

2023 Durham Region Ontario Parasport Games Apprenticeship Program Guidelines

INTRODUCTION

The Ontario Parasport Collective and Coaches Association of Ontario strongly believe that coaching apprenticeship programs are an essential part of the development of a coach. Furthermore, apprenticeship programs can be used as a means to attract and support coaches involved in parasport. This pilot program, would be the first of its kind as part of the Games Ontario Program. The program will provide up to one coach per sport the opportunity to develop their coaching skills through the Ontario Parasport Games.

The Ontario Parasport Games were first delivered in 1975 by the City of Cambridge. Since then, the Games have grown to over 500 participants competing in 10+ sports. The Durham Region 2023 Ontario Parasport Games will be the **43rd** edition of the Games.

Ontario Parasport Games Apprentice Program (OPGAP):

The program is a partnership between the Coaches Association of Ontario (CAO), the Games Ontario Program (Games Unit) and the Ontario Parasport Collective (OPC). This program provides the opportunity for each sport to send 1 additional coach to the Ontario Parasport Games in an apprenticeship role.

OBJECTIVES

- Build coaching capacity for parasports in Ontario;
- Provide apprentice coaches with domestic multi-sport exposure;
- Provide apprentice coaches with enhanced professional development and learning opportunities to prepare them for provincial level coaching
- Provide apprentice coaches with an increase in their level of certification to a minimum of Competition-Introduction. (Apprentice coaches complete certification within 2 years following the Games).
- Provide Apprentice coach with a mentor that will teach and provide their expertise to develop more as a coach
- Expose apprentice coaches to provincial coaches' experiences;

DESIRED OUTCOMES

Desired, measurable outcomes are established in consultation with the CAO, the Games Unit, and the OPC.

- The goal of the program is to have 1 apprentice coach/sport in this program at the Games;
- Two professional development workshop/seminars are conducted.
- 100% attendance at a professional development workshop;
- 100% of all apprentice coaches attending the Games will have been trained in the relevant context within one year following the Games;
- 75% of all apprentice coaches attending the Games will have been certified in the relevant context within two years of attending the Games;
- As a long-term objective, 100% of all apprentice coaches will continue to actively coach athletes at the community, provincial, or national level applying the experience gained from the Games;
- 100% of apprentice coaches, mentor coaches, and PSOs in this program will complete a feedback survey;
- 100% of apprentice coaches, mentor coaches, and PSOs in this program will positively evaluate the program and provide constructive criticism for the future of this program.

ELIGIBILITY

Generally, eligibility criteria for the program are:

- Ontario resident;
- 18 years or age or older;
- coaching experience;
- completed the NCCP Coaching Athletes with a Disability eLearning module and Safe Sport Training
- never attended an Ontario Parasport Games as a “coach”;
- never attended the Paralympics, Para Pan American Games, Canada Games or Commonwealth Games as a “coach”;
- not already selected to the coaching staff of an Ontario Parasport Games coaching staff;

Any exceptions to the above eligibility requirements must be approved by the CAO, OPC, and PSO before a coach can be admitted into the program.

CERTIFICATION REQUIREMENTS

- The purpose of certification requirements is to ensure that apprentice coaches selection for the program are genuine apprentice coaches who will, through participation in the program, gain valuable experience that will contribute to the parasport community and become a parasport games coach in the future.
- Based on the objectives and desired outcomes outlined above, the NCCP coaching training/certification requirements for the program are:
 - NCCP Coaching Athletes with a Disability Trained
 - Safe Sport Training
- Coaches who are Level 3 certified or NCCP Competition – Development Trained or Certified are not eligible for the program as these coaches have already obtained the necessary certification to coach at Provincial Games.

Any exceptions to the coach certification requirements must be approved by the CAO, OPC and PSO before a coach can be admitted into the program.

EVALUATION

At the completion of the 2023 Ontario Parasport Games, the program will be evaluated against the established desired outcomes. Upon evaluation, desired outcomes or elements may be changed to better reflect the state of the program.

Evaluation of the program will consist of actions taken against the desired outcomes and of surveying the apprentice coaches, the mentor coaches, sports and the Games Organizing Committee.

PROGRAM:

The timelines below reflect general guideline deliverables, and directly relate to key program objectives. Sports/Mentor Coaches may set internal timelines for the program, understanding and respecting the timelines below:

2023 Ontario Parasport Games - Durham Region

Applications Open:	October 31st, 2022
Application Due Date:	November 14th, 2022
Coaches Selected (Latest possible date):	November 30th, 2022
NCCP Mentorship Training – Mentor Coaches	December, 2022
PD Session – Apprentice Coaches	January, 2023
2023 Ontario Parasport Games	February 3-5, 2023
PD Session – Apprentices and Mentor Coaches	March, 2023

Selection Guidelines:

Candidates should be selected based upon a reasonably standardized application process that ensures parity at a Provincial/Territorial level and at a sport level. A degree of flexibility will be required in order to adapt to the unique circumstances facing any PSO and individual coaches. No more than 1 apprentice coach per sport will be accepted.

