CHAPTER 5: TECHNICAL PROGRAMS

Section 1 - National Coaching Certification Program (NCCP)

1.1. Under the auspices of the Canadian Broomball Federation, the National Coaching Certification Program operates as a structured progressive system through which Broomball coaches can upgrade their knowledge and skills.

1.2. The CBF National Coaching Certification Program is based upon the belief that every athlete deserves a Certified Coach. The Canadian Broomball Federation is committed to enhancing the effectiveness of all levels of coaches in each of the categories of the Federation.

1.3. The Coaching Committee is made up of the **Director at Large - Technical** and other ASSOCIATION representatives who are either elected or appointed by the member ASSOCIATIONs.

1.4. The Committee is responsible for:

a. Program planning;

b. Development of technical materials;

c. Setting priorities on tasks identified in conjunction with the category committees;

d. Budget submissions;

e. Establishing the minimum standards of certification;

f. Training of Master Learning Facilitators (MLF's) and ensuring that all MLF's met the minimum standards laid down by the NCCP policies;

g. Communications with MLFs and ASSOCIATION's Coaching Coordinators;

h. Assisting the ASSOCIATIONs in the development of program delivery;

i. Making recommendations to the Members through the **Director at Large - Technical** on matters relating to coaching development, certification and program delivery;

1.5. Meetings of the committee shall be at the call of the **Director at Large - Technical** or by a majority vote of the Coaching Committee or the CBF membership. Ideally, the meeting should occur in conjunction with the Annual Meeting. Meetings shall be the financial responsibility of the attendees and may be reimbursed to the extent indicated by the CBF Members.

1.6. Meetings will be attended by:

a. The Chair; and

b. Coaching Coordinators of each ASSOCIATION.

Job Descriptions

Chairperson

1.7. Responsible to the Canadian Broomball Federation for:

a. Administration of the Coaching Committee;

b. Supervision of the Coaching Committee.

c. Chairing or delegating a member to chair all meetings of the Coaching Committee.

d. Acting as the direct liaison with the CBF Office on behalf of the Coaching Committee.

e. Ensuring that the Coaching Committee is represented at all meetings where Coaching input is required.

f. Ensuring all projects and programs, which have been selected and approved by the Coaching Committee are developed.

g. Ensuring business plans and budgets are developed to cover all projects and plans and are available for ratification by the CBF Members at the Annual Meeting.

h. Liaison with the Coaching Association of Canada on behalf of the CBF;

i. Ensuring that reports are provided for all completed projects, on-going programs and yearly reports as required; and

j. Carrying out any other duties, which are approved by the Chair and the CBF Board.

Coaching Coordinators

1.8. Responsible for the liaison between the ASSOCIATIONs and the Coaching Committee and responsible to:

a. Forward all applicable coaching concerns and/or problems to the Coaching Committee;

b. Ensure all minimum requirements and deadlines are adhered to;

c. Assist the ASSOCIATIONs with the registration of all CBF coaches;

d. Attend all CBF Coaching Committee meetings or appoint an alternate;

e. Ensure all Learning Facilitators are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies;

f. Annually forward a current list of Learning Facilitators to the CBF Office;

g. Ensure that ASSOCIATIONs Master Learning Facilitators receive the appropriate training, meet the minimum requirements of the NCCP policies and work in conjunction with the **Director at Large - Technical** in all matters concerning content and delivery of coaching programs; and

h. Perform other duties for the Coaching Committee as required.

Master Learning Facilitators

1.9. Responsible to each ASSOCIATION's Coaching Coordinator for the training of all Course Facilitators and to:

a. Monitor the activities of the NCCP within their jurisdiction, and the activities of the Learning Facilitators under their supervision;

b. Be responsible for up-dating Learning Facilitators and to ensure they have the necessary equipment to conduct technical clinics;

c. Forward social, moral and technical philosophies for consideration to be incorporated in coaches training;

d. Be responsible to provide technical and theory material to the **Director at Large - Technical** for consideration for inclusion into course curriculums;

e. Deliver courses in the areas in which they are certified;

f. Ensure all Learning Facilitators complete the necessary NCCP paperwork required to ensure all coaches receive the appropriate certification as it applies to technical and practical components; and

g. Be responsible for providing written technical material when required.

