



Canadian Colleges Athletic Association Female Apprentice Coach Program Application Procedure

Objective:

The Canadian Colleges Athletic Association's Female Apprentice Coach Program is designed to identify and support female graduating student-athletes who demonstrate the desire and skills for coaching by providing them opportunities to share in the coaching experience in CCAA National Championship sports.

Goals:

- i) To increase opportunities for young women to have access to the coaching experience.
- ii) To support identified graduating female 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 Apprentice Coach Program for graduated female student-athletes is 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 potential coaches to College athletic teams. Incentives will be offered to institutions that offer apprentice coach positions on their coaching staff in the CCAA sports of soccer, volleyball, basketball, badminton, cross-country running and golf. 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 Apprentice Coach Program:

The program's financial resources must be utilized for approved activities for the period between August 1st and April 30. Applications will be approved annually and participation in the program is subject to Program Selection Committee determination and funding availability.

Financial Assistance:

Up to \$4,000 total per year will be made available to CCAA institutions selected for this program. Exception: Fall soccer applications will receive up to \$2500 unless your institution has a full season outdoor and indoor program. Successful cross-country running applications will receive up to \$2500 and successful golf applications will receive up to \$1500.

Institutions will be required to complete an application, a progress report and a final 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 during the funding time period.

- Honorarium for the apprentice coach.
- From the possible \$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. **Exception:** Fall soccer and cross-country running applications that receive up to \$2500 can fund **up to** \$500 for expenses of the Mentor Coach. Golf applications that receive up to \$1500 can fund up to \$300 for expenses of the Mentor Coach.

Apprentice Coach Eligibility:

- A female student-athlete who has graduated within the last five years.
- A former member of a CCAA or other university or collegiate athletic conference member institution's women's sport program/team who has demonstrated the desire to learn skills required for coaching.
- Must be prepared to make the time commitment to take part in team practices, league games and provincial and national competitions (for either a women's or men's team at your institution).
- Will not be filling a head coach or assistant coach position nor have previously served as a head coach or assistant coach in the CCAA.
- Commitment to taking professional development courses, seminars, workshops, etc. in the field of coaching.
- Agreement to provide program evaluation feedback
- Those applicants who have previously received funding as an apprentice coach will not be eligible for a second year of full funding but applications will be considered for professional development funds (after all eligible applications have been considered).

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.
- Applicants who do not meet these eligibility requirements will not be considered.

Partner Roles and Responsibilities:

<u>Sport Canada</u>	<u>CCAA Institution</u>
<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. 	<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. View link for Progress and Final report forms http://www.ccaa.ca/document.htm - general

<ul style="list-style-type: none"> • Communicate with Sport Canada and providing recommended submissions for the continuation of the program. • 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. ▪ Include an active email contact address ▪ 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. ▪ An active email contact address ▪ 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. (see attached samples in <i>Appendix A</i>) ▪ Create a public opportunity within the Athletic Department functions (e.g., home game, orientation session, media conference), to introduce and acknowledge the apprentice coach, the mentor coach, the CCAA program and funding through Sport Canada.

Application Check List:

- Mentor Coach CV
- Mentor Coach letter of application
- Mentor Coach action Shot
- Mentor Coach email address
- Apprentice Coach letter of application
- Apprentice Coach head-shot
- Apprentice Coach email address
- Athletic Director letter of recommendation for mentor coach
- Athletic Director letter of recommendation for apprentice coach
- Program Budget
- Work plan for Apprentice Coach in relation to skill development, administration duties, game role both in-season and off-season.

Application Submission:

Applications to 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, June 15, 2009.**

Appendix A

Sample Apprentice Coach Position Description/Work Plan

Please find below a sample list of duties that could be part of an Apprentice Coach's position description/work plan. These are only examples and should be modified to fit your situation.

Student Athlete Skill Development

- Develop and implement drills specific to needs of teams
- Provide feedback to Head Coach about practice content
- Work directly with specific student athletes in specific positions on a team
- Assist with individual skills practices

Game Activities

- Provide feedback to Head Coach about game observations and strategies
- Provide advice to team during time-outs
- Engage in one-on-one coaching advice to student athletes on the bench
- Provide input in pre-game and post-game meetings

Administration

- Support team recruitment
- Video analysis of game play
- Gather statistical information
- Assist with scouting report and game-day preparation
- Supervise and mentor student athlete academic progress

Sample Mentor Coach Position Description/Work Plan

Please find below a sample list of duties that could be part of a Mentor Coach's position description/work plan. These are only examples and should be modified to fit your situation.

- Provide clear responsibilities to the Apprentice during practice sessions
- Provide clear responsibilities to the Apprentice during games/competitions
- Ensure that the Apprentice can understand and is able to teach team systems/strategies to student athletes
- Model the necessary commitment to coach a collegiate team
- Identify to the Apprentice the organizational and administrative skills required of collegiate coaches
- Provide the Apprentice with opportunities to be involved with recruitment activities and to understand the ethics and rules of the process
- Be available for consultation regarding the Apprentice's coaching questions or concerns
- Aid in planning professional development activities for the Apprentice