

Canadian Colleges Athletic Association Female Coach Mentor Program Application Procedure

Objective:

The Canadian Colleges Athletic Association's Female Coach Mentor Program is designed to identify and nurture female graduating student-athletes who demonstrate the desired skills for coaching by providing them opportunity to share the coaching experience in CCAA national championship sports.

Goals:

- i) To increase opportunity for young women to have access to the coaching experience.
- ii) To support identified female graduated student-athlete coaches in their pursuit of professional development opportunities.
- ii) To provide qualified CCAA coaches in national championship sports with advanced training opportunities and mentoring experience.

Program Description:

The Female Coach Mentor Program for female graduated student-athlete will be aimed at targeting the rich source of potential coaches in the ranks of graduating student-athletes and developing a new apprentice coach position to attract these women. Incentives will be offered to institutions that offer apprentice coach positions on their coaching staff in the CCAA women's sports of soccer, volleyball, basketball and badminton. The program is based upon the matching of an apprentice coach (graduating female student-athlete) with a mentor coach (qualified CCAA head coach). The program will be structured to meet the needs of each coach selected to the program and to enable an experience that will benefit the apprentice, the mentor and the institution.

Duration of the Female Coach Mentor Program:

The program's financial resources must be utilized for approved activities for the period between November 1, 2005 – November 30, 2006. Applications and re-applications will be approved annually and participation or continued participation in the program is subject to Program Selection Committee determination and funding availability.

Financial Assistance:

\$4,000 total per year will be made available to selected CCAA institutions towards this program.

Institutions will be required to complete an application and a Progress Report. Examples of acceptable program activity expenses include:

- Travel, meals, and accommodation for the apprentice coach to attend league/exhibition/provincial or National competitions, and/or professional development activities;
- Registration fees for professional development conferences, courses, etc. NOTE: it is a prerequisite that the apprentice coach attend at least one **(1) professional development** activity.
- Honorarium for the apprentice coach.
- From the \$4000, funding **up to \$1000** to contribute to the expenses of the mentor coach of the program. Note; Applying institutions may wish to allot this \$1000 to the apprentice coach instead or to allot less than the \$1000 to the mentor coach.

Apprentice Coach Eligibility:

- A female student-athlete who has graduated within the last five years.
- Former member of your Institution’s women’s sport program/team who is not currently a participating member of your Institution’s women’s sport program.
- A former member of the program/team who demonstrated the desired skills for coaching.
- Time commitment to take part in team practices, league games and provincial and national competitions.
- Commitment to taking professional development courses, seminars, workshops, etc. in the field of coaching.
- Agreement to provide program evaluation feedback

Mentor Coach Eligibility:

- Certified Level 2
- Head Coach (male or female) who has been coaching in the CCAA system for at least two (2) years.
- Committed to mentoring the apprentice coach.
- Agreement to provide program evaluation feedback.

Partner Roles and Responsibilities:

<p><u>Sport Canada</u></p> <ul style="list-style-type: none">• Provide financial assistance;• Provide program consultation;• Participate in an ongoing and program-end evaluation. <p><u>Canadian Colleges Athletic Association</u></p> <ul style="list-style-type: none">• Provide financial assistance to offset program costs;• Select eligible institutions;• Follow up with institutions over a 2-year term;• Solicit program feedback from apprentice and mentor Coach;• Promote the program through the CCAA and via the Sport Network;• Provide technical expertise in the area of program design;• Coordinate announcements and news releases.• Communicate with Sport Canada and providing recommended submissions for the continuation of the program.• Participate in an ongoing and program-end evaluation.	<p><u>CCAA Institution</u></p> <ul style="list-style-type: none">• Identify and endorse apprentice coach based upon identified eligibility;• Provide opportunities for apprentice coach to work with varsity team in training and competition environments;• Seek out professional opportunities for apprentice coach;• Promote the program through institution and local media;• Provide each apprentice coach with a job description and work plan;• Identify & endorse mentor coach based upon identified eligibility• Participate in an ongoing and program-end evaluation.
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Application Process:

CCAA Institutions, are required to submit a written proposal for review and approval by the Program Selection Committee, which must include:

Mentor Coach Application Responsibility:	Apprentice Coach Application Responsibility	CCAA Institution Application Responsibility
<ul style="list-style-type: none"> ▪ Curriculum vitae, including information pertaining to coaching certification, coach education, and experience as a coach. (Please include a photocopy of NCCP certification card) ▪ Letter of application indicating why he/she wants to take part in this Program as a mentor coach. ▪ A good quality color photo, preferably in action as a coach. 	<ul style="list-style-type: none"> ▪ Letter of application indicating why the graduated student-athlete wants to take part in this Program including: <ul style="list-style-type: none"> ▪ Coaching or leadership experience, ▪ An explanation of how this experience will fit into her overall career path. ▪ Summary of how she expects to contribute to the team. ▪ A good quality color head shot photo. 	<ul style="list-style-type: none"> ▪ The Athletic Director of the CCAA institution must provide a formal letter of recommendation for the mentor coach. ▪ The Athletic Director of the CCAA institution must provide a formal letter of recommendation for the apprentice coach, which must include: <ul style="list-style-type: none"> ▪ Agreement to involve the apprentice as an active member of its coaching staff leading up to and including a major championships; ▪ Agreement to continue involving the apprentice coach in its activities following the completion of the program. ▪ Program Budget including: <ul style="list-style-type: none"> ▪ Estimated costs for apprentice coach (including: transportation, meals, accommodation, course and seminar fees, etc.) ▪ Estimated costs for mentor coach ▪ Provide a job description / work plan for the apprentice coach and the mentor coach.

Application Check List:

- Mentor Coach CV
- Mentor Coach letter of application
- Mentor Coach action Shot
- Apprentice Coach letter of application
- Apprentice Coach head-shot
- Athletic Director letter of recommendation for mentor coach
- Athletic Director letter of recommendation for apprentice coach
- Program Budget
- Job Description and work plan for Apprentice Coach
- Job Description and work plan for Mentor Coach

Application Submission:

Applications **must** be submitted to:
Sandra Murray-MacDonell, Executive Director
Canadian Colleges athletic Association
2 Belmont Street
Cornwall, Ontario
K6H 4Z1
Tel.: (613) 937-1508
Fax: (613) 937-1530
sandra@ccaa.ca

Deadline:

All applications **must** be received on or before 5:00 p.m. EST, **October 28, 2005.**