

## Making Head Way – Access Guide for ASAA Members

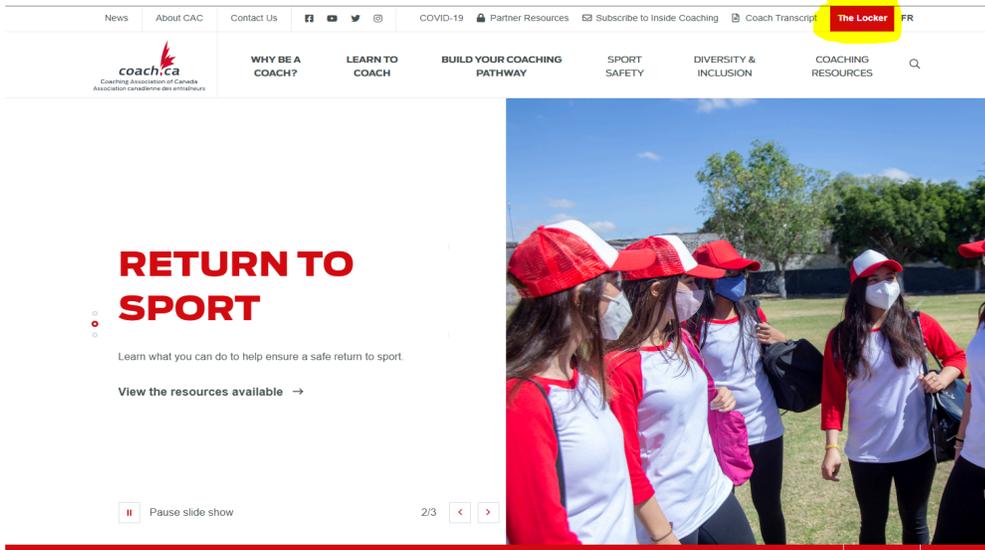
Here are the steps to access Making Head Way:

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](mailto: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 ASAA 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 ASAA Members

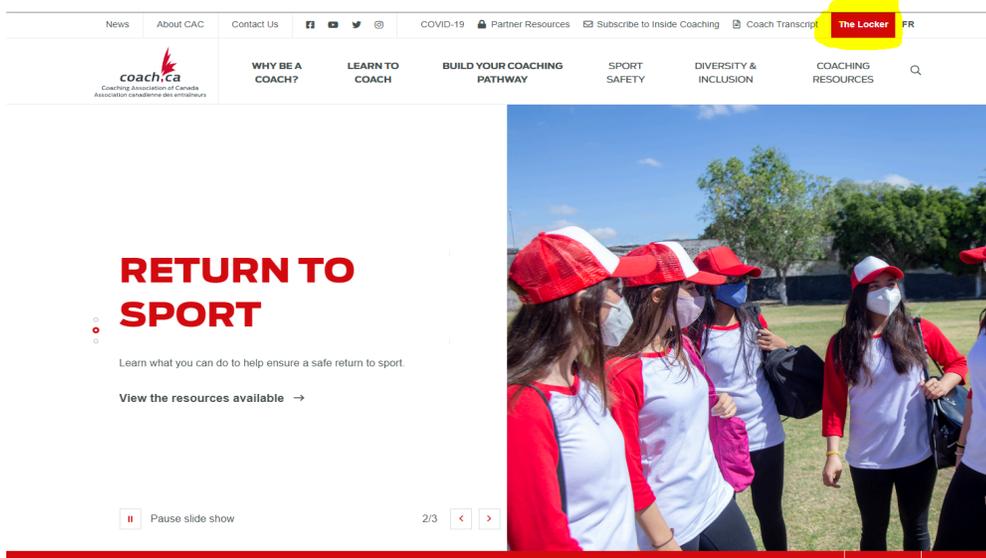
Here are the steps to access Safe Sport Training:

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:

