

Making Head Way – Access Guide for SSA Members

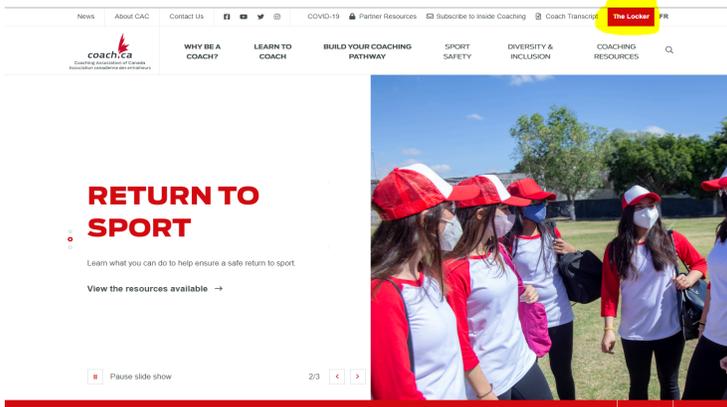
Here are the steps to access Making Head Way:

1. Go to **coach.ca**

This will take you to the CAC page.

2. Click “The Locker” at the top right of the page

This will take you to the Login page (the red button highlighted in yellow below).



3. You will need to sign in using your NCCP number.

a. **If you do NOT have an NCCP number**, you can create one by clicking “Don’t have an NCCP #? Create one now!”. Complete the online form.

b. **If you do not know whether or not you have an NCCP number**, there are a variety of online tools available to assist you including:

i. *Look up my NCCP #* An email will be sent to your existing account confirming your login information.

ii. *I don’t remember my email*

You will be asked to provide your name and birth date. If you have an account, an e-mail will be sent to the registered address.

c. **If you think you have an NCCP # and the online tools did not help you find it**, you can contact the CAC for support by emailing coach@coach.ca.

4. Once you are signed in, click “E-learning” on the navigation bar. This will direct you to the e-learning page where the default setting is “Multi-Sport”.

Note: You can adjust this option using the drop-down menu to select other sport/partner options. When the SSA LMS transition is completed, there will be a “School Sport Canada” option and this is where all of the School Coach courses will be housed.

5. Ensure that “Multi-Sport” is listed on the drop-down menu. On the left sub-menu, select “Making Head Way in Sport” under the list of available courses.

6. Underneath “Choose your module” select the “Sport (Generic)” option. Football coaches may choose the football specific course.

7. Be sure to provide your Athletic Director with your NCCP number.

Note: No certificate is given out after completing the course. See page 10 of this document to learn how to view your coach transcript.

Safe Sport Training – Access Guide for SSA Members

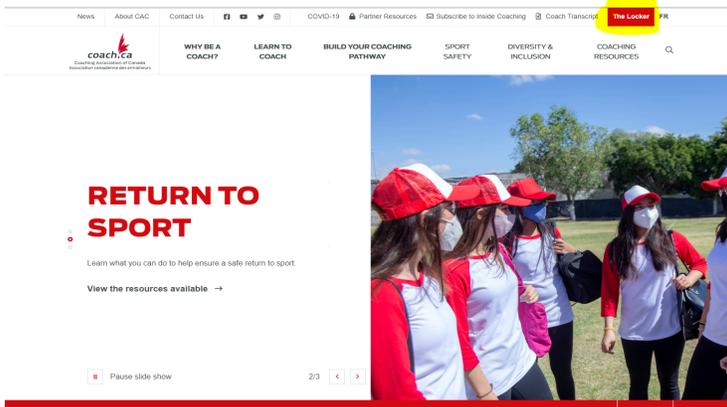
Here are the steps to access Safe Sport Training:

1. Go to **coach.ca**

This will take you to the CAC Home page.

2. Click “The Locker” at the top right of the page

This will take you to the Login page (the red button highlighted in yellow below).



3. You will need to sign in using your NCCP number.

a. **If you do NOT have an NCCP number**, you can create one by clicking “Don’t have an NCCP #? Create one now!”. Complete the online form.

b. **If you do not know whether or not you have an NCCP number**, there are a variety of online tools available to assist you including:

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You will be asked to provide your name and birth date. If you have an account, an e-mail will be sent to the registered address.

c. **If you think you have an NCCP # and the online tools did not help you find it**, then you can contact the CAC for support by sending an email to coach@coach.ca

4. Once you are signed in, click “E-learning” on the navigation bar. This will direct you to the e-learning page where the default setting is “Multi-Sport”.

