phase in Level III
CWG	Level III
Canadian Championships LT	Phase in Level III

*Action Item: Dawn will request NTC coaches provide a list of competencies that athletes need when entering a NTC; identify what deficiencies they are seeing; identify what areas coaches need to focus on in preparing athletes.*

*Action Item: Douglas will prepare a draft rule change that reflects the certification requirements.*

Motion... All coaches at Selection events require a minimum Level III certification for 08/09. Clause b. includes coaches at National Junior Selection events require a minimum Level III for the 2010/2011 season. A provision will be created for exceptional circumstances. By Tony, seconded by Douglas.

All in favour, passed

Motion... Conduct a review of the Red Book terminology to reflect the new NCCP. By Tony, seconded by David.

All in favour, passed

*Action item: Distribute the "word" red book to the committee to review grammatical changes. Deadline to have this back to Dawn is December 15<sup>th</sup>."*

*Action Item: Distribute proposed "rule" changes to branches by January 10, 2008.*

*Action Item: Request Brian Rahill provide a status/update on the Regional Training Centers with a further identification of what the expectations are from the Coaches Development Committee.*

*Action item: Identify a process to identify the systemic gaps and building it into a strategic plan. Dawn will look for dates and a host to hold these meetings.*

**7.2.2 NCCP Introduction to Competition** – A review of what is left to be done for this context was discussed.

*Action Item: Dawn and Peter are to complete the NCCP context tool.*

*Action Item: Dawn and Douglas will complete the Coaching Streams and Context tool.*

*Action Item: Add the Communique back to the website site under Coaches Programs.*

Sport specific criteria for LFs are required for the “full” approval of this context:

- Knowledge of rules of speed skating
- Member in good standing with SSC
- A minimum of three years experience in the context being taught
- Have completed LF training course

Further criteria will be identified during the upcoming conference call with the MLFs.

**7.3 Recruitment/Succession Plan for LFs/Evaluators**

*Action Item: Dawn to send a letter to branches to identify recruitment/succession plans and to identify what professional development opportunities are available within their branch.*

Neill Evans and Phil Byrne should be considered for LF training.

*Action Item: Do an inventory of current LFs, dates of courses and location...and post this information of the website.*

It was discussed who approves the various selection to different positions:

- SDD approves the Master Learning Facilitator
- MLF approves the Learning Facilitator
- Learning Facilitator approves the Evaluator

Motion...That we allocate \$20,000 annually to NCCP Master/Learning Facilitator professional development and training. By Douglas, seconded by Tony.

All in favour, passed

*Action Item: That we request the MLF's provide committee with a recommendation for maintaining LF/Evaluator status.*

*Action item: Douglas and Dawn identify the communication requirements for the website.*

*Action item: The we produce a list of professional development activities. Keith will take the lead on this. To be done by December 15<sup>th</sup>, 2007.*

*Action item: Translation for introduction to Competition be completed by FPVQ no later than January 10, 2008.*

**7.12 Resource Development** – What kind of resources are required to be developed for the NCCP contexts.

- What is Speed Skating Canada video
  - Values
  - What is LTAD philosophy
  - History
  - How NCCP is applied
  - Value of the coach
- Video Clips
  - Obvious errors
  - Good technique
  - Power point Presentation

*Action Item: Collect all resources that are being used by LF/MLF's, NTC coaches.*

*Action item: Send copy of the Cutting Edge Pin Program to all committee members.*

Motion...To bring Cutting Edge program under the Coaches Development Committee. By Tony, seconded by Douglas.

Tony/Douglas      Yes  
Peter/David/Keith No

Motion Defeated

Motion...Coaches Development Committee review the Cutting Edge Pin Program material to see how it fits with the NCCP coaching program and if necessary make revisions. By Keith, seconded by David.

Motion withdrawn

Motion...That the MLF's will provide a recommendation to the relevance of the Cutting Edge pin program to the FUNdamentals and Introduction to Competition program. By Douglas, seconded by Tony.

Three voted for, one voted against. Motion passed

*Action item: Send current copy of coaches code of conduct to all committee members for review.*

*Action item: Contact St. John's First Aid to see if a sport specific first aid training course can be developed.*

*Action item: Update minutes posted on the website.*

*Action item: Get newsletter posted on the website.*

## **8. In Person Meeting 2008 - October 4/5 in Montreal**

Douglas Adjourned the meeting at 5:32PM EST.

### Action Item Summary

<b>Action #</b>	<b>Who</b>	<b>Task</b>	<b>Status</b>
8.3.6	Dawn	Count the LTAD books in the office.	Done
7.6	Dawn	Replace the French description of the Coaches Recognition Pin Program on the website.	Done
	Dawn	Forward the OSSA Final report for the Mentorship program to the committee members.	Done
7.3	Dawn	Arrange a conference call with Robert Tremblay, Crispin Parkinson, David Morrison and Jacques Thibault regarding Level III clinics.	
7.5	Dawn	Contact Gerry DeCicco to get prices and availability to host the 2009 Symposium in	

		Richmond.	
7.8	Dawn/Tony	Update the Mentorship Application before the Christmas break.	
7.2.1	Dawn	Discuss with the MLF's the challenges in the evaluation process and what there recommendations are.	
	Dawn	Set up a conference call with the MLF's.	Done
7.2.4	Peter	Send a letter to the board identifying the work being done by volunteers and ask if any consideration has been given to providing thank you gifts.	
7.3	Dawn	Send a letter to Sean Ireland in response to the Oval proposal.	
7.13	Dawn	Request NTC coaches provide a list of competencies athletes need when entering the NTC.	
	Douglas	Prepare a draft rule change regarding certification requirements.	
	Dawn	Distribute "word" red book to committee for a review of grammatical changes.	Done
	Dawn	Request Brian Rahill provide an update/status report on the RTC's and the expectations of the committee.	Done
	Dawn	Host a meeting to identify systemic gaps and building a strategic plan. Look for dates and host site.	
7.2.2	Dawn/Peter	Complete the NCCP context tool.	
	Dawn/Douglas	Complete the Coaching Streams and Context Tool.	
	Dawn	Add the Communique back onto the website.	Done
7.3	Dawn	Send a letter to branches requesting they identify succession / recruitment pans for LF's and PD opportunities available.	
	Dawn	Do an inventory of LF's, course dates and location and post on website.	
	Dawn	Request MLF's provide committee with recommendations for maintaining LF/evaluator status.	
	Dawn/Douglas	Identify communication requirements fro the website.	
	Keith	Produce a first draft of PD activities.	Done
	FPVQ	Complete translation of Introduction to	

		Competition by January 10, 2008.	
7.12	Dawn	Collect all resources being used by LF/MLF, NTC, etc.	
	Dawn	Send copy of the Cutting Edge pin program to committee members.	Done
	Dawn	Send current Code of Conduct to committee members.	Done
	Dawn	Contact St. John's First Aid regarding a sport specific course begin developed.	
	Yanna	Update minutes on the website.	
	Dawn	Post newsletter on the website.	Done