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**, then you can contact the CAC for support by sending an email to [coach@coach.ca](mailto: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 ASAA 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 interface. The navigation bar includes HOME, ELEARNING (highlighted), CALENDAR, PATHWAYS, and PROFILE. A search icon is also present. On the left, a sidebar menu lists various sports: Alpine Ski, Athletics, Cross Country Skiing, Field Hockey, Football, Freestyle Ski, Rowing, Rugby, School Sport, Snowboard, Soccer, Softball, Special Olympics, Speed Skating, Squash, and Ultimate. The 'Available' course list includes: Anti-racism in Coaching, Asthma Management in Sports, Athlete Representation Training: Athlete Director Module, Athlete Representation Training: Athlete Representative Module, Athlete Representation Training: Athletes' Council Module, Canada Games Coaching, Decision Making for Officials, Leading a Return to Sport Participation, Making Head Way in Sport, Mental Health in Sport, NCCP Coach Initiation in Sport, NCCP Coaching Athletes with a Disability, NCCP Creating a Positive Sport Environment, NCCP Emergency Action Plan, NCCP Leading Drug-free Sport, NCCP Make Ethical Decisions (MED) Online Evaluation, NCCP Managing Conflict Online Evaluation, NCCP Sport Nutrition, Raising Next Gen Men, Skilled Interaction for Officials, Understanding the Rule of Two, NCCP Making Head Way, Safe Sport Training (highlighted in red), and Support Through Sport. The main content area features a banner for 'SAFE SPORT TRAINING' and 'SECURITY FOR SPORT'. Below the banner, text explains that safe, inclusive sport environments help make sport rewarding and enriching for all. It states that by completing Safe Sport Training, users will gain knowledge and skills to create healthy and safe environments by recognizing, addressing, and preventing maltreatment. After completing the training, users will be able to:
 

- Understand that everyone has a role to play in keeping sport safe, how the misuse of power leads to maltreatment, and the principles of the Universal Code of Conduct.
- Understand the various types of maltreatment, the conditions that enable them, and how to recognize signs that they may be happening.
- Know what to do if you suspect maltreatment, and how you can create a culture that protects all participants. As of April 1, 2020, all Sport Canada - funded organizations are required to have training in abuse and harassment available to everyone under their immediate authority. Please identify the role for which you've been requested to completed this training. Your selection will trigger the appropriate version of the training.

 A note states that as of April 1, 2020, all Sport Canada - funded organizations are required to have training in abuse and harassment available to everyone under their immediate authority. Please identify the role for which you've been requested to completed this training. Your selection will trigger the appropriate version of the training. A question asks: 'Should you perform roles in multiple categories, please select the one that most closely relates to your main responsibilities.' Below this, a question asks: 'Are you involved with a sport, or do you work for a multi-sport organization?' with radio button options for SPORT and MULTI-SPORT. A note states: 'Coaches who are maintaining their trained or certified status will receive 2 Professional Development(PD) points upon completing this eLearning module.' A final note states: 'This FREE eLearning will take approximately 90 minutes to complete. You may complete the module in multiple sittings. Once you have completed Safe Sport Training the module will appear in your Locker transcript.'

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).

coach.ca

HOME **ELEARNING** CALENDAR PATHWAYS PROFILE

Speed Skating  
Squash  
Ultimate

NCCP Managing Conflict Online Evaluation  
NCCP Sport Nutrition  
Raising Next Gen Men  
Skilled Interaction for Officials  
Understanding the Rule of Two  
NCCP Making Head Way  
**Safe Sport Training**  
Support Through Sport

Are you involved with a sport, or do you work for a multi-sport organization?

SPORT  
 MULTI-SPORT

PLEASE SELECT THE ORGANIZATION

PLEASE SELECT ALL INVOLVEMENT TYPES THAT DEFINE YOUR ROLE

Executive (Senior staff, high performance directors and operational board member)  
 Athlete involved staff (Consultants, adjudicators, investigators)  
 Technical staff (Performance staff, physio, massage, nutrition, mental, s&c)  
 Venue staff (Training center, event)  
 Administrative staff (Admin, finance, governance board, organizing committee, event or location volunteers (without athlete contact))