Note: You can adjust this option using the drop-down menu to select other sport/partner options. When the SSA LMS transition is completed, there will be a “School Sport Canada” option and this is where all of the School Coach courses will be housed.

5. Ensure that “Multi-Sport” is listed on the drop-down menu. On the left sub-menu, under the list of available courses, select “Safe Sport”.

The screenshot shows the coach.ca website with the 'ELEARNING' tab selected. On the left, a sidebar lists various sports categories. The main content area displays a list of available courses under the heading 'Available'. The 'Safe Sport Training' course is highlighted in red. To the right, a banner for 'SAFE SPORT TRAINING' and 'FORMATION SECURITE SPORT' is shown. Below the banner, text explains the purpose of the training: 'Safe, inclusive sport environments help make sport rewarding and enriching for all. By completing Safe Sport Training you will gain the knowledge and skills to create healthy and safe environments by recognizing, addressing and preventing maltreatment in sport.' It lists three key learning objectives: understanding the role of everyone in keeping sport safe, recognizing signs of maltreatment, and knowing what to do if you suspect maltreatment. A note states that as of April 1, 2020, all Sport Canada-funded organizations are required to have this training. A question asks if the user is involved with a sport or works for a multi-sport organization, with radio buttons for 'SPORT' and 'MULTI-SPORT'. Below this, a dropdown menu is set to 'Canadian Olympic Committee'. Another section asks to select all involvement types that define the user's role, with checkboxes for 'Executive', 'Athlete involved staff' (checked), 'Technical staff', 'Venue staff', and 'Administrative staff'. At the bottom, there is an 'Add' button and a red 'Continue' button highlighted in yellow.

6. Select options that define you;

- Are you involved with a sport, or do you work for a multi-sport organization?
- Select School Sport Canada.
- Select all involvement types that define your role.

7. Click the “Continue” button to go to the next page and click “begin” to complete the course (red button highlighted in yellow).

This screenshot shows the 'Safe Sport Training' course details page. The left sidebar lists sports categories, with 'Speed Skating', 'Squash', and 'Ultimate' visible. The main content area shows the course title 'Safe Sport Training' and a list of related courses. The 'Safe Sport Training' course is highlighted in red. Below the course title, there is a question: 'Are you involved with a sport, or do you work for a multi-sport organization?' with radio buttons for 'SPORT' and 'MULTI-SPORT'. The 'MULTI-SPORT' option is selected. Below this, there is a dropdown menu labeled 'PLEASE SELECT THE ORGANIZATION' with 'Canadian Olympic Committee' selected. Another section asks to 'PLEASE SELECT ALL INVOLVEMENT TYPES THAT DEFINE YOUR ROLE' with checkboxes for 'Executive', 'Athlete involved staff' (checked), 'Technical staff', 'Venue staff', and 'Administrative staff'. At the bottom, there is an 'Add' button and a red 'Continue' button highlighted in yellow.

8. Be sure to provide your Athletic Director with your NCCP number.

Note: No certificate is given out after completing the course. See page 10 of this document to learn how to view your coach transcript.

Coaching School Sport: Redefining Winning – Access Guide for SSA Members

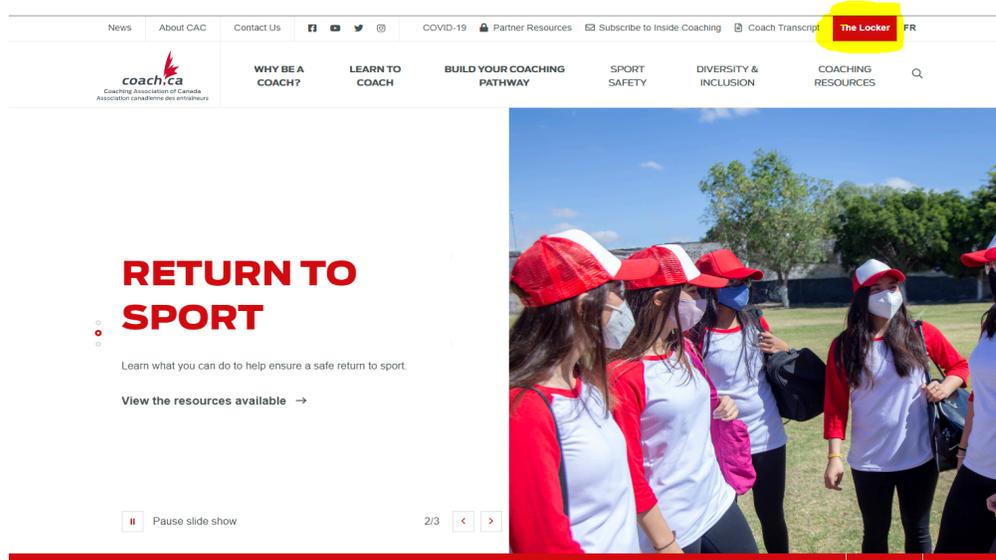
Here are the steps to access Coaching School Sport: Redefining Winning:

1. Go to **coach.ca**

This will take you to the CAC page.

