

COACHING PROGRAM

A. BACKGROUND

Bowls Saskatchewan Coaching Program is based on the National Coaching Certification Program (NCCP). The NCCP is developed and implemented through the combined efforts of the Federal/Provincial Governments, the National/Provincial Sport Governing Bodies (NSGB/PSGB), and the Coaching Association of Canada (CAC). The Saskatchewan Coaching Program is an integrated program of Bowls Sask

B. COMMITTEE STRUCTURE

The committee has representation from each of the clubs.

C. CERTIFICATION

The National Coaching Certification Program certifies coaches who have demonstrated their ability to apply critically important competencies in coaching situations relevant to the athletes they coach. This means that coaches must not only know about coaching but be able to demonstrate their ability to apply this knowledge in the coaching situation. Professional Development is required to maintain valid certification.

Training and certification are generally designed for coaches working in a particular **stream** with a target group of athletes. These streams are:

1. Community Stream

- a. Initiation – New participants are encouraged to participate in the sport and introduced to sport basics in a fun, safe, and self-esteem building environment regardless of their ability
- b. Ongoing Participation – Participants are encouraged to continue participating in the sport for fun, fitness, skill development, and social interaction

2. Instruction Stream

- a. Beginners – Participants of all ages, with little or no sport experience, are taught basic sport skills
- b. Intermediate – Participants, who already have some experience and proficiency in the sport, are taught to refine basic skills and introduced to more complex techniques
- c. Advanced – Participants, who are experienced and already proficient in the sport, are taught to refine advanced skills and techniques

3. Competition Stream

- a. Introduction – New sport participants are taught basic sport skills and athletic abilities in a fun and safe environment and are typically prepared for local and/or regional level competitions
- b. Development – Developing athletes are coached to refine basic sport skills, to develop more advanced skills and tactics, and are generally prepared for performance at provincial and/or national level competitions
- c. High Performance – High performance athletes are coached to refine advanced skills and

tactics and are typically prepared for performing at national or international level competitions

In each stream, coaches work through a variety of clinics, evaluations, and practical requirements. While taking workshops, prospective coaches are **“In Training”**. Coaches who have completed training but have not been evaluated are **“Trained”**. Coaches are **“Certified”** when they have demonstrated their competence through evaluation. Additional training and evaluation will lead them to become **“Advanced”** and **“Master”** coaches.

Coaching clinics for each stream will be designed by Bowls Canada Boulingrin, in consultation with the Coaching Association of Canada. Learning Facilitators and Evaluators will also be trained by Bowls Canada Boulingrin. The Provincial Coaching Coordinator will work with Bowls Canada Boulingrin to ensure Learning Facilitators are trained in Saskatchewan and that clinics are held regularly in the province to train new coaches.

D. PROVINCIAL COACHING COORDINATOR

1. DUTIES

The objective of the Provincial Coaching Coordinator (PCC) is to coordinate the coaching program for the province by:

- a. Ensuring coaching clinics are offered for potential coaches

The Coaching Coordinator is expected to contact the club coaching coordinators to ascertain how many individuals there may be for a coaching clinic. The Provincial Coordinator is expected to encourage the club coordinators to solicit their members for potential coaches. Contact can be done at any time, but the best time to hold clinics is early spring so the potential coaches can help with the upcoming lessons in their club. Clinics are preferably offered when there are two or more ready in the same area for the course. Course Conductors set their own schedule for the clinics, and two conductors are preferred per course.

- b. Tracking hours spent by all clubs on their coaching programs and recommending payment for all categories. To be ready by first of the year.

All clubs are required to keep track of all the hours spent by coaches. These hours are tracked under Learn to Bowl (LTB); Refresher Lessons; Advanced Coaching; Junior Coaching; Target Groups - such as Blind, School groups. Target Groups should be identified. Clubs are expected to forward this information to the Coaching Coordinator by early fall.

Dollar amounts available for coaching hours vary from year to year. The office will provide you with the actual dollar amount for the current fiscal. Once you have that amount, calculations are made as to how much each category can be paid. Note: Junior Coaching may be paid out of the Junior Program budget - AFTER all other expenses - actual and potential for the Juniors have been accounted for. Check with the office as to what is available there. Per hour amount for Junior Coaching should not exceed the per hour for school groups. The Learn to Bowl hours get a lower amount than Refresher and Advanced. Currently Blind coaching is treated the same as the LTB hours.

