



2023 Canada Games Aboriginal Apprentice Coach Program Guidelines

INTRODUCTION

The Aboriginal Sports Circle (ASC), Canada Games Council (CGC), the Coaching Association of Canada (CAC), Provincial/Territorial Aboriginal Sports Bodies (PTASB) and the Provincial/Territorial Coaching Representatives (PTCR's) strongly believe that coaching apprenticeship programs are an essential part of the development of a coach. Furthermore, apprenticeship programs can be used as a means to attract and support underrepresented populations in coaching, such as female and Aboriginal coaches. The Canada Games have featured apprenticeship coach programs in every Games since the 2005 Canada Summer Games in Regina, Saskatchewan. The program provides up to two Aboriginal coaches per Games from each Province and Territory the opportunity to develop their coaching skills through the Canada Games.

OBJECTIVES

AACP

- Build coaching capacity within Aboriginal communities;
- Provide Aboriginal apprentice coaches with domestic multi-sport games exposure;
- Provide Aboriginal apprentice coaches with professional development and learning opportunities to prepare them for high level coaching and ensure an increase in their level of NCCP to a minimum of Competition – Development Trained. (Apprentices complete NCCP training within 12 months following the Games);
- Expose Aboriginal apprentice coaches to elite/high performance coaches;
- Ensure Aboriginal apprentice coaches are prepared to handle a meaningful role during the Canada Games experience;
- Build stronger working relationships between PTCR/PTSO/PTASB to develop their sport community.

DESIRED OUTCOMES

Desired, measurable outcomes are established in consultation with the PTCRs, the CGC, the ASC, and the CAC.

- The goal of the program is to have at least 50% of the quota allocations for Aboriginal apprentice coaches in this program filled for the Games;
- Two professional development workshops are conducted before the Games;
- 100% attendance at professional development workshops;
- With support of the PTCRs and PTSOs, 100% of all apprentice coaches attending the Games will have been Comp Intro NCCP-certified prior to attending
- As a long-term objective, 100% of all apprentice coaches will continue to actively coach athletes at the community, provincial, territorial, or national level applying the experience gained from the Games;
- 100% of apprentice coaches, mentor coaches, and Provincial/Territorial Sport Organizations (PTSOs) in this program will complete a feedback survey;
- 100% of apprentice coaches, mentor coaches, and PTSOs in this program will evaluate the program and provide constructive criticism for the future of this program.



Generally, eligibility criteria for the AACP are:

- Canadian citizen or landed immigrant status;
- Aboriginal ancestry as defined by the Aboriginal Sport Circle: Anyone of First Nation (status and non-status Indian), Métis or Inuit ancestry.

Coaching experience

- Completed some form of NCCP training; or has a strong desire to attain an NCCP certification
- Never attended a Canada Games as a “coach” in the sport they are applying to;
- Never attended the Olympic or Paralympic Games, Pan or Parapan American Games, or Commonwealth Games as a “coach”;
- Demonstrated potential through the development and improvement of their athletes or as seen by the PTSO or mentor coach;
- Not already selected to the coaching staff of a province/territory’s Canada Games coaching staff;
- Identified to have potential to influence, coach, and promote sport in their communities to increase quality coaching in Aboriginal communities;
- Trained in the Aboriginal Coaching Modules. Coaches who are not already trained in the modules may be admitted to the program but will be required to complete the training before attending the Canada Games.

Any exceptions to the above eligibility requirements must be approved by the Provincial/Territorial Coaching Representative before a coach can be admitted into the AACP.

EVALUATION

At the completion of the 2023 Canada Games, the AACP will be evaluated against the established desired outcomes. Upon evaluation, desired outcomes or elements may be changed to better reflect the state of the program.

Evaluation of the program will consist of actions taken against the desired outcomes and of surveying the apprentice coaches, the mentor coaches, and the PTCRs, PTASB, and PTSO.



