

COACHES AGREEMENT

Valid until April 2022

(Name of the Coach)

Telephone: _____

E-mail: _____

COACHES CODE OF CONDUCT

Team values

Caledonia Nordic ski club is here to create an environment of safety and gratitude to foster a growth mindset amongst our athletes while cultivating their sense of courage, curiosity and resilience. As such, we want our athletes to feel safe so they can voice their opinions and concerns and take ownership of their development.

Collaboration, inclusion and empathy are the fundamental pillars of our team. Every team member is encouraged to practice self-compassion, aspire to self-regulate, and have the self-awareness to foster open communication.



Team members are encouraged to take ownership, be proactive and focus on solutions. Cultivating an atmosphere of fun, play, and support while prioritizing health is vital to achieving our racing goals and potential.

This program's emphasis is on development in alignment with the LTAD model. We value effort and dedication to allow for a growth mindset.

We believe in sport for life – therefore, competition is only one avenue to allow individuals to develop and improve their skiing and shooting abilities. As such, the athlete should feel self-motivated rather than pressured to take part in any aspect of training or racing. We believe it is important to offer a variety of programs to accommodate the different interests of developing athletes.

Definitions of coaching roles

Head coach

Role*:

- To support the team leads and their coaches.
- To support athletes and the program as a whole.
- To provide education for the athletes and the coaches.
- To provide team leads with session plans when needed.
- To help monitor the athletes and bring changes to the training plans as needed.
- To support team leads and athletes at races.

*The coaches' contract with the club will always take precedence over the coach's role definitions.

Expectation:

- Must be able to attend almost every training session. If not able to attend a training session, is responsible for making sure that all of his team's leads are confident and comfortable delivering the training sessions with the coaching team during their absence.
- Is responsible for finding a designated coach who will act in their interim during their absence.
- Follow and respect all club policies, codes of conduct and procedure at all times.



Requirements:

- The head coach must have a valid coaching certification, strive to have the coaching certification for the level of athletes they are responsible for and must be striving to develop their coaching certification every year.
- All coaches must have up-to-date and valid criminal record checks.
- All head coaches must have a valid first aid course.

Lead coach

Role:

- Is responsible for a group of athletes e.g Track-Attack.
- Is responsible for making sure they have sufficient number of coaches and assistant coaches for every practise – making sure their coaching team is ready.
- Is responsible for reading and understanding the session plans designed by the head coach, and discussing with their team the plan and proposing any changes their team would like to bring forth or any questions they have prior to the training session with the head coach.
- Is responsible for taking the lead with the implementation and realization of the training sessions designed by the head coach.
- Is responsible for coordinating and organizing his team for the smooth delivery of the training session.
- Is responsible for helping support the development of the developing coaches they oversee.

Expectations:

- Must be able to attend almost every training session for a designated training period eg. summer or winter. If not able to attend a training session, is responsible to make sure they have a replacement and that their team has sufficient coaches to support the athletes.
- Is responsible for finding a replacement if they must be absent.
- Follow and respect all club policies, codes of conduct, and procedures at all times.

Requirements:

- The lead coach must have a valid coaching certification for the level of athlete they are responsible for or must be working towards achieving that certification level.



- All coaches must have up-to-date and valid criminal record checks.
- All lead coaches must have a valid first aid course.

Benefit:

- All lead coaches will have free access to the master's program.
- All lead coaches will be able to accumulate their volunteering hours towards their parent engagement contract.

Coach

Role:

- Is there to support the lead coach in delivering the training session.
- Is there to support the growth of the athletes.
- Is there to learn and develop, as coaches are those individuals who are working towards becoming lead coaches or higher-level coaches and are actively working on their certifications. As such, they will sometimes be in charge of certain tasks related to completing their certifications, e.g leading a regional camp.

Expectation:

- Must be able to attend a significant number of training sessions for a designated training period eg. summer or winter.
- If not able to attend a training session, is responsible to make sure they have a replacement and that their team has sufficient number of coaches to support the athletes.
- Is responsible for communicating their absence as early as possible to the lead coach.
- Follow and respect all club policies, code of conduct and procedure at all times.

Requirements:

- All coaches must have a valid coaching certification.
- All coaches must have an up to date, and valid criminal records check.
- Follow and respect all club policies, code of conduct and procedure.



Benefit:

- All coaches will have free access to the master's program.
- All coaches will be able to accumulate their volunteering hours towards their parent engagement contract.

Coach's Assistant

Role:

- Assist the team lead and coaches in delivering training sessions.
- Help support the growth of the participants.

