

KARATE NOVA SCOTIA

Coaching Policy

Revised October 31,
2022

Introduction

Karate Nova Scotia's mission is to ensure that every participant in Nova Scotia has a quality coach to provide a competitive karate experience that inspires excellence, promotes good health, develops character and builds strong relationships that strengthen our community. We recognize a broad range of abilities and commitment among our athletes. We strive to provide age-appropriate instruction and competition within the constraints of time and available resources.

Karate Nova Scotia does not discriminate on the basis of gender, race, sexual orientation, national origin or religious affiliations. We seek to place athletes, with similar desires and objectively assessed abilities, together to maximize their enjoyment and development.

In the right environment, sport comes closer than almost any other cultural activity in delivering equal opportunity for all. This environment – one that is fair, safe and open to everyone – creates a sport experience that will teach the right lessons and will celebrate physical and ethical achievements. This is what we know as good sport. It is with this intent that we are committed to a fun and fair environment that develops self-confidence and leadership skills. This commitment begins with our Coach Selection Process.

Our sport and its coaches teach skills and strategy, and contribute to building character in youth. Although competition and the desire to win is an important element of any sport, when good sport is sacrificed for winning at all costs, the sport, the athletes, the coaches and the community lose something special. The future of our sport lies with great coaches and, as such, we are committed to recruiting, developing and mentoring the best coaches available and to ensuring they deliver programming that is fair, safe and open to everyone.

To achieve these goals, Karate Nova Scotia is committed to creating an atmosphere where NCCP trained or certified coaches, the True Sport Principles and the Responsible Coaching Movement are implemented, working in balance with one another at all times.

The objectives of Karate Nova Scotia are:

- To develop karate skills and teach athletes how to compete to the best of their abilities (**Go For It**);
- To develop sportsmanship, fair play, pride and achievement through involvement in karate (**Play Fair**);
- To teach athletes, coaches and parents the importance of respecting all those who come to play including respect for teammates, coaches, opponents, referees and officials (**Respect Others**);
- To provide a competitive sport experience that is enjoyable and rewarding for the athletes (**Keep It Fun**);
- To ensure that the athletes are developed in a way that promotes and protects their safety and wellbeing (**Stay Healthy**);
- To create opportunities for everyone to play regardless of ability, gender, race, sexual orientation, national origin or religious affiliations (**Include Everyone**); and

- To foster an understanding among our athletes that their community supports their karate dreams and the importance therefore of behaving as positive role models and in ways that contribute to improving the quality of life in their community (**Give Back**).

Karate Nova Scotia is committed to the True Sport Principles. By promoting sport at its best—good sport – we seize the opportunity to instill character in our kids, strengthen our communities and increase our opportunities for excellence.

We welcome you to join us on this journey!

Karate Nova Scotia

Glossary of Terms

Board of Directors (BOD): A transparent and unbiased body of elected or appointed members who jointly oversee the activities of a sport organization. The duties of the BOD are set by the organization's bylaws. These members understand their legal and fiduciary responsibilities, exercise due diligence that is consistent with their duty of care, are familiar with the club's activities and are fully informed of the financial status of the organization.

Technical Director (TD): A paid, full-time, part-time or volunteer position responsible for managing the sport's operations, including but not limited to coach selection, player selection process and athlete/player development.

High Performance Committee (HPC): A committee established to develop and build accurate and specific job descriptions, interview candidates, review references from previous child-serving organizations, provide orientation sessions and develop supervision protocols. The HPC is also responsible for evaluating and assessing coach performance. The HPC is comprised of the current Provincial Head Coach, Head of the Officials Committee, President of KNS, TD and one other member of the BOD.

Screening Officer: A member of the HPC responsible for reviewing any positive Police Record Checks (E-PICs), Vulnerable Sector Checks (VSCs) and Screening Disclosure Forms. The Screening Officer determines whether a candidate is suited to coach based on the review of the Criminal Record Checks and the Screening Disclosure Form. The Screening Officer may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or another specialist. The Screening Officer is expected to communicate with the HPC if they flag any infractions with the candidates' Criminal Record Check and Screening Disclosure Form, never disclosing the identity of the candidate.