PROGRAM

The timelines below reflect national guideline deliverables, and directly relate to key program objectives. Provinces or Territories may set internal timelines for the program, understanding, and respecting the timelines below:

2023 Canada Winter Games – Prince Edward Island	
2023 Public Interest Form Opens:	December 2, 2021
Public Interest Form Closes:	January 13, 2022
Full Application Due Date:	February 10, 2022
Coaches selected (latest possible date):	March 17, 2022
1 st PD Session	June 2022 (subject to change)
2 nd PD Session	2022 Petro-Canada Sport Leadership Sportif, November TBD
2023 Canada Winter Games	February 18 to March 5, 2023

SELECTION GUIDELINES

Candidates should be selected based upon a reasonably standardized application process that ensures parity at a Provincial/Territorial level and at a sport level. A degree of flexibility will be required in order to adapt to the unique circumstances facing any PTCR, PTASB, PTSO and individual coach.

To ensure the program is as successful as possible the apprentice coach must be involved with the Provincial/Territorial program for a minimum of one year, but preferably upon appointment until completion of the games, and will need to be actively involved in all training camps, selection camps, and preparation competitions.

External expertise could be utilized in the selection/approval process to ensure equity and fairness. It would be highly recommended to use expertise in the identification of appropriate apprentice/mentor coach matches, possibly through involving local National Coaching Institute (NCI) Directors or other as appropriate.

A high degree of emphasis needs to be placed on the selection of the appropriate apprentice coach AND the appropriate environment for that apprentice coach's development. Every attempt must be made to ensure the best possible mentor is selected for the apprentice coach.

SELECTION PROCESS

- Coach interest will be collected through a short intake form hosted by the Aboriginal Sport Circle (ASC) and should include the PTASB and PTSO support sign-off form;
- The ASC will deliver a list of interested coaches to the appropriate PTCR;
- PTCRs will then send out full applications to the interested coaches;
- Once full applications have been returned, PTCR's will work with PTASB's and PTSO's to make final selection for the program;
- If feasible, the PTCR will engage the PTSO and PTASB in apprentice recruitment process prior to intake.



MENTOR COACH

A mentor coach will need to be assigned to each apprentice coach. The mentor coach could be a member of the Games' coaching staff, or a non-staff mentor assigned from within the sport. An additional mentor may be assigned to the apprentice at the discretion of the PTCR, they may serve in a supporting role to both apprentices, should the Head Coach not be selected until later in the year.

The mentor coach should, if possible, accompany the apprentice coach to the professional development workshops.

PROFESSIONAL DEVELOPMENT

Professional development (PD) sessions are crucial for the apprentice coaches and additional PD sessions with the mentors should be considered an important aspect of the program. PD sessions will be scheduled for the AACP in the years leading up to the Games.

All Apprentices and Mentors will be provided an online Community of Practice to join, using Microsoft Teams, or other functional platform, from the time of selection to allow coaches to build their network and maintain relationships and knowledge built through this program. These coaches will be encouraged to remain involved in the CoP beyond their event to allow further knowledge sharing to the new generation of Apprentices and Mentors.

APPRENTICE COACH ROLE

Apprentice coaches attend the Canada Games to provide them with a multisport experience and the opportunity to observe and learn from their mentor coaches (and other Level 3 or NCCP Competition – Development certified coaches). The apprentice coach should have a specific and meaningful role within the team. Apprentice coaches cannot fulfill the role of a coach, as outlined in the sports technical package (i.e., AACP apprentice coaches may not be counted as a team's second coach to fulfill a female coaching requirement in a technical package). See Appendix A for two examples.

The apprentice coach will be provided with an accreditation at the Games. This accreditation will provide the coach the same access as the other coaches. Due to the technical regulations of certain sports, apprentice coaches may not have access to the competition area in all sports.

Any sport-specific regulations regarding the AACP apprentice coach program will be noted in the sports technical package.



PROGRAM LEADERSHIP, ADMINISTRATION, and FINANCING:

In order to operate programs such as these effectively, there is a need to create a partnership that will ensure resources (financial and human) from a variety of sources to create an appropriate program.

The leadership of the 2023 AACP will come from the ASC, with support from the CAC, PTCRs, PTASBs, PSOs and the CGC.