To ensure the program is as successful as possible the apprentice coach must be involved with the sport program upon appointment until completion of the games, and will need to be actively involved in any meetings, training camps, selection camps, and preparation competitions.

A high degree of emphasis needs to be placed on the selection of the appropriate apprentice coach AND the appropriate environment for that apprentice coach's development. Every attempt must be made to ensure the best possible mentor is selected for the apprentice coach.

Selection Process:

1. Coach applications will be collected through an intake form hosted by the Coaches Association of Ontario (CAO) - [HERE](#)
2. CAO will work with PSOs to make final selections for the program.

Mentor Coach:

A mentor coach will need to be assigned to each apprentice coach. The mentor coach could be a member of the Games' coaching staff or a non-staff mentor (preferable) assigned from within the sport.

The mentor coach should, if possible, accompany the apprentice coach to the professional development workshops.

The mentor coach will be provided access the NCCP Mentorship training.

Professional Development:

Professional development (PD) sessions are crucial for the apprentice coaches and additional PD sessions with the mentors should be considered as an important aspect of the program.

Two PD sessions will be scheduled for the program leading up to and following the Games.

Apprentice Coach Role:

Apprentice coaches attend the Ontario Parasport Games as a means to provide them with a multisport experience and the opportunity to observe and learn from their mentor coaches. The apprentice coach should have a specific and meaningful role within the team.

The apprentice coach will be provided with an accreditation at the Games. This accreditation will provide the coach the same access as the other coaches.

PROGRAM LEADERSHIP, ADMINISTRATION, and FINANCING:

In order to operate programs such as these effectively, there is a need to create a partnership that will ensure resources (financial and human) from a variety of sources to create an appropriate program.

The leadership of the 2023 program will come from the Coaches Association of Ontario, with support from the PSO, OPC and Durham Host Society.

This document will act as a Memorandum of Understanding (MOU) between the involved parties to ensure the various roles and responsibilities for successful program deliver are clearly articulated.

The following is an overview of the various partners' roles and responsibilities for this program:

Games Ontario Program (Games Unit)

The Durham Region 2023 Ontario Parasport Games is supported by the Ontario Government, through its Games Ontario program. This program delivers and supports multi-sport events, including the Ontario Summer and Winter Games for youth, the Ontario 55+ Winter and Summer Games and the Ontario Parasport Games.

- Approval of program
- Promotion of the program (external)
- Communication with key stakeholders (Games Organizing Committee, PSOs)
- Ensure accreditation with the host
- Ensure program requirements are built into sport selection numbers

Ontario Parasport Collective (OPC)

- Approval of the program
- Approval of Apprenticeship Program Guidelines
- Providing program funding via CAO according to charter agreement
- Promotion of the program (external)
- Communication with key stakeholders (PSOs, OPC Members)

Coaches Association of Ontario (CAO)

- Approval of Apprenticeship Program Guidelines
- Leadership of the program
- Create and manage the selection process of apprentice coaches with PSOs
- Select apprentice coaches
- Cover the fees, transportation, accommodation, and food of the apprentice coaches and mentors to the Professional Development sessions
- Provide funding for apprentice NCCP trainings and additional training and games expenses where necessary
- On-going evaluation of the program with PSOs, Apprentices & mentor coaches
- Promotion of the program
- Facilitation of local peer support for apprentice coaches involved in Games
- Work with PSOs to ensure apprentice coaches are fulfilling pre-game, games time, and post games requirements of the program.
- Oversee the Apprentice Coach Professional Development sessions

Provincial Sport Organizations (PSOs)

- Promotion of the program
- On-going evaluation
- Fund expenses related to the apprentice coaches involvement with all meetings, training camps, selection camps, and preparation competitions pre games when required.
- Nominate apprentice and mentor coaches
- Work with CAO to ensure apprentice coaches are fulfilling pre games, games time, and post games requirements of the program.

Games Organizing Committee

The Durham Region 2023 Ontario Parasport Games is led by a Games Organizing Committee (GOC). The committee, formed by enthusiastic community leaders, will help shape the Games and create a unique event to welcome participants and spectators across Ontario.

- Promotion of the program
- Provision of accommodation, accreditation and food for the apprentice coaches (within the currently allocated participant quota for the Games; i.e. no new costs)
- On-going evaluation
- Provision of facilities for professional development seminars prior to and during Games where necessary.