An Approach to Coach Selection

Karate Nova Scotia Provincial Team's Approach to Coach Selection is designed through a values lens with athlete safety and development in mind. The ultimate goal of the Karate Nova Scotia Provincial Team is to provide participants with the best possible experience in a fair, safe and open environment where they can grow as both participants and people. An important component of this is ensuring that the Karate Nova Scotia Provincial Team selects coaches using the Coach Selection Process to ensure athlete safety and development. The Coach Selection Process identifies the steps required to ensure that the Karate Nova Scotia Provincial Team selects the individuals who are most appropriate for the position.

The following sections outline the steps of the Coach Selection Process for the Karate Nova Scotia Provincial Team. The Karate Nova Scotia Provincial Team is committed to developing a karate team for the entire community that provides participants with the best possible experience in an environment where they feel safe and valued as people first and participants second.

Coach Selection Process

Karate Nova Scotia's HPC will oversee the Provincial Team's Coach Selection Process in a consistent, fair, and transparent manner using a standardized approach that ensures there are no conflicts of interest or executive interference.

The Karate Nova Scotia Provincial Team's Coach Selection Process is comprised of the following seven steps:

Job Description

A Coach job description will:

- Be posted on the Karate Nova Scotia's website;
- Outline job duties, key responsibilities and performance criteria;
- State the Karate Nova Scotia Provincial Team's commitment to creating a fair, safe and open environment for participants;
- Outline the Karate Nova Scotia Provincial Team's expectations for coaches; and
- Outline the Karate Nova Scotia Provincial Team's thorough screening process.

A sample job description can be found in the National Occupational Classification ([NOC Code 5252](#)).

Application Process

The application process will commence at the end of the previous season to:

- Determine interested candidates;
- Determine which coaches intend to return for the following season;
- Re-appoint returning coaches based on their Coach Evaluation ([Appendix 1](#));

Coach assignments will for two-year terms with annual review to:

- o Reduce the formal review process required each season;
- o Build faith in coaches (volunteer or paid);
- o Build relationships and social capital; and
- o Build consistency within programs and understanding of club operations.

Application Form

A sample Coach Application Form can be found in [Appendix 2](#). Application forms will:

- Be submitted online whenever possible;
- Include questions about coaching philosophy;
- Include questions about specific training or experience working with children relevant to the age and stage of the athlete;
- Include questions pertaining to the True Sport Principles;
- Include a question about past and/or current criminal convictions, if applicable;
- Require the submission of an age and stage practice plan that will be reviewed during the interview;
- Require consent to access the coach's NCCP transcript to review technical details of the coach's background;
- Require consent to obtain information from a reference(s);
- Ask for at least two references, as per [the Responsible Coaching Movement Background Screening Matrix](#) standards of a Level 3 "High Risk Position." Candidates are required to provide the contact information for one personal and one professional reference; and
- Include a Screening Disclosure Form for applicants to complete and submit with the application.

Interview Phase by the HPC

Prior to the interview phase, the HPC will inform the candidate about the criminal record checks required for the position.

Coach interviews for positions with the Karate Nova Scotia Provincial Team will:

- Be conducted by the HPC;
- Include questions about technical areas and coaching philosophy;
- Include behavioural and situational questions that emphasize providing a fair, safe and open environment for participants;
- Include questions about the practice plan provided;
- Be held 8 months before the upcoming Karate Canada National Tournament;
- Be up to one (1) hour in duration; and
- Be completed by September 30th with selection announcements made by October 15th

A sample Interview Guide can be found in [Additional Resources](#).

Reference Checks

Reference checks for positions with the Karate Nova Scotia Provincial Team will:

- Be conducted by the HPC after the interview process;
- Be completed prior to offering the position;
- Highlight the applicant's previous or current position;
- Identify the applicant's suitability to being in a position of trust with athletes; and
- Capture whether there is any reason why the applicant would not be suited to coach in the Karate Nova Scotia Provincial Team

A sample Reference Check Form can be found in [Appendix 3](#).

In addition to checking the candidate's references, the Karate Nova Scotia Provincial Team will conduct other relevant searches to ensure a thorough background check.

Criminal Record Checks

The Karate Nova Scotia Provincial Team understands that screening coaches is important to providing a fair, safe and open environment. In addition to the Screening Disclosure Form from the application, the candidate must obtain the necessary Criminal Record Checks required for the position.