This document will act as a Memorandum of Understanding (MOU) between the involved parties to ensure the various roles and responsibilities for successful program delivery are clearly articulated.

The following is an overview of the various partners' roles and responsibilities for this program:

Aboriginal Sport Circle

- Approval and Leadership of the AACP (shared with PTCRs)
- Approval of Apprenticeship Program Guidelines
- Develop the creation of selection criteria
- On-going evaluation of AACP with PTASBs, PTCRs, Aboriginal apprentice & mentor coaches (develop tracking & evaluation procedures, conduct evaluations).
- Evaluations provided to CGC for reporting to Federal & P/T Government partners
- Promotion of the program (external)
- Communication with key stakeholders (PTASBs/CAC/CGC)
- Leadership of Professional Development sessions.
- Recruitment of resident AACP Elder that will provide cultural, emotional, mental, and spiritual support as needed to the AACP cohort as a group
- Provide the infrastructure needed for the Community of Practice repository including resources and access.

Canada Games Council

- Approval of AACP
- Approval of Apprenticeship Program Guidelines (shared with ASC)
- On-going evaluation of program objectives based on CAC evaluations of identified stakeholders. Reporting of evaluations to Federal & P/T Government partners.
- Promotion of the program (external)
- Communication with key stakeholders (Chefs de Mission/CAC)
- Ensure accreditation with the host
- Ensure program requirements are built into sport selection numbers
- Work with National Sport Organizations (NSOs) to determine level of access provided to apprentice coaches.

Coaching Association of Canada

- On-going evaluation of AACP with PTCRs, apprentice & mentor coaches
- Promotion of the program (external)
- Communication with key stakeholders (ASC/PTCRs/CGC)



Provincial/Territorial Governments / Provincial/Territorial Coaching Representatives

- Assist with the selection process of AACP coaches with PTSOs
- Select apprentice coaches with PTASBs
- *Cost-share the transportation, accommodation, and food of the apprentice coaches and mentors to the Professional Development sessions*
- Provide NCCP Mentorship module workshop and professional development opportunities for the mentors
- On-going evaluation of the program in partnership with PTSOs and PTASBs
- Promotion of the program
- Facilitation of local peer support for apprentice coaches involved in Games
- Work with PTSOs to ensure apprentice coaches are fulfilling pre-game, games time, and post games requirements of the AACP.
- Continue to monitor and support the progress of the apprentice's certification process up to twelve (12) months post-Games

Provincial/Territorial Aboriginal Sport Bodies

- Assist with the selection of the Aboriginal apprentice and mentor coaches in conjunction with the PTCRs
- Nominate apprentice and mentor coaches
- Provide certification workshop(s) for apprentice coaches and mentors on the Aboriginal Coaching Modules
- Promotion of the program
- *Cost sharing with National Sport Organizations (NSOs) for the attainment of NCCP training and certification, where necessary
- *Cost-share the transportation, accommodation, and food of the apprentice coaches and mentors to the Professional Development session, if necessary*
- Grants to assist in covering costs related to the attainment of NCCP training and certification of identified apprentice coaches, if necessary
- Work with PTCRs and PTSOs to ensure apprentice coaches are fulfilling pre games, games time, and post games requirements of the AACP.

National Sport Organizations

- Promotion of the program
- Assist in the identification of appropriate mentors within Provinces and Territories, when required
- Setting competition area access for apprentice coaches



Provincial/Territorial Sport Organizations

- Promotion of the program
- On-going evaluation of the program in partnership with PTASBs and PTCRs
- Cost-share the transportation, accommodation, and food of the apprentice and mentor coaches to the Professional Development session, when required.
- Fund expenses related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.
- Nominate apprentice and mentor coaches
- Work with Provincial/Territorial Coaching Representative to ensure apprentice coaches are fulfilling pre games, games time, and post games requirements of the AACP.

Canada Games Host Society

- Promotion of the program
- Provision of accommodation, accreditation, and food for the apprentice coaches (within the currently allocated participant quota for the Games, i.e., no new costs)
- Provision of facilities for professional development seminars prior to and during Games where necessary.