Coaches Association of Ontario

Eric Belahov
Senior Lead, Community Education Partnerships
eric@coachesontario.ca

Stuart McLaren
Senior Lead, Program Development
stuart@coachesontario.ca

Ontario Parasport Collective

Johnny Bryne
Manager
Johnny@parasportcollective.ca

Games Ontario Program

Ryan Albright
Senior Coordinator, Games Unit
Ryan.Albright@ontario.ca

Appendix A: Sports/ Provincial Sport Organizations

5-a-side Soccer	Ontario Soccer
Boccia	Ontario Cerebral Palsy Sports Association
Goalball	Ontario Blind Sports Association
Para-Alpine	Alpine Ontario
Para-Nordic	Cross Country Ski Ontario
Sitting Volleyball	Ontario Volleyball Association
Sledge Hockey	Ontario Hockey Federation/Ontario Sledge Hockey Association
Visually Impaired Curling	Ontario Curling Council
Wheelchair Curling	Ontario Curling Council
Wheelchair Basketball	Ontario Para Network
Wheelchair Tennis	Ontario Para Network

APPENDIX B

COACH APPLICATION - OPGAP (2023 Durham Region)

PERSONAL INFORMATION:

First Name	
Last Name	
Mailing Address	
Telephone	
Email Address	
Games Sport	
NCCP #	

ELIGIBILITY:

Please confirm, by placing a checkmark in each box, your eligibility for this program:

- ☐ Ontario resident;
- ☐ 18 years of age or older;
- ☐ coaching experience;
- ☐ completed the NCCP Coaching Athletes with a Disability eLearning module and Safe Sport Training
- ☐ never attended an Ontario Parasport Games as a “coach”;
- ☐ never attended the Paralympics, Para Pan American Games, Canada Games or Commonwealth Games as a “coach”;
- ☐ not already selected to the coaching staff of a PSO Ontario Parasport Games coaching staff;
- ☐ Commit to the objectives and requirements of the program.

REQUIRED ATTACHMENTS:

The Apprentice Coach Candidate submits the following to Coaches Association of Ontario (November 14th, 2022) :

- ☐ A letter of intent, which details their coaching experience, involvement with the sport, coaching career objectives, and ability to make a commitment to future community or competitive-level athletes
- ☐ A letter of reference from a home club president or head coach of the team/club that they currently works with OR a letter of reference from a parent of an athlete they currently coaches

Once complete, please deliver this application form along with all required attachments to the Coaches Association of Ontario by the required deadline (Nov 14). **Please submit to: eric@coachesontario.ca**

Thank you for your interest in the program!

Signature of Applicant

Date

APPENDIX C

Provincial Sport Organization Form

Ontario Parasport Games (OPG) APPRENTICE COACH PROGRAM 2023

Name of Organization: _____

Address of Organization: _____

Supervisor (Contact Person): _____ Title: _____

Telephone: _____ Fax: _____ e-mail: _____

Mentor (if different from above): _____ Title: _____

Telephone: _____ Fax: _____ e-mail: _____

ATTACHMENTS

The **PSO** reviews the applications and identifies ONE candidate it will endorse. The **P/TSO** prepares a letter of recommendation for the candidate that includes the following details:

- How the PSO would benefit from participating in the program
- Who the mentor coach will be and why, along with a copy of their coaching resume, their NCCP certification level and previous experience as a mentor or master coach. Is the mentor coach available to attend the workshop(s).
- What role the apprentice coach will play as an active member of the coaching staff leading up to and including at the Canada Games
- A brief outline of the pre-Games training and competitive programs that the apprentice coach will be involved with
- Identify the PSO's financial commitment to use supplied program funds (\$750) to support the mentor and apprentice coaches in their roles (honorariums, training, travel and accommodation). This should also include expense related to the apprentice coaches involvement with all training camps, selection camps, and preparation competitions pre games when required.

NOTE: Costs related to the participation of the coach and mentor coach in the Professional Development and NCCP Training is covered in the program

- How the PSO will continue involving the apprentice coach in provincial activities on a regular basis following the completion of the Apprentice Coach Program.
- What initiatives the PSO will undertake to promote the recruitment and development of more coaches in its sport

The **PSO** submits the letter of recommendation for the apprentice coach detailing the items listed above and her resume and requested reference letters

Please submit to:

eric@coachesontario.ca

Deadline for submission November 21st, 2022:

Once the candidate is selected, an Apprentice Coach Program agreement will be established with the successful PSO, apprentice coach and CAO.

Signature of employer's authorized representative

Date