



**Date:** September 23, 2009  
**To:** 2011 Canada Winter Games Sports  
**From:** Mark Bracken, Manager of Coaching Development  
**RE: WOMEN IN COACHING APPRENTICESHIP PROGRAM**

---

We are pleased to announce the continued support for the Women in Coaching Apprenticeship Program. Team Saskatchewan has an opportunity to include one female apprentice coach in two sports for the 2011 Canada Winter Games being held in Halifax, Nova Scotia.

The Women in Coaching Apprenticeship Project is a cost shared program made possible through the partnership of the Canada Games Council, Sport Canada, Coaching Association of Canada, Coaches Association of Saskatchewan, Saskatchewan Games Council, the 2011 Winter Games Host Society, selected Provincial Sport Organizations and Apprentice Coaches.

**Female Apprentice Coach Guidelines:**

1. Two female coaches from each province and territory will be selected.
2. The apprentice coach must commit to complete NCCP Competition – Development (Level 3) certification within a year following the Canada Games.
3. For a minimum of one year, the apprentice coach is to be involved in a meaningful way with the Canada Games coaching staff and team (i.e. athlete selection and training activities) leading up to and including the Canada Games.
4. The apprentice coach has never attended the Canada Games as a coach.
5. The apprentice coach has demonstrated potential through development and commitment to the sport.
6. The Provincial Sport Organization ensures an appropriate mentor coach (either a member of the Games coaching staff or a non-staff mentor) is assigned to the apprentice coach.
7. The apprentice coach must be available to attend a series of Professional Development Seminars, the first being on February 26-28, 2010 in conjunction with the Ontario Coaches Conference in Guelph, ON and the second at the 2010 Sport Leadership Conference in Ottawa, November 18-21, 2010.

A female coach with extensive national coaching experience is not an appropriate candidate for this program.

The apprentice coach will become part of your sport's Canada Games coaching staff (in addition to the number of positions indicated in the 2011 Canada Winter Games technical package). Travel to the Games as well as accommodations and meals in the athletes' village will be provided. Team Saskatchewan will provide a walkout uniform and include the apprentice coach in all Team Saskatchewan's functions.

If your provincial sport organization is interested in submitting a candidate, please refer to the enclosed Women in Coaching Apprenticeship Program Application information. The application deadline is **Friday, November 13, 2009.**

If you have any questions, please do not hesitate to contact Mark Bracken at (306) 780-9313 or [mbracken@sasksport.sk.ca](mailto:mbracken@sasksport.sk.ca).



## 2011 CANADA WINTER GAMES

### Women In Coaching Apprenticeship Program

Coaches Association of Saskatchewan  
Attention: Mark Bracken  
1870 Lorne Street  
Regina, SK S4P 2L7  
Tel.: (306) 780-9313  
Fax: (306) 781-6021

mbracken@sasksport.sk.ca



DEADLINE FOR APPLICATIONS  
IS **NOVEMBER 13, 2009**

Faxed copies will be accepted, provided  
the original copy of this application form  
follows immediately by mail or courier.

## PART 1 – APPRENTICE INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ PCode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

What level of NCCP certification have you attained? \_\_\_\_\_

CC#: \_\_\_\_\_

Sport: \_\_\_\_\_

## ATTACHMENTS

### STEP 1

The Apprentice Coach Candidate submits the following to her Provincial Sport Governing Body (PSGB); the application deadline is set by the PSGB:

- A resume, which details her involvement in the sport including her NCCP coaching certification level and number, coach education and experience as a coach;
- An outline of her coaching career objectives;
- An indication of her ability to make a commitment to future Canada Games teams;
- A letter of reference from a board member or head coach of the team/club that she currently works with; and
- A letter of reference from a parent of an athlete she currently coaches.

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Date

## PART 2 –PSGB INFORMATION

Name of Sport Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mentor (if different from above): \_\_\_\_\_ Title: \_\_\_\_\_

Address of Mentor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

### ATTACHMENTS

#### STEP 2

The PSGB reviews the applications and identifies ONE candidate it will endorse. The PSGB prepares a letter of recommendation for the candidate that includes the following details:

- How the PSGB would benefit from participating in the project;
- 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;
- What role the apprentice coach will play as an active member of the coaching staff leading up to and including at the 2011 Canada Winter Games;
- A brief outline of the pre-Games training and competitive programs that the apprentice coach will be involved with;
- Identify the PSGB's financial commitment to the project and provide the estimated costs, including expenses related to the attainment of NCCP Competition-Development (Level 3) Certification, WIC Orientation/PD Seminars and other professional development opportunities, to complement the needs of the apprentice coach's program;

Note: The Coaches Association of Saskatchewan is prepared to provide some financial assistance related to sending the apprentice coach and mentor coach (if requested) to the WIC Orientation/PD Seminars ( e.g. transportation, accommodation, meals, registration fees). The first orientation session is being held on February 26-28, 2010 in conjunction with the Ontario Coaches Conference in Guelph, ON and the second at the 2010 Sport Leadership Conference in Ottawa, November 18-21, 2010.

- How the PSGB will continue involving the apprentice coach in provincial activities on a regular basis following the completion of the Women in Coaching Apprenticeship Project; and
- What initiatives the PSGB will undertake to promote the recruitment and development of female coaches in its sport.

#### STEP 3

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

Please submit to:

Mark Bracken, Manager of Coaching  
Coaches Association of Saskatchewan  
Women in Coaching Apprenticeship Program  
2011 Canada Winter Games  
1870 Lorne Street, Regina, SK S4P 2L7

**Deadline for submission: November 13, 2009**

The Coaches Association of Sask (CAS) will review the submissions received from the PSGBs. Once the candidate is selected, a Canada Games Women in Coaching Apprenticeship Project agreement will be established with the successful PSGB, apprentice coach and CAS.

\_\_\_\_\_  
Signature of PSO's authorized representative

Date: \_\_\_\_\_