***Cost sharing will vary across jurisdictions and PTASBs, PTCRs and PTSOs, before endorsing an apprentice, these responsibilities should be discussed and determined.** The costs for all apprentice coaches to attend the Professional Development Seminar could be equalized so that the location of the seminar will not overly impact costs to all partners. It will be the responsibility of the PTCR group to determine the procedures around any cost sharing.



Appendix A

Technical Package Coaching Quota Example

Statement: Apprentice coaches cannot fulfill the role of a coach, as outlined in the sports Technical Package (i.e., AACP apprentice coaches may not be counted as a team's second coach to fulfill a female coaching requirement in a Technical Package)

Example 1

The Sport of Diving has a Technical Package quota of 2 coaches. If a Provincial/Territorial team has female divers, they must have a female coach. An apprentice coach of the AACP does not count as the female coach needed to fulfill this requirement as the apprentice coach is an additional position within the PTs diving team (i.e., 2 coaches plus an apprentice coach). A coach cannot be both an apprentice coach, and the head or assistant coach of a PT team as outlined by the Technical Package. This does not mean the apprentice coach can't fulfill a meaningful role within the team.

If the Diving team requires a female coach, and the only coach available is the apprentice coach, the apprentice coach may apply to the Canada Games Council for a coach certification exemption. If successful, the apprentice coach becomes the diving team's female coach and is no longer part of the AACP.

Example 2

A women's softball team has a Technical Package quota of 2 coaches and one of the coaches must be female. If a Provincial/Territorial team names only one coach (who is female) the apprentice coach does not count as the team's second coach. The team would have 1 coach and 1 apprentice coach.

If the apprentice coach/Provincial/Territorial team wishes, they may apply for a coach certification exemption from the Canada Games Council and if successful become the team's second coach. The coach would no longer be part of the AACP.

Additionally, in both examples 1 and 2, an apprentice coach may complete their NCCP Level 3 certification or Competition – Development certification prior to the Canada Games. In such a scenario the coach would still be permitted to be part of the AACP, but still could not act as both an apprentice coach and a coach as outlined in sports Technical Package.



Appendix B: Contact Information

Provincial/Territorial Aboriginal Sport Bodies

Alberta:	Indigenous Sport Council of Alberta (ISCA) Anne-Marie Behnke Sports Coordinator isca.northeast@gmail.com
British Columbia:	I-SPARC (Indigenous Sport, Physical Activity, & Recreation Council) Lara Mussell Savage Director of Sport lmussell@isparc.ca
Manitoba:	Manitoba Aboriginal Sport and Recreational Council Mel Whitesell Executive Director mel.whitesell@sportmanitoba.ca
New Brunswick:	Aboriginal Sport and Recreation New Brunswick Cathy Ward Executive Director Cathy.ward@asrnb.ca
Newfoundland & Labrador:	Aboriginal Sport and Recreational Circle Newfoundland Labrador Todd Winters Executive Director asrcnl@nf.aibn.com
Northwest Territories:	Aboriginal Sport Circle NWT Lori Rutherford-Simon Leadership and Development Coordinator lori@ascnwt.ca
Nova Scotia:	Mi'kmaw Kina'Matnewey George (Tex) Marshall Aboriginal Sports Consultant tex@kinu.ca



Nunavut:	Jeff Seeteenak Sport and Recreation Development Officer Sport & Recreation Division Community & Government Services Government of Nunavut Jseeteenak@gov.nu.ca
Ontario:	Indigenous Sport and Wellness Council of Ontario Mekwan Tulpin High Performance Coordinator Mekwan.Tulpin@iswo.ca
Prince Edward Island:	PEI Aboriginal Sport Circle Lynn Anne Hogan Manager lahogan@mcepi.ca
Quebec:	Commission de la santé et des services sociaux des Premières Nations du Québec et du Labrador First Nations of Quebec and Labrador Health and Social Services Commission Genevieve Voyer Conseillère en saines habitudes de vie Healthy Lifestyles Advisor Genevieve.Voyer@cssspnql.com
Saskatchewan:	Federation of Sovereign Indigenous Nations April Tipewan Sports Coordinator april.tipewan@fsin.com
Yukon:	Yukon Aboriginal Sport Circle Gael Marchand Aboriginal Sport, Executive Director ed@yasc.ca