Check with clubs to ensure they are not submitting time for individuals who did not actually coach, but who were "helping" out with a group e.g. a Church group that came out to try the game. This

is not considered coaching - but can be tracked as "non chargeable" hours. If necessary, revise the forms that are currently in use. Coaches are not required to have their "certification" in order to be considered a coach for reimbursement purposes.

Once you have calculated all categories and have tracked all hours, chargeable and non-chargeable, submit a recommendation to the Executive for payment. Bowls Saskatchewan will then make the decision as to the actual payment that is finally made to the clubs for their coaching hours.

c. Preparing a budget and submitting to the Provincial Executive for approval by Dec 31st.

The budget for the association has to be completed and submitted to Sask Sport by February 15th for the upcoming fiscal year. The items usually budgeted for are costs associated with: Developmental week-end; attending a National Coaching Meeting; development of course conductors; coaching clinics; and misc. administrative costs. The final approval of the budget prior to submission to Sask Sport is done by the Executive Committee of Bowls Saskatchewan. The office can provide you with the previous year's budgeted amount and actual costs as a guideline. Also check with the office as to whether there will be increase/decrease for the upcoming year.

d. Providing background information/stats for the coaching section of the Sask Sport Follow-up Report

Bowls Saskatchewan is required to submit a follow up report to Sask Sport by July 1st of each year. This report contains details on when and what budgeted items were done in the previous year. Saskatchewan will be forwarding a request to each club for them to submit a follow up report on their programs for the past year. The Provincial Coaching Coordinator will be required to coordinate the coaching information contained in these reports into one report for the Sask Sport Follow Up Report. Along with this information, the Coaching Coordinator will provide information on what other activities took place the previous year - such as a Developmental weekend, Coaching clinics, etc.

e. Preparing and submitting paperwork for the certification of new coaches and maintaining any files on certification already in place.

f. Keeping the database of coaches and course conductors up to date.

Once a coaching clinic has been completed, the course conductor will forward to the coaching coordinator the form(s) containing the names and addresses of attendees. The necessary forms should be given to the course conductors in advance with the manuals. The completed information is then forwarded to the NCCP office. The NCCP office will in due time send out "cards" to the attendees, indicating what component(s) have been completed to date. You will have on file all the past paperwork for any clinics that have taken place. It is necessary to maintain these files until such a time all the names on any particular file are no longer coaching. Also, there will be files containing the various forms for NCCP including Profile Forms, Course Register Form (sample only), Course Conductor Evaluation Form and Make-Up Form. Reorder when necessary.

The NCCP keeps a database of all the coaches and course conductors in the country. Each year they print off a list for each province. Using this list, you can ascertain which individuals have not completed all of the components for certification. Follow up on these individuals should then be

done on a regular basis, to get them certified.

The database of coaches is comprised of the information you forward to the NCCP office. Cross track the database printout when received and follow up on any discrepancies if necessary.

g. Housing coaching manuals, and requesting replacement stock when necessary

h. Organizing a developmental weekend for all coaches if the coaching chair deems necessary

This concept was initiated as a means of getting input from the coaches on current lesson plans, and as a method of getting their ideas on refinements/changes to the delivery of the Learn to Bowl, Refresher, and junior lesson plans. It was also initiated so as to provide opportunities for the coaches to exchange ideas, for Bowls Saskatchewan to offer/pass on any other information relating to coaching.

The organizing of this weekend is a primary responsibility of the Provincial Coaching Coordinator, but it does not require the Provincial Coaching Coordinator to deliver any of the components of the weekend. By organizing the weekend to contain mini workshops, use of outside and internal resources - a full and productive weekend can be achieved. Getting suggestions from some of the coaches will give you an idea of what areas to cover that particular weekend. It is better to cover a few items thoroughly than to try and capture too many things to do - and not get them done thoroughly. Timing of this weekend should be late winter or early spring. Billeting for out of town participants is necessary and an activity such as short mat for the Sat evening or a visit to the casino for supper and entertainment are a good finisher to the weekend.

i. Disseminating any coaching materials/information as necessary

From time to time you will get information from the NCCP office, and or Bowls Canada Boulingrin. Where necessary, copy and distribute to all the Coaching Coordinators in the clubs.

j. Being familiar with the National Coaching Program and the steps needed to become a coach

The NCCP program is evolving, but the basic steps in becoming a coach are still in place. It is necessary to keep abreast of the changes and be familiar with the steps necessary to become a coach. All the club Coaching Co-ordinator's should have information posted at their club advertising when/where potential coaches can take their Theory. Follow up with each club to ensure there is current information posted at the clubs.

