



Ontario Speed Skating Association Education Roles and Responsibilities

The Ontario Speed Skating Association office shall be responsible for coordinating all NCCP Coaching courses and all Officiating clinics in Ontario. As such, no club or individual shall provide coaching or officiating training without the knowledge and approval of the OSSA office.

The OSSA office will schedule, promote, and manage registrations for Coaching courses and Officiating clinics across Ontario. This will provide consistency in registration practices, delivery of the programs, participant communications, and instructor compensation.

Hosting an NCCP Coaching course or Officiating clinic without OSSA's involvement will result in the training session not being recognized and/ or a fine levied against the host club/ host individual (fine is \$50 per participant).

If a club has sufficient demand for a course or clinic to be held in their city, the club shall contact the OSSA office (sportmanager@ontariospeedskating.ca) to discuss requirements. The OSSA office will work with the club to organize and promote the training session. The OSSA office will manage the registrations and registration shall be open to all OSSA members.

The Ontario Speed Skating Association reserves the right to cancel any course or clinic which does not meet the minimum participation numbers by the advertised registration deadline.

No refunds will be granted after registration closes unless the course or clinic is cancelled.

Late registrations may be accepted pending availability by contacting sportmanager@ontariospeedskating.ca .

Late registrations for Officiating clinics are subject to a 50% late fee.

Late registrations for Coaching clinics are subject to a \$50 late fee.

Contact information:

Sarah Leslie (Manager, Sport Programs)

844-677-6772 ext. 102

sportmanager@ontariospeedskating.ca

OSSA Education Roles and Responsibilities

Based on the policies and procedures established by Speed Skating Canada (SSC) for holding National Coaching Certification Program (NCCP) courses and Officiating Clinics (Levels 1 and 2).

A - NCCP Coaching Courses (initiated by OSSA)

OSSA will coordinate the logistics of NCCP courses including:

1. Determine location, date, and time.
2. Course fees are set by OSSA.
3. Confirm Learning Facilitator.
4. Work with local club to secure facilities.
5. Promote courses to all OSSA Clubs and Members. Courses shall be open to all OSSA members.
6. Collect all participant course registration fees and ensure participants are members in good standing of Speed Skating Canada. Course registration fees do not include the evaluation fee.
7. Ensure payment of ice and meeting room fees (either via club or OSSA).
8. Ensure LF has access to any additional required equipment (projector, flip chart, etc.)
9. Print copies of current course material and deliver to LF.
10. Provide LF with a contact list of all registered course participants 1 week before the start of the course.
11. Send course reminder to all participants and LF 1 week before the start of the course.
12. Ensure payment to LF for course instruction:
 - a. FUNdamentals Leader: 8 hours at \$30/hr = \$240.00
 - b. FUNdamentals A: 14 hours at \$30/ hr = \$420.00
 - c. FUNdamentals B: 14 hours at \$30/hr = \$420.00
 - d. Intro to Competition A: 16 hours at \$30/hr = \$480.00
 - e. Intro to Competition B: 16 hours at \$30/hr = \$480.00
 - f. Reimburse costs for LF travel (if travelling further than 30km per day), accommodations and meal at per diem rate as per OSSA reimbursement policy. These expenses must be agreed upon by the LF and OSSA before advertising the course.

Note: LFs will receive full payment when the instruction has been completed and all the LF administrative requirements as requested by OSSA have been completed.

B - NCCP Coaching Courses (initiated by Host Club)

The Host Club responsibilities include:

1. Contact the OSSA office (sportmanager@ontariospeedskating.ca) with proposed date, time, and location of course. This must be at least 45 days before the course date or less later if Host Club has already recruited minimum required number of participants.
2. Book appropriate ice and meeting space for the course to be held.
3. Provide details of ice and meeting room contract to OSSA including date upon which cancellation fees may be levied. To be done before advertising course details.
4. Forward to OSSA cancellation terms and conditions for all facilities required to conduct course.

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5. Forward to OSSA, for payment by OSSA, all invoices associated with conducting course within 14 days of completion of course.
6. Meet LF and participants at start of course and provide hospitality and AV equipment as required.

Additionally, OSSA is responsible for:

1. Confirm Learning Facilitator.
2. Course fees are set by OSSA.
3. Promote courses to all OSSA Clubs and Members. Courses shall be open to all OSSA members.
4. OSSA will collect all participant course registration fees and ensure participants are members in good standing of Speed Skating Canada. Course registration fees do not include the evaluation fee.
5. Ensure payment of ice and meeting room fees (either via club or OSSA).
6. Print copies of current course material and deliver to LF.
7. Provide LF with a contact list of all registered course participants 1 week before the start of the course.
8. Send course reminder to all participants and LF 1 week before the start of the course.
9. Ensure payment to LF for course instruction:
 - a. FUNDamentals Leader: 8 hours at \$30/hr = \$240.00
 - b. FUNDamentals A: 14 hours at \$30/ hr = \$420.00
 - c. FUNDamentals B: 14 hours at \$30/hr = \$420.00
 - d. Intro to Competition A: 16 hours at \$30/hr = \$480.00
 - e. Intro to Competition B: 16 hours at \$30/hr = \$480.00
 - f. Reimburse costs for LF travel (if travelling further than 30km per day), accommodations and meal at per diem rate as per OSSA reimbursement policy. These expenses must be agreed upon by the LF and Host Club before advertising the course.