Provincial/Territorial Coaching Representatives

Alberta:	Bonnie Feakes, Sport Consultant, Sector Development Sport, Physical Activity and Recreation (SPAR) bonnie.feakes@gov.ab.ca
British Columbia:	Emily Vickery ViaSport BC coaches@viasport.ca
Manitoba:	Susan Lamboo, Coaching Manager Coaching Manitoba, Sport Manitoba Susan.lamboo@sportmanitoba.ca



New Brunswick: Manon Landry Ouellette, Executive Director
Coach NB
manon@coachnb.ca

Newfoundland & Labrador: Doug Halliday, Project Leader – Canadian Sport for Life
Sport Newfoundland and Labrador
dhalliday@gov.nl.ca

Northwest Territories: Rita Mercredi, Sport Consultant
Sport North Federation
rmercredi@sportnorth.com

Nova Scotia: Mike Hudson, Sport Consultant
Department of Health and Wellness
mike.hudson@gov.ns.ca

Nunavut: Kerby Corcoran, Development Officer
Sport and Recreation Division
kcorcoran@gov.nu.ca

Ontario: Stuart McLaren, Senior Lead, Program Development
Coaches Association of Ontario
stuart@coachesontario.ca

Prince Edward Island: Lynn Boudreau
Sport PEI
lboudreau@sportpei.pe.ca

Quebec: Michele D'Amours
Direction du loisir, du sport et de l'activité physique
Michele.DAmours@education.gouv.qc.ca

Saskatchewan: Garrett Mathiason
Coaches Association of Saskatchewan
gmathiason@sasksport.ca

Yukon: Trevor Twardochleb, Sport Consultant and Coaching Coordinator
Sport and Recreation, Department of Community Services
Trevor.Twardochleb@gov.yk.ca



Aboriginal Sport Circle:

Ang Arseneault Aboriginal Sport Circle
Acting Manager, Indigenous Coaching Education & Development
aarseneault@Aboriginalsportcircle.ca

Coaching Association of Canada

Andrea Johnson
Coaching Association of Canada
Project Coordinator, Diversity & Inclusion
ajohnson@coach.ca

Games Council

Aaron Bruce
Manager of Sport and Games
Canada Games Council
abruce@canadagames.ca



COACH APPLICATION – ABORIGINAL APPRENTICE COACH PROGRAM

(2023 Canada Games)

PERSONAL INFORMATION:

First Name

Last Name

Mailing Address

Telephone

Fax Number (if applicable)

Email Address

Sport

#NCCP

Home Community Status/Non- Status/Metis/Inuit Registry Number



ELIGIBILITY:

Please confirm, by placing a checkmark in each box, your eligibility for this program:

- Canadian citizen or landed immigrant status
- Aboriginal ancestry (“Aboriginal ancestry” is defined by the Aboriginal Sport Circle as anyone of First Nation (status and non-status Indian), Métis or Inuit ancestry)
- Certified not higher than NCCP Level 2 or NCCP Competition – Introduction Trained or NCCP Competition – Development in Training
- Has completed some form of NCCP training
- Never attended a Canada Games as a “coach”
- Never attended the Olympics, Pan American Games, or Commonwealth Games as a “coach”
- Commit to the objectives and requirements of the program.

REQUIRED ATTACHMENTS:

The Apprentice Coach Candidate submits the following to his/her Provincial/Territorial Coaching Representative (January 13, 2022):

- A letter of intent, which details his/her coaching experience, involvement with the sport, coaching career objectives, and ability to make a commitment to future community or competitive-level athletes
- A letter of reference from a home club president or head coach of the team/club that he/she currently works with
- A letter of reference from a parent of an athlete he/she currently coaches

Once complete, please deliver this application form along with all required attachments to your Provincial/Territorial Coaching Representative by the required deadline. (January 13, 2022)

Thank you for your interest in the program!