k. Attending National Coaching Meetings when applicable

l. Meeting with all club coaching co-ordinators and working with the Provincial Junior Co-ordinator

The development weekend is an ideal opportunity to touch base with the club co-ordinators and the Provincial Junior Co-ordinator. Also, another ideal time is at the AGM. It is important to keep in touch with these individuals to get a handle on what is happening at the club level, and to find out what interest there is in being part of the coaching program. This flow of information is

especially important as the NCCP program continues to change and develop into a competency based system.

m. Developing a core of Learning Facilitators

Delivery of the "technical" component of each certification stream is done by Learning Facilitators, so it is important to train new Learning Facilitators and Evaluators within Saskatchewan. The Learning Facilitators are trained by Bowls Canada Boulingrin, and due to the irregular delivery of this part of the program it is important to have individuals in mind who can take this course when it is finally offered. Your club co-coordinators should scout their clubs for potential individuals who would make good Learning Facilitators. Not everyone is cut out for delivering this part of the program. Keep in mind they need to be an organized individual who can communicate information to others. These individuals will be teaching others to become coaches.

E. PROVINCIAL JUNIOR COACHING COORDINATOR

1. Duties

Objective of the Junior Coaching Coordinator is to coordinate the junior coaching program for the province by:

a. Organizing a developmental weekend for all junior members

As part of their overall development, Bowls Saskatchewan provides funding for a "fun" weekend tournament for all its junior members. This weekend provides an opportunity for all the junior members to get to know one another and provides them with opportunities to bowl with and against other juniors. The weekend should have mini skill shots session, mini tournaments, and mini strategy sessions, along with fun games on the green. The emphasis is on fun, but the juniors will be learning at the same time. See a sample schedule and other organization information in the Sport for All section.

The Junior Coaching Coordinator is expected to organize this weekend in conjunction with the other junior co-ordinators. Check with the office for dollar amounts that are available. Please keep in mind there will be costs associated with having parents come along as chaperones. The weekend is primarily intended for junior members to interact with each other and is not intended for "friends" of juniors who are not part of the Association.

b. Being familiar with the National Junior Coaching Program and communicating information relating to juniors to club junior co-ordinators

Bowls Canada Boulingrin has produced some material relating to the Junior Coaching Program. To date there are several informative pamphlets on the program, as well as an outline of how to coach juniors. The Junior Coaching Coordinator should be familiar with this information and should ensure all clubs with a junior program have a supply of all this material. Any material relating to juniors should be passed on to club coordinators in a prompt manner.

c. Meeting with all club Junior Coaching Coordinators

It is important to meet with all club junior coordinators at least once during the season. This can be done at the semi-annual meeting, or when they are at the Playdowns. Exchange of ideas is very important as this area of our sport is evolving all the time. Your club junior coordinators will have a pulse on what is happening in their club regarding the junior program.

d. Working with the Provincial Coaching Coordinator/Sport for All Committee

The Provincial Coaching Coordinator is the point of contact for all the coaching in the province. It is important to work together to ensure the junior coaching program functions as it should in each club. The Sport For All Committee is responsible for setting the dates of the Junior Playdowns, and by default any matter(s) relating to the junior program in general.

e. Recommending changes to the program

In order for this program to flourish, it is important that the Provincial Junior Coaching Coordinator provide input into the program on an ongoing basis. Keep in mind some of your recommended changes may benefit the program nationally, in which case, your suggestions will be sent along to Bowls Canada Boulingrin. This program is evolving continually, so don't be hesitant in speaking up on how it can be improved.

f. Assisting the Association in its fund-raising efforts for Juniors

The Provincial Junior Coaching Coordinator is expected to encourage all clubs help in fundraising efforts for the Juniors. We hope the Provincial Junior Coordinator will put forth ideas and suggestions to the Executive Board for this area.

COACHES REGISTRATION

Date	Name	Number coached	Hours coached	Coaching code

LTB=new bowler; **REF**=refresher; **ADV**=advanced; **ADVH**=advanced helping; **JRN**=Junior new 1-4 times; **JRR**=Junior repeat; **BLN**=blind new; **BLD**=blind directing; **SCH1**=school 1st time; **SCHR**=schools other times; **GRP**=group, recreational only – such as church/work groups; **GRPC**=groups, with a challenge such as Cosmo, Special O, mentally handicapped.

