

Purpose

The purpose of this policy is to set out clear standards for the management and appointment of Burnaby Velodrome Club endorsed coaches.

Policy

The Burnaby Velodrome Club (BVC) endeavors to establish and maintain an environment for its members and guests that provides coaching excellence. To that end the BVC will ensure that coaches working for or volunteering for the BVC meet specific coaching pathway milestones as set out in the National Coaching Certification Program and Cycling BC. The BVC is not responsible for the actions, activities or programs of coaches that are not covered by this policy.

Scope

This policy applies to all members and coaches at the Burnaby Velodrome Club located at the Facility.

Definitions

BVC means Burnaby Velodrome Club

Coaching means the process of instructing, teaching, leading, supporting and providing constructive feedback to members and participants.

Head Coach means an NCCP CERTIFIED Coach (Comp-Intro or Comp-Dev) appointed by the BVC management for the oversight of the training programs at the BVC.

Coach means an individual appointed to design, lead and execute training sessions for designated groups, and has achieved a level of NCCP training recommended by Cycling BC for coaches tasked with leading skills sessions and running practices. Making ethical decisions, Community theory or Club Theory A Basic Skills and track skills,

Coach in Training means an individual that is interested in coaching and becoming a coach however has not yet completed any of the NCCP coaching pathways as determined by Cycling BC.

Document Name	File Name	Date Issued	Revision	Page
Coaching	POL-003	26-Mar-2021	20210326-01	1 OF 5



Policy: Coaching

Facility means the Harry Jerome Sports Centre located at 7564 Barnet Highway Burnaby, British Columbia V5A 1E7

NCCP means the National Coaching Certification Program, administered by the Coaching Association of Canada and supported by Cycling Canada and Cycling BC.

Requirements

1. All Coaches must:
 - a. be engaged in or have completed the NCCP Community Coach, NCCP Club Coach (Comp-Intro), or NCCP Performance Coach (Comp-Dev) training and certification program.
 - b. be expected to have completed the learn to ride program and have been able to ride the track.
 - c. must complete a criminal record check (if working with youth riders)
 - d. abide by the member code of conduct.
 - e. be approved by the BVC management.
2. Coaches included as part of the BVC programming must be posted.
3. Coaches may be volunteers and or paid positions.

Document Name	File Name	Date Issued	Revision	Page
Coaching	POL-003	26-Mar-2021	20210326-01	2 OF 5

Responsibilities

BVC Management

Is responsible for:

1. The operational management and/or Board of the BVC must ensure that there are adequate resources available to support coaches to offer programming aligned with the mission of the society.
2. maintaining a posting of all approved coaches.
3. Creating, establishing and maintaining the appropriate procedures for coaches to follow for entry level programs.

Head Coach

The Head coach is responsible for:

1. Overseeing the training program development for the BVC
2. Reviewing programs developed by the coaches
3. Ensuring that there is synergy in the programming to benefit the membership
4. Conducting performance reviews, and mentorship of coaches.
5. Working with Cycling BC's Coach Developer team to support succession planning for coach development and leadership.
6. Working with the BVC management to ensure that programs and coaching objectives are aligned.
7. Periodically performing the role of a coach for the BVC

The head coach must:

1. Cycling BC Member in-good-standing, including holding a UCI Technical License
2. NCCP Coach "CERTIFIED" status (either Comp-Intro OR Comp-Dev)
3. NCCP Making Headway (Concussion eLearning)
4. Emergency First Aid Certification
5. Uphold the BVC Code of Conduct
6. Have track riding experience

Document Name	File Name	Date Issued	Revision	Page
Coaching	POL-003	26-Mar-2021	20210326-01	3 OF 5

Coach

The track coach is responsible for supporting and executing training sessions for the following programs as well as special private booking sessions:

- “Learn To Ride”, and “Try the track”
- “Youth Sessions”
- “Junior Sessions”
- “Novice Workout”
- “Intermediate” C/D
- “Advanced” - A/B

as well as:

1. Visually assessing riders and judging their physical and mental fitness on and off the track
2. Developing drills that suit the assessed fitness and experience of riders to ensure rider success
3. Communicating effectively with members and supporting their growth at the track.
4. Evaluating riders and assigning assessment to their ability levels.
5. Lead the workout drill, ensuring safety and instructing riders with visual and vocal cues
6. adhering to the BVC Code of Conduct

The coach must:

1. Cycling BC member in-good-standing,
2. At minimum, hold NCCP Comp-Intro Coach “In-Training” status, including the following modules:
 - a. Making Ethical Decisions
 - b. Club Theory A (Skills & Tactics Theory) OR Community (Cycling Practice Planning)
 - c. Basic Skills (Basic Cycling Skills)
 - d. Club Skills: Track (Skills & Tactics Practical: Track)
3. NCCP Making Headway (Concussion eLearning)
4. Emergency First Aid Certification
5. Uphold the BVC Code of Conduct
6. Have track riding experience

Document Name	File Name	Date Issued	Revision	Page
Coaching	POL-003	26-Mar-2021	20210326-01	4 OF 5

Coach in training

The Coach in Training is responsible for completing the following tasks, albeit under the supervision of an coach or head coach in attendance:

1. Greet and sign in members as they enter the velodrome
2. Assist with the installation and deconstruction of the removable section of the track
3. Assist in preparing the infield for the riders
4. Assist riders in selecting a bike from the fleet and
5. Bike set up for the riders.
6. Coordinating and supporting drills set up.
7. Complete either the NCCP Community Theory OR Club Theory A module

Document Name	File Name	Date Issued	Revision	Page
Coaching	POL-003	26-Mar-2021	20210326-01	5 OF 5