Learning Facilitators

1.10. Responsible to:

a. Liaison with the ASSOCIATIONs Master Learning Facilitators and Coaching Coordinators to arrange dates, locations and facilities for clinics required by the ASSOCIATION;

b. Deliver clinics within the guidelines established by the national program while addressing the needs of the membership;

c. Ensure all components are completed by the coaches before certification of the technical or practical components are awarded;

d. Ensure that all NCCP forms are completed and forwarded to the appropriate people; and

e. Provide the Master Learning Facilitators and Coaching Coordinators with any suggestions and ideas that are recommended by coaches that may improve the coaching program.

National Coaching Registration

1.11. All coaches registered with their own ASSOCIATIONs shall be registered with the CBF.

1.12. Minimum standards are established by the Coaching Committee and ratified at the Annual Meeting by the Members.

1.13. Minimum standards for coaching at sanctioned Federation Events/ Championships: **BTC Certified (U20, Senior and Mixed Coaches)**

Section 2 – National Officiating Certification Program (NOCP)

2.1. Under the direction of the Canadian Broomball Federation, the National Officiating Certification Program operates to identify, develop and accredit Canadian officials for competitive and developmental programs at National and International levels.

2.2. The guidance and direction of the National Officiating Certification Program (NOCP) is the responsibility of the Officiating Committee of the CBF. The Committee Chairperson is the **Director at Large - Technical** and with assistance from the Referee in Chief, is responsible for overseeing the operations of the NOCP.

2.3. The Committee is responsible for:

a. Program planning;

b. Development of technical materials;

c. Monitoring and maintaining the national database;

d. Setting priorities for tasks identified by the committee;

e. Budget submissions;

f. Communication with ASSOCIATION Referee-in-Chief's;

g. Assisting the Master Learning Facilitators in the development of program delivery;

h. Recommendations to the Members through the Officials Technical Committee regarding officials development, certification and program delivery;

i. Generating funds through specific projects to support the National Officiating Certification Program;

j. Recognizing Official's excellence through an Officials Recognition Program.

2.4. The National Officiating Certification Program (NOCP) is a comprehensive system of Theory, Technical and Practical information that is intended to provide a basic background to officiate broomball in Canada.

2.5. The certification program consists of an ongoing effort to educate and upgrade officials through instruction, observation and evaluation.
The goals of the program are to:

a. Recruit new officials;

b. Develop the abilities of existing officials;

c. Standardize the methods and techniques of officiating; and

d. Offer recognition for achievements.

National Database

2.6. The national database is a comprehensive listing of all certified officials across the country. The database will list all pertinent information regarding the officials

including:

a. Participation at National Championships;

b. Evaluations at National Championships;

c. Dates of certification and upgrading; and

d. Contact information

Program Delivery

2.7. The CBF, through the Officiating Committee, is responsible for providing:

a. Leadership for the ongoing development, maintenance, and evaluation of the NOCP;

b. Consultation and assistance to the ASSOCIATIONs for the implementation of the certification program;

c. National registration of certified officials, primarily through the National Database, and a system of recognition of the certification of officials:

d. Development and delivery of technical materials to the ASSOCIATIONs;

e. Development of standards for certification and course delivery; and

f. Training and development of Master Learning Facilitators to serve the needs of the members in the delivery of the certification program.

2.8. The ASSOCIATIONs are responsible for:

a. Delivery of certification courses to the officials within their jurisdiction;

b. Ensuring that the delivery of the certification program adheres to the guidelines and standards established by the Officiating Committee; and

c. Ensuring that the administration of the program is completed and that all qualified officials are properly accredited.

2.9. The Referee-in-Chief acts as the Chief Official for each National Championship. If the RIC is not available, the **Director at Large - Technical**, in collaboration with the host ASSOCIATION's Referee-in-Chief will select a replacement.

2.10. The Referee-in-Chief will not work as a game official in the Championship, however, should a situation arise which requires the Referee-in-Chief to participate as a game official, it can be approved by the Board member representing the CBF at the competition.

2.11. The Referee-in-Chief is responsible to:

a. Coordinate planning with the Host ASSOCIATION;

b. Attend pre-competition meetings and respond to all questions and issues pertaining to officiating;

c. Handle all communication between the participants and the officials;

d. Receive and distribute payments to officials;

e. Provide input regarding inquiries or discipline procedures as the representative of the officials;

f. Supervise the officials at the competition; and

g. Assign officials for all games during the event.

Officials at National Championship Events

2.12. ASSOCIATIONs are required to identity a list of officials available to participate at the National Championships to the CBF office by February 1st.

2.13. Each ASSOCIATION sending teams to a National Event must send an official to that event.