2. Click “The Locker” at the top right of the page

This will take you to the Login page (the red button highlighted in yellow below).



3. You will need to sign in using your NCCP number

a. **If you do NOT have an NCCP number**, you can create one by clicking “Don’t have an NCCP #? Create one now!”. Complete the online form.

b. **If you do not know whether or not you have an NCCP number**, there are a variety of online tools available to assist you including:

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You will be asked to provide your name and birth date. If you have an account, an e-mail will be sent to the registered address.

c. **If you think you have an NCCP # and the online tools did not help you find it**, you can contact the CAC for support by emailing coach@coach.ca.

4. Once you are signed in, click “E-learning” on the navigation bar. This will direct you to the e-learning page where the default setting is “Multi-Sport”.

Note: You can adjust this option using the drop-down menu to select other sport/partner options. When the SSA LMS transition is completed, there will be a “School Sport Canada” option and this is where all of the School Coach courses will be housed.

5. Ensure that “School Sport” is listed on the drop-down menu. On the left sub-menu, select “Coaching School Sport: Redefining Winning” under the list of available courses.

The screenshot shows the coach.ca website interface. The top navigation bar includes HOME, ELEARNING (highlighted), CALENDAR, PATHWAYS, and PROFILE. A search icon is also present. The left sidebar lists various sports categories, with 'School Sport' highlighted in red. Under 'School Sport', 'Coaching School Sport: Redefining Winning' is selected. The main content area displays the course title, requirements (Payment of \$53.95), and a promotional image for the course. Below the image, there is a description of the module and a list of learning outcomes.

Available

- A Coach's Guide to the New Brunswick Interscholastic Athletic Association (NBIAA)
- Coaching for Life Skills
- Coaching School Sport: Redefining Winning**
- Fundamentals of Athletics: Jumps
- Fundamentals of Athletics: Throws
- Fundamentals of Athletics: Track

Coaching School Sport: Redefining Winning

Requirements

REQUIRED	FULFILLED
Payment of \$53.95	--/--/--

Brought to you by School Sport Canada (SSC) in partnership with the Coaching Association of Canada (CAC), *Coaching School Sport: Redefining Winning* is an eLearning module for school coaches in Canada.

This module allows coaches the opportunity to explore the core values of school sport philosophy and coaching in the interscholastic environment. It helps foster an understanding of how winning and success are viewed in school sport in addition to providing tools for coaches to teach student-athletes how to experience success in both victory and defeat. In addition to the athletic development of student-athletes, there is a significant focus on the development of **citizenship skills**. In educational athletics, sport is used to **enhance participants' education** and help them **develop critical life skills**.

The module is designed to produce the following learning outcomes:

- Promote an environment of learning
- Teach citizenship values
- Promote sportspersonship
- Advocate for a healthy lifestyle
- Teach life skills

For more information contact:
Deanna Metro, School Sport Canada Coaching Liaison

6. Click the “Pay Now” button at the bottom of the page (scroll down). **Please Note: There is NO discount code for the “Coaching School Sport: Redefining Winning” course. The SSA is not responsible to reimburse the costs associated with the course.**

7. Be sure to provide your Athletic Director with your NCCP number.

Note: No certificate is given out after completing the course. See page 10 of this document to learn how to view your coach transcript.

School Sport Alberta Coach Information Course

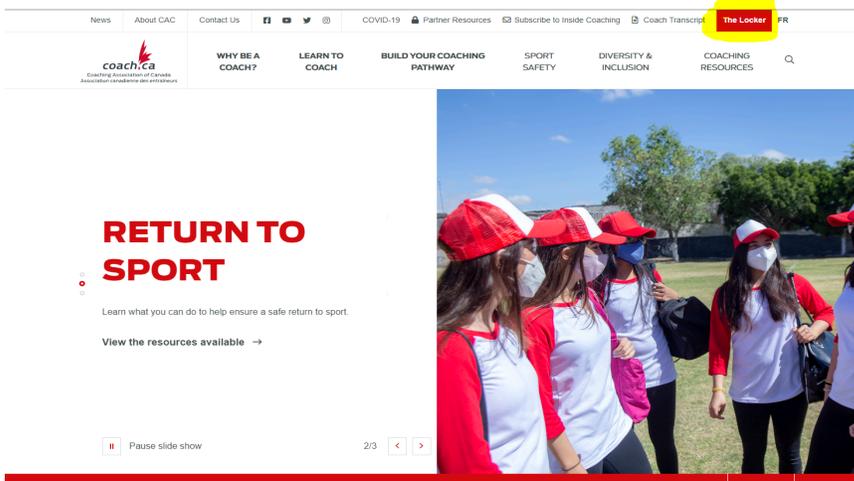
Here are the steps to access School Sport Alberta Coach Information Course:

1. Go to **coach.ca**

This will take you to the CAC page.