Note: LFs will receive full payment when the instruction has been completed and all the LF administrative requirements as requested by OSSA have been completed.

The Ontario Speed Skating Association reserves the right to cancel any course which does not meet the minimum participation requirement prior to the cancellation penalty deadline provided by the Host Club.

C - Coach Evaluations by Learning Facilitators

1. LFs to communicate with OSSA office (Sport Manager) when evaluations have been scheduled.
2. Complete evaluation process as outlined by SSC Guidelines.
3. The evaluation fee is not included in the registration fee (as listed in SSC guidelines). The coach, or his/her club, will directly pay the evaluator the evaluation fee of \$75.00.

If an evaluator is within 30km of the coach seeking evaluation, then mileage will not be charged. If the evaluator travels more than 30km, s/he can request mileage reimbursement from the coach or club. Terms must be agreed upon between both parties before the evaluation takes place. Video evaluations are also a possibility to minimize costs. A flat fee of \$75.00 is applicable for video evaluations.

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D – Level 1 and Level 2 Official Clinics (initiated by OSSA)

OSSA will coordinate the logistics of Level 1 and Level 2 Official Clinics including:

1. Determine location, date, and time.
2. Clinic fees are set by OSSA.
3. Confirm instructor.
4. Work with local club to secure facilities (if applicable).
5. Promote clinics to all OSSA Clubs and Members. Clinics shall be open to all OSSA members.
6. Collect all participant course registration fees and ensure participants are members in good standing of Speed Skating Canada.
7. Ensure payment of ice and meeting room fees (if applicable).
8. Ensure instructor has access to any additional required equipment (projector, flip chart, etc.)
9. Provide instructor with a contact list of all registered participants 1 week before the start of the clinic.
10. Send clinic reminder to all participants and instructor 1 week before the start of the clinic. Include links to any resource materials.
11. Ensure payment to instructor for clinic instruction:
 - a. Level 1 Clinics: 4 hours at \$10/hr = \$40.00
 - b. Level 2 Clinics vary depending on duration and number of instructors.
 - c. Reimburse costs for instructor travel (if travelling further than 30km per day), accommodations and meal at per diem rate as per OSSA reimbursement policy. These expenses must be agreed upon by the instructor and OSSA before advertising the course.

Note: Instructors will receive full payment when the instruction has been completed and all the administrative requirements as requested by OSSA have been completed.

E – Level 1 and Level 2 Officials Clinics (initiated by Host Club)

The Host Club responsibilities include:

1. Contact the OSSA office (sportmanager@ontariospeedskating.ca) with proposed date, time, and location of clinic. This must be at least 45 days before the clinic date or less if Host Club has already recruited minimum required number of participants.
2. Book appropriate ice and meeting space for the clinic to be held.
3. Provide details of ice and meeting room contract to OSSA including date upon which cancellation fees may be levied. To be done before advertising clinic details.
4. Forward to OSSA cancellation terms and conditions for all facilities required to conduct clinic.
5. Forward to OSSA, for payment by OSSA, all invoices associated with conducting clinic within 14 days of completion of clinic.
6. Meet instructor and participants at start of clinic and provide hospitality and AV equipment as required.

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Additionally, OSSA responsibilities include:

1. Confirm instructor.
2. Clinic fees are set by OSSA.
3. Promote clinics to all OSSA Clubs and Members. Clinics shall be open to all OSSA members.
4. Collect all participant course registration fees and ensure participants are members in good standing of Speed Skating Canada.
5. Ensure payment of ice and meeting room fees.
6. Provide instructor with a contact list of all registered participants 1 week before the start of the clinic.
7. Send clinic reminder to all participants and instructor 1 week before the start of the clinic. Include links to any resource materials.
8. Ensure payment to instructor for clinic instruction:
 - a. Level 1 Clinics: 4 hours at \$10/hr = \$40.00
 - b. Level 2 Clinics vary depending on duration and number of instructors.
 - c. Reimburse costs for instructor travel (if travelling further than 30km per day), accommodations and meal at per diem rate as per OSSA reimbursement policy. These expenses must be agreed upon by the instructor and OSSA before advertising the course.

Note: Instructors will receive full payment when the instruction has been completed and all the administrative requirements as requested by OSSA have been completed.