Signature of Applicant

Date



APPENDIX D Provincial/Territorial Sport Organization Form

ABORIGINAL APPRENTICE COACH PROGRAM

2023 Canada Games

Name of Organization: _____

Address of Organization: _____

Supervisor (Contact Person): _____ Title: _____

Mentor (if different from above): _____ Title: _____

Address of Supervisor (if different): _____

Telephone: _____ Fax: _____ e-mail: _____

Location of proposed internship: _____

ATTACHMENTS

The **PTSO** reviews the applications and identifies ONE candidate it will endorse, can endorse TWO if there in one female coach and one male coach. The **PTSO** prepares a letter of recommendation for the candidate that includes the following details:

- How the PTSO would benefit from participating in the program?
- Who the mentor coach will be and why, along with a copy of their coaching resume, their NCCP certification level and previous experience as a mentor or master coach? Is the mentor coach available to attend the workshop(s)?
- What role the apprentice coach will play as an active member of the coaching staff leading up to and including at the Canada Games?



- A brief outline of the pre-Games training and competitive programs that the apprentice coach will be involved with
- Identify the PTSO's financial commitment to the project and provide the estimated costs, including expenses related to the attainment of NCCP Level 3 Certification or the equivalent in the new NCCP Competition Stream Context (Trained Status) and other professional development opportunities, to complement the needs of the apprentice coach's program
NOTE: Costs related to the participation of the coach and mentor coach in the Professional Development Seminar, e.g., transportation, accommodation, meals, registration fees, will be cost shared by the (government department).
- How the PTSO will continue involving the apprentice coach in provincial activities on a regular basis following the completion of the Apprentice Coach Program.
- What initiatives the PTSO will undertake to promote the recruitment and development of Aboriginal or women coaches in its sport
- Fund expense related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.

The **PTSO** submits the letter of recommendation for the apprentice coach detailing the items listed above and her resume and requested reference letters

Deadline for submission: Once the candidate is selected, an Apprentice Coach Program agreement will be established with the successful PTSO, apprentice coach and (Government department).

Signature of PTSO Representative

Date



Appendix E

Agreement

Aboriginal Apprentice Coach Program

BETWEEN

(hereinafter referred to as “the ASC”)

AND

(hereinafter referred to as “the PTCR”)

AND

(hereinafter referred to as “the Apprentice Coach”)

IN CONNECTION WITH THE

2023 Canada Games Aboriginal Apprentice Coach Program
(hereinafter referred to as “the Program”)

Aboriginal Apprentice Coach Program

CODE OF CONDUCT

Traditional Protocol

- All participants must respect the traditional protocols of the host nation.
- All participants must respect the cultural diversity of the group. The Aboriginal Coach Development Program prohibits discriminatory practices. Participants will refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist, or sexist.

Behavior

- All participants will attend all events associated with the workshop training.
- All participants are encouraged to take part in the traditional component of the workshop training. However, personal choice will be respected.
- All participants will respect the direction given from the elders and staff.

General

- The following are strictly prohibited and will be enforced with zero tolerance:
 - No consumption of alcohol during the delivery of the program i.e. (consumption of alcohol during lunch) or consumption of alcohol that will prevent the individual from participating in any part of the program.
 - No use of recreational drugs (pain medication prescribed by a physician because of injury is exempt).

INDIVIDUALS THAT ARE IN VIOLATION OF THE "PARTICIPANT CODE OF CONDUCT" WILL BE DEALT WITH ACCORDING TO THE DISCIPLINARY STEP BELOW. THE PROGRAM MANAGER WILL REVIEW ANY VIOLATIONS AND TAKE THE NECESSARY ACTIONS TO ADDRESS THE SITUATION.

DISCIPLINARY STEPS MAY INCLUDE THE FOLLOWING:

- Removal of the individual from the Aboriginal Apprenticeship Coach program.
- Sending an individual home at his/her own expense, or at the expense of your Provincial/Territorial Aboriginal Sport Body/ PTCR.
- Reviewing an individual's future participation/involvement with the Aboriginal Coach Development program.