The required background checks for positions with the Karate Nova Scotia Provincial Team will be:

- Be completed every 36 months
- Communicated to the candidate prior to the interview;
- Submitted to Karate Nova Scotia Provincial Team by September 30th;
- Reviewed by the Screening Officer prior to offering the position; and
- Used by the Screening Officer to determine if the applicant is eligible or ineligible to coach within the Karate Nova Scotia Provincial Team considering local human rights legislation.

In the event of adverse findings, the Screening Officer is expected to communicate with the HPC.

A template Screening Policy can be found in [Additional Resources](#). The policy will:

- Define the three different types of criminal record checks;
- Provide guidelines to determine which individuals will be subject to screening;
- Outline requirements for each category or level of position (i.e.: low, medium or high risk);
- Include information about the roles and responsibilities of the Screening Officer;
- Outline the procedures for reviewing the screening requirements; and

- Provide additional information about offenses, records and criminal convictions that are deemed infractions and will result in expulsion (see Coaching Association of Canada ([CAC Code of Conduct](#)) for more information).

The appointment of coaches is subject to approval by the Karate Nova Scotia's Screening Officer and the HPC.

Coach Orientation

Following the appointment of the coaches, Karate Nova Scotia will host an orientation session to:

- Introduce the Karate Nova Scotia Provincial Team's mission, vision and values;
- Review Karate Nova Scotia Provincial Team's expectations of coaches;
- Highlight the Karate Nova Scotia Provincial Team's commitment to the Responsible Coaching Movement with emphasis on the Rule of Two (see [Additional Resources](#)); and
- Review Karate Nova Scotia's Code of Conduct (see [Additional Resources](#)).

Coaches may be required to take additional education and training to meet Karate Nova Scotia's required standards of training.

For an overview of documentation required for the Coach Selection Process, refer to the [Responsible Coaching Movement Background Screening Matrix](#) in [Appendix 4](#).

Provincial Coach Expectations

Upon being accepted as a provincial coach, it is expected all coaches meet the following duties:

- 1) Be present for all Team Trainings respective to their discipline (Kata/Kumite). Final coach selection for Atlantic and Nationals events will be at the discretion of the Head Coach.
- 2) Conduct themselves in a positive manner, and be an example for all athletes and other coaches.
- 3) Be present at all Provincial Grand Prix tournaments in a coach role, unless filling another Karate Nova Scotia position (Official or Athlete).
- 4) Attend the Karate Canada Nationals and be present and available for the following:
 - a) Assist with Chaperoning athletes.
 - b) Be available to assist with all team activities (training, weigh-ins, transportation to and from the venue).
 - c) Be available to assist with all coaching duties at National events (Kata and Kumite). This includes but not limited to:
 - i) coaching athletes in the ring
 - ii) marshaling athletes to warm-up areas
 - iii) assisting with athlete warm ups
 - iv) being available to assist tatami coaches.

Evaluation Process

At the end of every karate season (after the Karate Canada Nationals), all athletes, parents and coaches will be asked to complete an evaluation of the coaches (see appendix 1). These evaluations will be reviewed by the High Performance Committee, with results being shared with the BOD.

These evaluations will be used to ensure Karate Nova Scotia's Provincial Coaches are meeting the expectations set above. In the event that a coach is not meeting the above expectations, a representative of the High Performance Committee will meet with the coach to discuss the evaluation with the coach. They will work together to develop a performance plan to help the coach get back on track with meeting the expectations.

Coach Evaluations will only be done once a year. If a coach receives 2 poor evaluations, and a performance plan is currently in place, the High Performance Committee will meet to discuss next steps for the coach, up to and including dismissal from the Provincial Coaching Team.

Disciplinary Process

In the event an individual feels a coach(s) have breached the CAC Code of Conduct, the KNS Travel Policy, or the KNS Harassment Policy, the following steps should be taken in accordance with the KNS Harassment Policy:

1. The person who witnesses the potential breach should inform the BOD. An individual can contact the BOD by emailing any member of the BOD. The person can also contact The Canadian Sport Helpline by phone and text at 1-888-83-SPORT (77678) and by email at info@abuse-free-sport.ca, from 8 a.m. to 8 p.m. ET, seven days a week.
2. Once contacted by a complainant the role of the officer is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the officer considers that he or she is unable to act in this capacity, the complainant shall be referred to another KNS officer.
3. It may be determined that the conduct does not constitute a breach of the policies, in which case the matter will be closed; the complainant may decide to pursue an informal resolution of the complaint, in which case the officer will assist the two parties to negotiate an acceptable resolution of the complaint; or the complainant may decide to lay a formal written complaint and submit it to the officer who will in turn advise the rest of the BOD. The BOD shall then appoint an independent individual to conduct an investigation of the complaint.
4. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques, independent & unbiased. The Investigator shall gather facts surrounding the incident by speaking directly with the complainant and the person against whom the complaint is made (the "respondent"), and any witnesses who, in the opinion of the Investigator, might have relevant facts or observations about the incident. The respondent shall also be given the opportunity to provide a written statement to the Investigator.
5. The Investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the BOD.
6. The BOD may determine that the alleged conduct is of such seriousness as to warrant any measure up to the suspension of the individual from KNS pending the hearing and decision of the Discipline Panel.
7. Within ten (10) business days of receiving the written report of the Investigator, the BOD shall appoint three individuals to serve as a Panel. This Panel shall consist of at least one woman and at least one man.

Hearing

8. The Panel shall hold the hearing as soon as possible, but not more than fifteen (15) business days after the Panel has been appointed by the BOD.
9. The Panel shall govern the hearing as it sees fit, provided that:
 - a) members of the Panel select from among themselves a Chairperson;
 - b) a quorum be all three (3) Panel members;
 - c) decisions be by majority vote; the Chair carries a vote;
 - d) the complainant and the respondent may be accompanied by a representative;
 - e) the hearing be held in private;
 - f) the respondent be given five (5) business days written notice (by courier or email) of the day, time and place of the hearing, and copies of the formal complaint and the investigator's report;
 - g) the complainant shall receive a copy of the investigator's report five (5) days prior to the hearing;
 - h) both the complainant and respondent shall be present at the hearing to respond to the investigator's report, give evidence and to answer questions of the Panel. The hearing will proceed in the absence of either or both parties;
 - i) the investigator may attend the hearing at the request of the Panel;
 - j) the Panel and the Parties may request that witnesses to the incident be present or submit written evidence; and
 - k) once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.
10. In order to keep costs to a reasonable level the Panel may conduct the hearing through telecommunication or on-line videoconference.
11. As soon as possible but within five (5) business days of the hearing, the Panel shall present its decision to the BOD, with a copy provided to both the complainant and respondent. The decision shall contain:
 - a) a summary of the relevant facts;
 - b) a determination as to whether the acts complained of constitute a breach of the policies;
 - c) a disciplinary action against the respondent, if the acts are deemed to breach the policies; and
 - d) a measure to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
12. If the Panel determines that the allegations of a breach of policies are false, vexatious, retaliatory or frivolous, their decision may contain a disciplinary action against the complainant.

Discipline

13. When deciding the appropriate disciplinary action, the Panel shall consider factors such as:
 - a) the nature and severity of the breach of policies;
 - b) whether the breach of policies involved any physical contact;
 - c) whether the breach of policies was an isolated incident or part of an ongoing pattern;
 - d) the nature of the relationship between the complainant and respondent;
 - e) the age of the complainant;
 - f) whether the respondent had been involved in previous breach of policies incidents;
 - g) whether the respondent admitted responsibility and expressed a willingness to change; and
 - h) whether the respondent retaliated against the complainant
14. When deciding disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the breach of policies:
 - a) verbal apology;
 - b) written apology;
 - c) letter of reprimand from KNS;
 - d) a fine or levy;
 - e) referral to counseling;
 - f) removal of certain privileges of membership;
 - g) demotion;
 - h) temporary suspension;
 - i) termination of contract;
 - j) expulsion from membership;
 - k) publication of the decision; and
 - l) any other sanction that the Panel considers appropriate in the circumstances.
15. Unless the Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.
16. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel, in accordance with KNS's Appeal Policy.

Additional Resources

Safe Sport for All

The Government of Canada, in collaboration with provincial and territorial governments and the sport community, has taken several actions to help prevent and address incidents of harassment, abuse and discrimination in Canadian sport.

Canadian Sport Helpline

The bilingual national toll-free confidential helpline for harassment, abuse and discrimination provides a safe place for victims and witnesses of incidents of harassment, abuse and discrimination in sport to report their concerns. The Canadian Sport Helpline will provide callers with advice on the next steps they can take, as well as direct them to the most appropriate national and local services and resources available to them, including the police, child protection services, existing provincial/territorial helplines, or any other relevant services. It provides professional listening and referral services by phone and text at 1-888-83-SPORT (77678) and by email at info@abuse-free-sport.ca, from 8 a.m. to 8 p.m. ET, seven days a week.