2. Click “The Locker” at the top right of the page

This will take you to the Login page (the red button highlighted in yellow below).



3. You will need to sign in using your NCCP number

a. **If you do NOT have an NCCP number**, you can create one by clicking “Don’t have an NCCP #? Create one now!”. Complete the online form.

b. **If you do not know whether or not you have an NCCP number**, there are a variety of online tools available to assist you including:

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c. **If you think you have an NCCP # and the online tools did not help you find it**, you can contact the CAC for support by emailing coach@coach.ca.

4. Once you are signed in, click “E-learning” on the navigation bar. This will direct you to the e-learning page where the default setting is “Multi-Sport”.

Note: You can adjust this option using the drop-down menu to select other sport/partner options. There will be a “School Sport Canada” option and this is where all of the School Coach courses will be housed.

5. Ensure that “School Sport” is listed on the drop-down menu. On the left sub-menu, select “School Sport Alberta Coach Information” under the list of available courses.

6. Click the “Begin” button.

7. Be sure to provide your Athletic Director with your NCCP number.

Note: No certificate is given out after completing the course. See page 10 of this document to learn how to view your coach transcript.

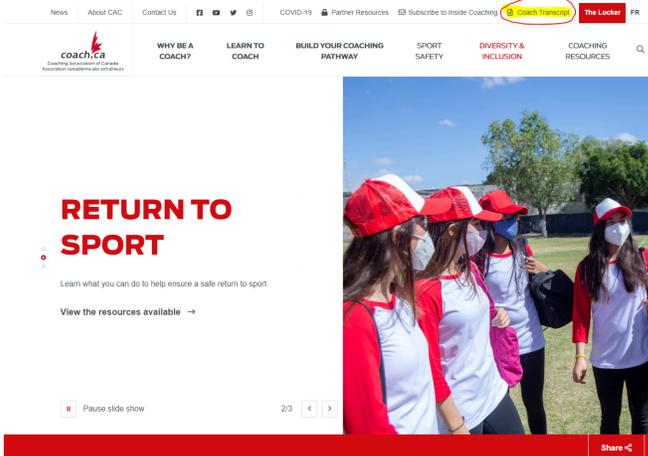
Athletic Directors

Here are the steps if you are wanting to check which courses your coaches have completed (to view the Coach Transcript):

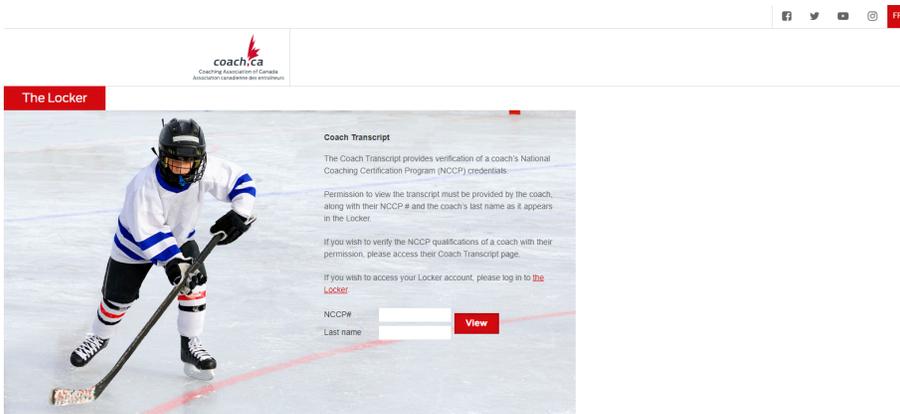
1. Go to **coach.ca**

This will take you to the CAC page.

2. Click on the “Coach Transcript” feature at the top right corner of the main page.
(the button highlighted in yellow below)



3. On this page you will need the NCCP number of the coach to input, and the coach's last name.



4. After entering the information you will then see this window (with the addition of the coach's name) The page defaults to show the coaches transcript but it can be reselected if you click off.