Expectation:

- Good communication with the team leads on their availability and abilities.
- Is responsible for notifying the lead coach when they cannot make it and should try to find a replacement or at the very least suggest two potential substitutes.

Requirements:

- Must have up-to-date and valid criminal record checks.
- Follow and respect all club policies, code of conduct and procedure.

Benefit:

- All assistant coaches will be able to accumulate their volunteering hours towards their parent engagement contract.



Coaches' code of conduct

For the sport:

- To respect the policies put forth by CCES for you and your athletes (www.cces.ca).
- To respect and honour the rules and regulations at events and those of regulating bodies involved in the sport in which your athletes participate.

For the club and our community:

- To respect that, all those directly involved with the team will be asked to provide a criminal records check yearly.
- To represent the CNSC Team respectfully and responsibly as a coach.
- To not misuse any substance or communication platform while representing CNSC as a coach.
- To help leave all sites as you found them or in better condition.
- To always value and respect our competitors, fellow parents and coaches.

For the team:

- To respect others at all times and display good sportsmanship when representing our team.
- To engage in and maintain open communication while being proactive and solution orientated for all functions related to the team.
- To respect your engagement around your coaching position.
- To respect the **team values** at all times.
- To prioritize and protect the emotional and physical well-being of the team ahead of any personal desire for your athlete's success.
- To respect the travel policy as stated in [Travel Guidelines to Help Protect Children in Sport](#)
- To promote inclusivity by fostering team cohesion and making sure that all your athletes are equally ready for the training sessions and races within the realm of reasonable.
- To respect the roles and responsibilities of each member within the programs and respect the limits of your position.



For yourself and our athletes:

- To respect that our programs are trying to foster intrinsic motivation and ownership amongst our athletes. As such, the coach's roles are to:
 - Provide a fun and safe environment for the athlete to learn. A growth environment is one where athletes are safe, seen, soothed, and secure. This means that athletes can make mistakes, try new things without fear of being punished or embarrassed. Athletes should feel calm and in control.
 - Ask if the athlete would like directives.
 - Educate and expose athletes to ideas but don't force them to adopt your point of view.
 - Give space to athletes to have input and always let them have the final say - it's their journey.
 - This is about development, even when it comes to enforcing boundaries and discipline. As such, athletes should be heard and considered at all times. These are beautiful learning opportunities once the emotional part has been addressed.
- To call the Canadian sports helpline if a situation arises where you deem the safety of our athletes is at risk and where you do not believe internal actions are a viable option: call or text: 1-888-83SPORT (1-888-837-7678).
- To always protect and prioritize the health of our athletes (physical, emotional and spiritual) over performance.
- To never communicate via any electronic platform with a single athlete, but to include another coach.
- To always respect the rule of two and wait with a fellow coach should one athlete be waiting to be picked up.

For the interpersonal relationship between you and the head coaches:

- To respect the head coach's time off, which will be specified for every season. This includes electronic communications.
- To respect the caretaker's / head coach's privacy by never entering his property unless invited to do so in a context not associated with their position as head coach.



- If a coach has a concern about their athletes, their athletes' program, or the coaching of their athletes, they should respectfully voice these concerns in one of the following ways:
 - i) First, through discussion with the head coaches as far ahead of the training session as possible to allow for pro-active steps to be pursued. Coaches should avoid questioning the session design at the beginning of a session when there is no time to implement proactive strategies. Coaches are encouraged to give proactive feedback after a 24 hrs reflection period.
 - ii) Second, through a scheduled meeting with the head coaches.
 - iii) Third, through a meeting with the head coaches and the conflict resolution committee.

Every coach should also be familiar with their athlete's agreement and should act in accordance to support both contracts.

Significant deviations from this code of conduct will be addressed in the following manner:

1. Discussion with the head coaches or a head coach if others are not present to listen to all those involved, make an action plan and find an appropriate agreement aligned with the code of conduct.
2. Any persistent deviations will be reported to our conflict resolution committee who will decide on the appropriate measures to take. In the event this would happen during a competition, this role falls under the team manager's or the team captain's (biathlon) responsibility.



PHOTO RELEASE:

Photographs are regularly taken during CNSC program activities and special events. I grant permission to the CNSC team and other associated cross-country and biathlon organizations (e.g.: CCBC, CCC, Biathlon B.C etc) to use my photograph on its website, on exhibition space and/or for fundraising, development or public relations purposes.

Signature: _____

Coach signature: _____

Coach Name: _____

Coach Signature: _____

Date: _____