Signature of ASC Representative

Date

Signature of PTCR Representative

Date

Signature of Apprentice Coach

Date



General Features of the Aboriginal Apprentice Coach Program

Regarding the Program the parties acknowledge the following: The objectives of the Program are to:

- Provide apprentice coaches with domestic multi-sport games exposure
- Provide apprentice coaches with a mentor coach throughout the Games' preparation period
- Provide apprentice coaches with professional development opportunities to ensure an increase in their level of certification to a minimum Competition - Development "Certified" level under the new NCCP
- Expose apprentice coaches to high performance coaches
- Ensure apprentice coaches are prepared to handle a meaningful role during the Canada Games experience
- Build stronger working relationships between PTCR/PTSO/PTASB to develop their sport community

The Apprentice Coach shall be included in the PTSO's Canada Games provincial team program in a progressive, positive, and educationally sound manner. The Apprentice Coach shall receive full accreditation as a coach of the PTSO at Canada Games.

A Mentor Coach, identified by the PTSO, will be responsible for supervising and evaluating the Apprentice Coach. The PTSO will notify the department in advance if there is a change in the named Mentor Coach.

Evaluation of and feedback on the Apprentice Coach's work will, in the first instance, be carried out by the Mentor Coach and the PTSO and must include written documentation. If the evaluations should indicate unsatisfactory results, a meeting will be called to discuss the matter, and could result in the termination of this Agreement.

Responsibilities of the Department

Pursuant to this Agreement, the Department's responsibilities shall be as follows:

- Coordinate through Chef de Mission, travel to the Games as well as accommodation and meals in the Athletes' Village and Games accreditation and a Team walk-out uniform.
- Include the Apprentice Coach in all Team functions (pre-Games, at the Games and post-Games)
- The Department will *cost share the transportation, accommodation, meals and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s).

Responsibilities of the PTSO

Pursuant to this Agreement, the PTSO's responsibilities shall be as follows:

- Involve the Apprentice Coach with the Canada Games Coaching staff and team (i.e., athlete selection and training activities) leading up to and including the Games
- Develop and by (date, year) submit for review to the Department, a description of learning activities for the Apprentice Coach



Apprentice Coach that shall include the following details:

- Event description, dates, location, role of the Apprentice coach and desired outcomes of each activity
- How the activity can be linked to the completion/evaluation of NCCP Level 3 certification or the equivalent in the new NCCP Competition Development Context (Trained status)
- The estimated costs (including transportation, meals, accommodation, and course fees)
- Ensure the Mentor Coach is providing the necessary support, supervision, and feedback for the Apprentice Coach
- Submit a year-end report (a written evaluation) of the Program with the Apprentice Coach and the Mentor Coach by (Date, year) to the Department.
- Provide financial assistance to offset costs related to the attainment of NCCP Level 3 certification or the equivalent in the new NCCP Competition - Development Context (Trained status)
- Provide financial assistance, if required, for the involvement of the Mentor Coach
- *Cost-Share the transportation, accommodation, meals, and registration fees of the Apprentice Coach/Mentor to the Professional Development Seminar(s).
- Fund expense related to the apprentice coach's involvement with all training camps, selection camps, and preparation competitions pre games when required.

*Cost sharing will vary across jurisdictions and PTASBs, PTCRs and PTSOs, before endorsing an apprentice, these responsibilities should be discussed and determined.

Responsibilities of the Apprentice Coach

Pursuant to this Agreement, the Apprentice Coach's responsibilities shall be as follows:

- Participate fully in the Program and its activities developed by the PSO.
- Provide feedback on each activity, in a quarterly review, to the Mentor Coach and PTSO regarding the following and shall include:
 - Technical information relative to the completion of the learning objectives
 - Critical reflection on her performance and the benefits of the learning activity
 - Submit a year-end report by (date, year) to the PSO and the Department.
- Participate in all professional development provided by PSO such as the Professional Development Seminars.

The parties agree to and acknowledge all the above conditions, criteria, and responsibilities.

DATED this _____ day of _____, 20_.

Signed: _____ Title: _____

For the PTSO of: _____

Signed: _____
Apprentice Coach

Signed: _____
Department of _____