

# COACHING CHECKLIST

## YOUTH COACHES

### **Coaching Requirements-**

#1- All coaches must be registered members of their club.

#2- Nordiq Canada Coaching License.

Registration is free and takes 3-4 minutes. [NC Coaching License](#). Coaches will have the opportunity to review the Coaches Code of Conduct - as is a core requirement to be covered by our liability insurance.

#3 Background checks are completed via the online system... [mybackcheck.com](#). Clubs can request an email invitation be sent to the coach directly from CCNS headquarters which will cover the costs of your check.

Background checks are valid for 3 years. If you already have a check (from another organization/school/sport) you could share that (online: Cross Country Nova Scotia, Headquarters) and it saves costs.

#4- If you are coaching youth it is always required to submit a [Child Abuse Registry Form](#). We can now request this form online, but you will only receive a paper copy of the results. Turn around time is a couple of weeks. When you receive it please scan or take a picture and send it to me. There is no cost for this item.

#5- Youth Coaches are asked to please complete 4 online learning modules.

These are through NCCP's [THE LOCKER](#).

Step #1 will be creating an account and then letting me know what your newly created NCCP# is. Then work your way through the training modules. None of them need to be completed in a single sitting.

They include:

~ [Rule of 2](#); Free; 20 minutes

~ [Safe Sport Training](#); Free, 90 minutes, when asked for which organization select Coaching Association of Canada.

~ [Coach Initiation in Sport \(Multi-sport Program\)](#); \$15, 45min-1 hour

~ [Introduction to Community Coaching](#) (Cross-Country Skiing) \$52, 3-4 hours.

Once completed coaches can submit receipts to the club, who then submits to CCNS for reimbursement of online coaches.

Here is a little more info about the process and what comes next.....<https://scotiexc.ca/youth-coach-development/>

### **Club Volunteers working with youth- (i.e. parent helper at lessons)**

#1 & #3 & #4

Would also recommend they complete Rule of 2 and Safe Sport Training.

It is A LOT the first year but most things only need to be done once. Generally we have understood that these things could take quite sometime....i.e. a Community Coaching course is not available every year but the goal is to be working through the online training as best we can.

And here is an example of how I've been keeping track of it.....

2024-2025 Nordic Cana...Coaching Association of...Safe Sport Training | Co...Safe Sport Training | Co...NCCP Coach Initiation | Co...Resource Library | Coa...Home - Google Drive...Home - Google Drive...SCOTIA XC Coaching Ce...

SCOTIA XC Coaching Certifications 2024/2025

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1		Email Sent	YOB	First Name	Last Name	Adult/Youth	Member	minat	Records	Check	use	Registry	NCCP #	ing	Cart, Youth	Adult Safe Sport	Ruleof2	MED	art, Adult	NC Licence	Email Address
2		Adult	X	1979		Adult/Youth			5/15/2025	5/15/25		6204960	ICC	NC-Adult	X	X	X	CANSI 1			
3		X	1969			Adult/Youth			11/09/2022	N/A		5807864	ICC, CC, LF	NC-Adult	X	X	X	X			
4		X	1964			Adult			12/15/24	N/A		5807842	ICC, CC		X	X	X	X			
5		X	1989			Adult			12/4/2024	N/A		1156249	ICC, CC		X	X	X	X			
6																					
7																					
8																					
9																					
10		Youth Coach	X	1972		Youth			12/18/2024	12/23/24		1106096	CC		X	X	X	X			
11		X	1968			Youth			11/11/2024	10/29/24		6448458	CIB, ICC, YCC		X	X	X	X			
12		X	1956			Youth			5/8/2020	11/12/20		92112	CC, certified, LF	NC-Adult	X	X	X	X			
13		X	1983			Youth			06/08/2022	04/08/22		6795137	CIB, ICC, YCC		X	X	X	X			
14		X	2007			Youth			N/A	N/A		6654810	CIB, ICC		X	X	X	X			
15		X				Youth			N/A	N/A		6938217			X	X					
16		X				Youth			N/A	N/A		6882399			X	X					

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