For more information, visit www.abuse-free-sport.ca.

Sport for Life: Quality Sport Checklist

A tool used by community and club leaders to assess and improve the quality of sport programming in a club or community setting:

[Quality Sport Checklist for Communities and Clubs](#)

The True Sport LTAD Matrix

The True Sport LTAD Matrix identifies ethical literacy as a key component of the overall Sport for Life (S4L) LTD model. It is based on the fundamental principles of True Sport and provides guidelines for developing ethical literacy in children and youth, an essential element of well-rounded participants and citizens.

[True Sport LTAD Matrix](#)

Responsible Coaching Movement

The Responsible Coaching Movement (RCM) is a system-wide call to action for organizations to implement realistic change to make environments safer for the participants, coaches and volunteers. RCM is coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport.

As a first step towards implementing the RCM, each organization is encouraged to review their policies and procedures using the [Responsible Coaching Movement Audit Checklist](#).

To reduce risk in sport, the Responsible Coaching Movement focuses on:

The Rule of Two:

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.

- [CAC Rule of Two Definition](#)
- [Rule of Two Implementation Matrix](#)
- [CAC Code of Conduct](#)

Background Screening, including Criminal Record Checks:

The background screening process involves using a number of different tools to ensure coaches and volunteers meet the necessary security requirements to coach or work with athletes. These tools include comprehensive job postings, criminal record checks, interviews, reference checks and on-going supervision. In addition, child and youth training with specific special needs populations may be required.

- [Background Screening Matrix](#)
- [Template Screening Policy \(Found in Responsible Coaching Resources under Background Screening drop down\)](#)
- [Template Screening Disclosure Form \(Found in Responsible Coaching Resources under Background Screening drop down\)](#)
- [Volleyball Alberta Screening Disclosure Form](#)
- [Scouts Canada Screening Interview Guide](#)
- [Volunteer Canada 10-Steps of Screening](#)

NCCP requirements

As per Karate Canada National Championships NCCP policies, beginning in 2021, these are the coaching criteria in place for coaching standards for the provincial team¹



NCCP Policy for 2021 Karate Canada National Championships

Number of Coaches		Required Training/Certification																			
1	Comp Dev Certified																				
2	Comp Dev Certified	Comp Intro Trained																			
3	Comp Dev Certified	Comp Intro Certified	Comp Intro Trained																		
4	Comp Dev Certified	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained																	
5	Comp Dev Certified	Comp Dev Certified	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained																
6	Comp Dev Certified	Comp Dev Certified	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained															
7	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained														
8	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained													
9	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained	Comp Intro Trained												
10	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	Comp Dev Trained	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained	Comp Intro Trained											
11	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	Comp Dev Trained	Comp Dev Trained	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained	Comp Intro Trained										
12	Comp Dev Certified	Comp Dev Certified	Comp Dev Trained	Comp Dev Trained	Comp Dev Trained	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	CD Karate Module + 3 MSM + MED	Comp Intro Certified	Comp Intro Trained	Comp Intro Trained									

Legend
 CD = Competition Development
 MSM = Multisport module
 MED = Making Ethical Decision (module or evaluation)

* All the required training/certification has to be completed before Nationals.
 ** First time coaches can have an exemption as long as they do the Make Ethical Decision Training and/or online MED Evaluation + the Making Head Way online module. If you have, for example, 6 coaches and 2 of them are first timers, the new coaches will take the last 2 spots. See line below.

6	Comp Dev Certified	Comp Dev Certified	CD Karate Module + 6 MSM + MED	CD Karate Module + 3 MSM + MED	New Coach 1	New Coach 2
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¹ As of May 10, 2020, Karate Canada has not released any updates to future coaching requirements past 2021. For further details, please refer to <https://karatecanada.org/programs/coaching-nccp/>.

Appendix 1 – Coach Evaluation Form

Please consult with the co-coaches, assistant coaches, mentor coaches, athletes and parents (as appropriate to age and stage of the participant) to complete this evaluation form. It will be reviewed by the HPC only: <https://forms.gle/z41ZuXyRCW1bnmeS8>

Appendix 2 – Coach Application Form

Investing in Karate Nova Scotia - Investing in Community

Karate Nova Scotia shares the belief that good sport can make a great difference in the lives of individuals and a great difference in the quality of life in our communities. As part of Karate Nova Scotia's commitment to True Sport and creating a fair, safe and open environment for athletes, you are asked to complete the following coach application form. We thank you in advance for your time and dedication.

