

KARATE MANITOBA NCCP's COMMITTEE POLICY:

The NCCP Committee is a standing committee that consists of the Committee Chair position and maximum 3 coaches. The Committee Chair position is a two year term and the position is re-appointed every two years.

PROGRAM MANDATE:

- Is to develop, maintain, enhance programs designed to raise the level of expertise of coaches in Karate Manitoba.

PROGRAM OUTCOMES:

- The NCCP program should provide an ACTIVE opportunity for all level of coaches
- Participants will practice to prepare for coaching at Karate Manitoba events.
- Participants will learn WKF rules of competition **as adopted** by Karate Manitoba and Karate Canada.
- The program will help the participants achieve their required coaching credentials
- Participants must attend a minimum of 75% of coaching clinics and refreshers as required
- Participants will assist and support fundraising opportunities that are provided specific to coaches

Committee Chair Qualifications, Duties and Responsibilities:

- The Chair must be a minimum Sandan Level
- The Chair must either have their own Dojo and/or be one of the chief instructors
- The Chair must have or is **actively** working towards their level 3 Coaching Certification
- The Chair must be willing to work towards their Learning Facilitators (LF) Certification
- The Chair must provide written reports to the Karate Manitoba Board liaison on activities of the NCCP Committee
- The Chair must organize an NCCP committee meeting minimum of 1 meeting minimum every 2 months
- The Chair must establish a yearly plan and monitor the work of the committee to ensure that the tasks are being completed.
- The Chair provides input to the budget process for funding of coaching activities each year
- The Chair promotes and encourages coaching upgrading of qualifications and organizes clinics when needed. Maintains up to date records of coaches experience profiles and a list of active coaches.
- The Chair provides opportunities in conjunction with other Provinces and Karate Canada for qualified coaches to gain experience.
- The Chair ensures that all coaches are familiar with any new policies and procedures.
- The Chair ensures that all coaches are current members of Karate Manitoba and Karate Canada.
- The Chair is responsible for knowing and understanding the NCCP Committee Policy as written by Karate Manitoba.

NCCP COMMITTEE TRAVEL POLICY:

The Board *will* consider financial support for NCCP requests to participate in coaching opportunities out of province at Karate Manitoba sanctioned events. Nationals and the Karate Canada Summit are to be included in the NCCP Program budget. The procedure below applies to ALL additional events Karate Manitoba coaches may attend representing Karate Manitoba. The process will be conducted on an event by event basis as follows

1. The NCCP Chair is to submit said request per each event to the NCCP Board Liaison representative. The request must outline the benefits to Karate MB as well upon return the said person(s) must submit a written report within 2 weeks that outlines what was learned and how this information will now be shared with other coaches and members of Karate Manitoba.
2. Nationals and the Karate Canada Summit are to be included in the NCCP Program budget
3. The request must be forwarded in writing, including expenses and proposed event details
4. The Board Liaison will present the request to the Financial Committee for approval.
5. If approved, the NCCP committee is responsible to coordinate travel arrangements
6. Requests for funding will be determined by the Financial Committee on an event by event basis
7. The Financial Committee has the discretion to approve some or all of the expenses outlined in the table below.

Rates for funding are as follows

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| • Transportation fees – airport (landing)-hotel-airport: | \$40 |
| • Per Diem fees - | dependent upon location |
| • Accommodation fee – maximum 2 nights | \$50 per night towards hotel fee |
| • Airfare fee | \$200 maximum subsidy |
| • Mileage rate | .40/mile |

****** Allotments will be reviewed annually and may change due to increase/decrease in program participants and annual NCCP program budget funding***