

Memorandum

To: **Host Organizations—NCCP Coach Clinics**

From: **Scott MacKenzie, Director - Provincial Coach Training**

Date: **April 1st, 2016**

Re: **NCCP Clinic Hosting and Registration Information**

Please find enclosed, the current requirements for the hosting of a clinic for:

INITIATION COACH
TEACHING AND LEARNING (*Regional*)
ABSOLUTES (*Regional*)
PLANNING AND DESIGN (*Regional*)
CATCHING AND PITCHING (*Provincial*)
STRATEGIES (*Provincial*)

In order to ensure that we can fulfill your request, please complete the NCCP Technical Clinic application form online at: www.baseball.bc.ca/nccp

Please send the Base Fee (\$900, min. 15 coaches and \$60/coach after) at this time in order to confirm your request. Applications will be considered on a first-come first-serve basis. Please note that a maximum of two clinics per day will be scheduled. **Base Fees must be included before your application will be approved. (Cheques are to be made payable to Baseball BC.)**

Completed online application forms must be received in this office at least 21 days prior to the proposed clinic. Refunds due to cancellation will not be possible inside this 21 day period. Clinics may be cancelled with a full refund (less \$60 administration fee) only upon receipt of a written notice of cancellation from the host organization.

Thank you for your interest in the development of coaching within your organization

All question or comments can be directed to Scott MacKenzie at 604-586-3315 or scottm@baseball.bc.ca

NOTE: COACHES ATTENDING AN INITIATION COACH CLINIC MUST COMPLETE THE ONLINE TRAINING AT nccp.baseball.ca PRIOR TO ATTENDING THE CLINIC. COACHES CAN NOT BE PERMITTED TO ATTEND AN ON-FIELD CLINIC WITHOUT FIRST COMPLETING THE ON-LINE COMONANT

The only way that a coach can register for an Initiation Coach Clinic, is through the Initiation Coach system upon completion of their online training.

Fee Structure and Attendance Standards

COACH MODULES

INITIATION
PLANNING AND DESIGN (*REGIONAL*)
TEACHING AND LEARNING (*REGIONAL*)
ABSOLUTES (*REGIONAL*)
PITCHING AND CATCHING (*PROVINCIAL*)
STRATEGIES (*PROVINCIAL*)

Base Fee amount per module \$900.00 applies to attendance of 15 or less. Attendance greater than 15, cost is \$60.00/coach.

Example:

Teaching and Learning Module (19 coaches):

$$\begin{aligned} &(\text{Base Fee}) + [(\# \text{ of coaches over } 15) \times \$60] = \text{total cost} \\ &\$900 + (4 \times \$60) = \$1140 \end{aligned}$$

Times (Saturday &/or Sunday)

Each module will take 4 hours each 9:00 am to 5:00 pm

Please Note:

Training will only be issued to those coaches who attend the **entire** clinic & sign the Attendance Sheet

Resource Materials

Each coach will receive the following:

Manual available online
Coaching Workbook

Host Responsibilities

1. **Book outdoor and indoor facilities. Complete Coaching Clinic Application online.** (there is also a printable application that can be faxed or mailed to the Baseball BC office) **Send Base Deposit Fee** (listed above) to confirm your commitment to the date specified.
2. **Post coach registration information on our database.** This can be accomplished through an online pre-registration or manual data entry. Accreditation information will not be forwarded to the Coaching Association of Canada (CAC) until this is completed. More information regarding database entry and online registration will be made available to host organizations upon the reception of course application forms.
3. **Ensure one bat, ball and glove per participant.**
4. Call or email the Baseball BC office to **confirm all details one week prior to the clinic date.**
5. Once registration information has been posted on our database, you will be invoiced the balance owing for the clinic. Accreditation information will be submitted to the CAC only when all outstanding invoices have been reconciled.

Baseball BC Responsibilities

1. Organize and co-ordinate all details concerning instructors (travel, accommodation , etc.)
2. Confirm course details with association contact one week prior to the scheduled date
3. Organize and maintain online registration database for participating organizations.
4. Submit all accreditation information to the Coaching Association of Canada (CAC)