General Information

Name:	
Email:	
Phone Number:	<input type="checkbox"/> cellphone <input type="checkbox"/> home <input type="checkbox"/> work
Address:	
City, Province:	
Postal Code:	
NCCP Number:	
Have you ever been convicted of a criminal offense (**must be 18 or older to answer)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a child participating in this age group?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current employer:	
Current occupation:	

Application Information

Please indicate which position(s) you are applying for in order of preference:

Head Coach	Assistant Coach	Discipline (Kumite or Kata)
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Coaching and/or Child-Serving Organization Experience

Please list your coaching and child-serving organization experience, starting with the most recent.

Year	Position	Association/Organization	Team/Role

Coaching Certification

Please provide a copy of your NCCP transcript and note any other training pertinent to this application below:

Certification	Date Completed	Additional Notes (e.g. certification number)

Additional Questions

The following questions reflect our commitment to True Sport.

Describe what “good sport” looks like to you:
Embracing the True Sport Principles is important to ensuring a fair, safe and open environment for athletes. Explain how these principles resonate with you and are reflected in your coaching philosophy?
Describe how you will bring the True Sport Principles to life with your team/athletes on and off the field of play:
Please provide an example of a time when you had to make a tough decision based on your personal values. What was the outcome?

Practice Plans

Please submit a practice plan that is relevant to the age and stage of the team for which you are applying. If applying to more than one team, please submit a practice plan for each team.

References

I, _____, give permission to Karate Nova Scotia to contact the persons listed below for the purpose of obtaining reference information. These persons are authorized to disclose such information.

Please submit the names and contact information for one personal and one professional (if applicable, from a child-serving organization) reference.

Name	Email	Phone

Complete the [Template Screening Disclosure Form](#) (found in Responsible Coaching Resources under Background Screening drop down) and submit it with the application

Applicant's signature:	
Date:	

Appendix 3 – Reference Check Form

 **REFERENCE CHECK FORM**

Name: _____

Reference Name: _____

Company Name: _____

Company Address: _____

Company Phone: _____ Dates of applicant's employment: _____ to _____
(mm/yyyy) (mm/yyyy)

QUESTIONS FOR THE REFERENCE

Describe your relationship to the candidate: _____

Describe the key responsibilities of the candidate in his/her most recent position: _____

Tell me about the candidate's general strengths and weaknesses: _____

What was the candidate's reason for leaving? _____

Would you hire the candidate again? _____

Have you ever had reason to be concerned about the candidate's behaviour with children?

Do you know of any complaints/allegations made by parents, other staff, or children about the candidate?

Do you know of any reason why the candidate should not come into contact with children?

How did the candidate deal with authority and accountability?

On a scale of 1-10, how strongly would you recommend this person for the position? _____

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Appendix 4 – Background Screening Matrix

Responsible Coaching Movement - Background Screening Matrix

 Coaching Association of Canada Association canadienne des entraîneurs	Level 1 - "Low Risk Positions"			Level 2 - "Medium Risk Positions"			Level 3 - "High Risk Positions"		
	Non-Volunteer Parents	Youth Volunteers	Occasional Volunteers	Assistant Coaches	Volunteer Head Coaches	Directors	Paid Head Coaches	Travel Team Coaches	Team Managers
Application Form		✓	✓	✓	✓	✓	✓	✓	✓
One Letter of Reference			✓	✓	✓	✓			
Two Letters of Reference		✓					✓	✓	✓
Position Briefing / Orientation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Driver's Abstract (if requested)				✓	✓	✓	✓	✓	
Screening Disclosure Form			✓	✓	✓	✓	✓	✓	✓
Criminal Record Check (E-PIC)				✓	✓	✓	✓	✓	✓
Vulnerable Sector Verification (VSV)							✓	✓	✓
	Level 1 - "Low Risk" - Individuals involved in low risk assignments are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.			Level 2 - "Medium Risk" - Individuals involved in medium risk assignments may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or who may have limited access to minors or people with a disability.			Level 3 - "High Risk" - Individuals involved in high risk assignments occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and have access to minors or people with a disability.		