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## NCCP EVALUATION CHALLENGE: EXPERIENCED COACH

Gymnastics Canada provides an opportunity for experienced gymnastics coaches to *challenge* our National Coaching Certification Program (NCCP) evaluations. Instead of taking the required NCCP courses and then completing a coaching evaluation, coaches can be approved to proceed directly to the evaluation. This process respects and recognizes current coaching competence, including foreign coaches with approved training and certification.

To be considered for recognition of coaching competence through Gymnastics Canada, coaches must be currently living and working at a gymnastics club in Canada. It is also required that coaches are a registered member with their provincial/territorial gymnastics federation (PTO).

Once their application has been reviewed, the coach and their club will receive written notification from Gymnastics Canada confirming the level of evaluation that they are able to challenge. This will be completed on a case-by-case basis; some consideration may be given to special cases.

The coach will receive an evaluation package after the level of evaluation has been determined. Upon its completion, an NCCP Trained Coach Evaluator will be assigned to the applicant by their PTO.

### COACHING APPLICATION DOSSIER

Those applying to the NCCP Evaluation Challenge must submit the following to Gymnastics Canada:

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|--|---|
| ✓ Non-refundable <b>\$125.00</b> application fee<br>Payable to Gymnastics Canada                                   | ✓ Vulnerable Sector Check or Enhanced Police Information Check from Canada<br>(issued within the last year)   |
| ✓ Up-to-date resumé  | Coaches who have not resided in Canada for at least five (5) years must also obtain the equivalent of a Vulnerable Sector Check or Enhanced Police Information Check from any country where they have spent 183 days (6 months) or more within the last five (5) years. |
| ✓ Copy of school/university transcripts<br>* If applicable   |   |
| ✓ Copy of official coaching certifications or accreditations from country of origin<br>* If applicable             |   |
| ✓ Letter of recommendation from previous National Gymnastics Federations<br>Requirements can be found on pages 3-4 | ✓ Any other relevant information (FIG Brevet card, special honours received, etc.)  |

For their application to be considered, coaches must also complete the following training modules:

- ✓ [Coaching in Canada](#)
- ✓ [Safe Sport Training](#)
- ✓ [NCCP Making Head Way](#)
- ✓ [NCCP Making Ethical Decisions \(MED\) Online Evaluation](#)
- ✓ [Respect in Sport for Activity Leaders](#)

All documents that are submitted must be officially translated by a certified interpreter to either English or French; copies of original and translated documents must be submitted as well.

### HERE'S HOW TO APPLY

Please submit the application form on page 2 (to [coaching@gymcan.org](mailto:coaching@gymcan.org)) with all the required documentation. A minimum of 4 weeks is required to complete the application review process.

Once the application is approved by Gymnastics Canada, we will contact the coach to confirm the level of evaluation that they are able to challenge. A minimum of 4 weeks is then required to complete the evaluation process.



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## Application Form: Experienced Coach

*Incomplete applications will not be reviewed until complete documentation has been provided*

Name:

NCCP #:

Email Address:

Phone:

Mailing Address:

City:

Province:

Postal Code:

Club:

Current Position:

Please confirm the gymnastics discipline(s) you are applying to challenge:

*Additional evaluation fees will apply for multi-discipline evaluations*

Men's Artistic Gymnastics

Rhythmic Gymnastics

Women's Artistic Gymnastics

Acrobatic Gymnastics

Trampoline Gymnastics

Method of Payment:

Visa

Mastercard

Card Holder's Name:

Card Number:

Expiration Date:

I authorize the payment of **\$125.00** on my credit card (Visa or Mastercard only).

Signature of the Card Holder:

Please submit this form and your supporting documentation to [coaching@gymcan.org](mailto:coaching@gymcan.org).



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## **Letter of Recommendation**

All applications must include a letter of recommendation from each of the coach's previous National Gymnastics Federations (see template on page 4). The following components are required:

- Official letterhead of the National Gymnastics Federation
- Confirmation of the coach's certifications or accreditations which are recognized by the National Gymnastics Federation
- An official summary of or link to the specific technical skills covered in all the courses that make up the coach's official coaching qualifications
- Confirmation of the coach's membership status with the National Gymnastics Federation  
This includes the details of any investigations and disciplinary actions towards the coach, including cancellations and/or suspensions.
- Contact information for the National Gymnastics Federation

**Failure to address all components listed will cause a delay in the application review process.**

**Gymnastics Canada will request that a new letter be submitted as part of the coach's application.**

[Date]

**Attention:** Gymnastics Canada ([coaching@gymcan.org](mailto:coaching@gymcan.org))

**Subject:** [Applicant Name], Letter of Recommendation

To Whom It May Concern,

The [National Gymnastics Federation] can confirm that [Applicant] currently holds the following coaching accreditations:

- EX. Women's Artistic Gymnastics Level 1 Certification
- EX. Trampoline Gymnastics Level 2 Certification

An official summary of the specific technical skills that are covered in these coaching courses can be found below:

We can confirm that [Applicant] was a member in good standing with the [National Gymnastics Federation]; they complied with all their explicit obligations while not being subject to any form of suspension, disciplinary action, or investigation.

**[OR]** We can confirm that [Applicant] had their membership suspended/cancelled on the following grounds:

**[OR]** We can confirm that [Applicant] was subject to an investigation concerning the following:

*Please include justification for the investigation and explain its result.*

Please contact [Name] at [Email Address] should you have any questions.

Sincerely,

Signature

Name

Position, National Gymnastics Federation