Add

**Continue**

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 ASAA Members

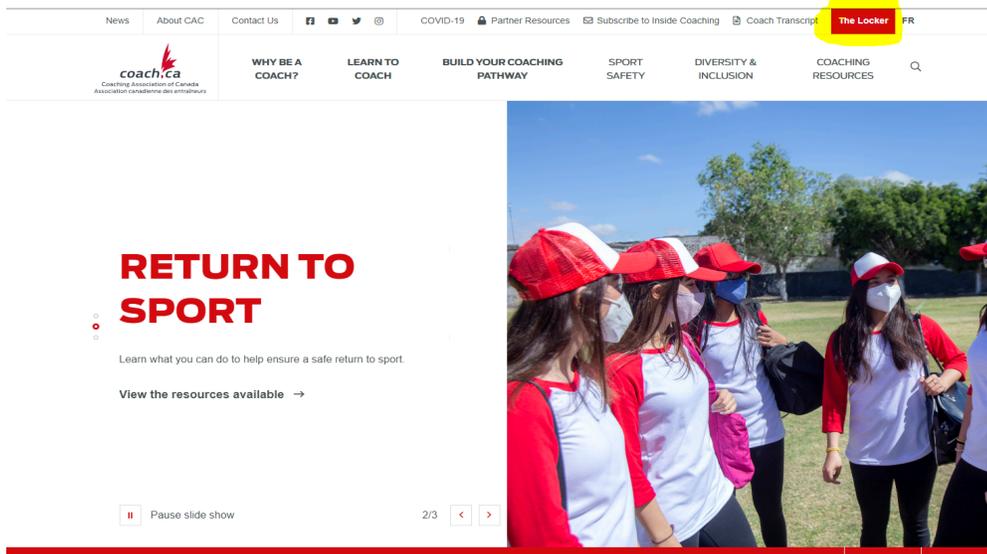
Here are the steps to access Coaching School Sport: Redefining Winning:

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:

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](mailto: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 ASAA 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 navigation bar includes 'HOME', 'ELEARNING', 'CALENDAR', 'PATHWAYS', and 'PROFILE'. The 'Elearning' section is active, with a sidebar on the left listing various sports categories. The 'School Sport' category is highlighted. The main content area features the course 'Coaching School Sport: Redefining Winning'. A progress bar indicates that the course is 'REQUIRED' and 'FULFILLED'. The price is listed as 'Payment of \$53.95'. Below the progress bar is a promotional image for the course with the text 'COACHING SCHOOL SPORT SSC REDEFINING WINNING Coach today, teach for life.' The course description states it is brought to you by School Sport Canada (SSC) in partnership with the Coaching Association of Canada (CAC). The module allows coaches to explore core values of school sport philosophy and coaching in the interscholastic environment. 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 ASAA 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.**

## ASAA Coach Information Course

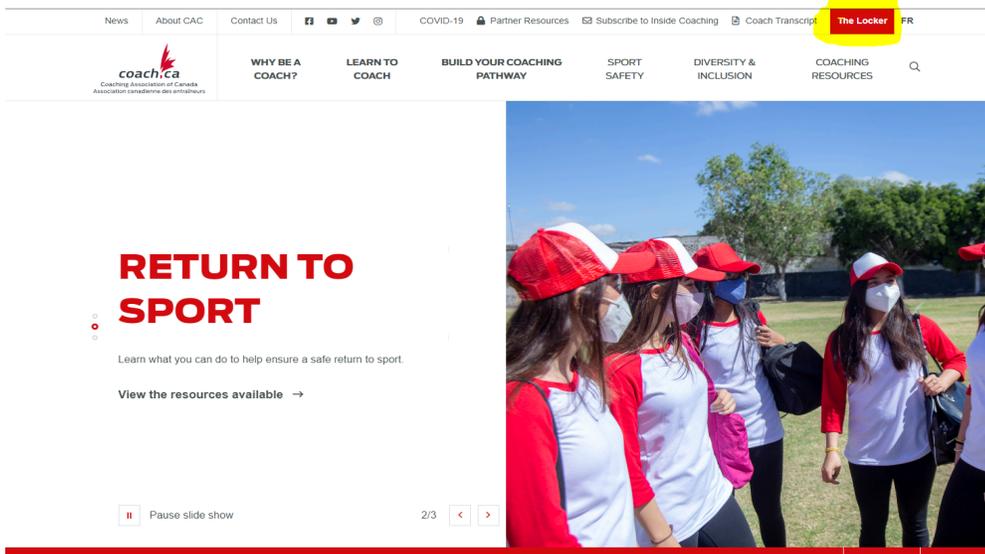
Here are the steps to access ASAA Coach Information Course:

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

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**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 “ASAA Coach Information” under the list of available courses.

#### ASAA Coach Information

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.**

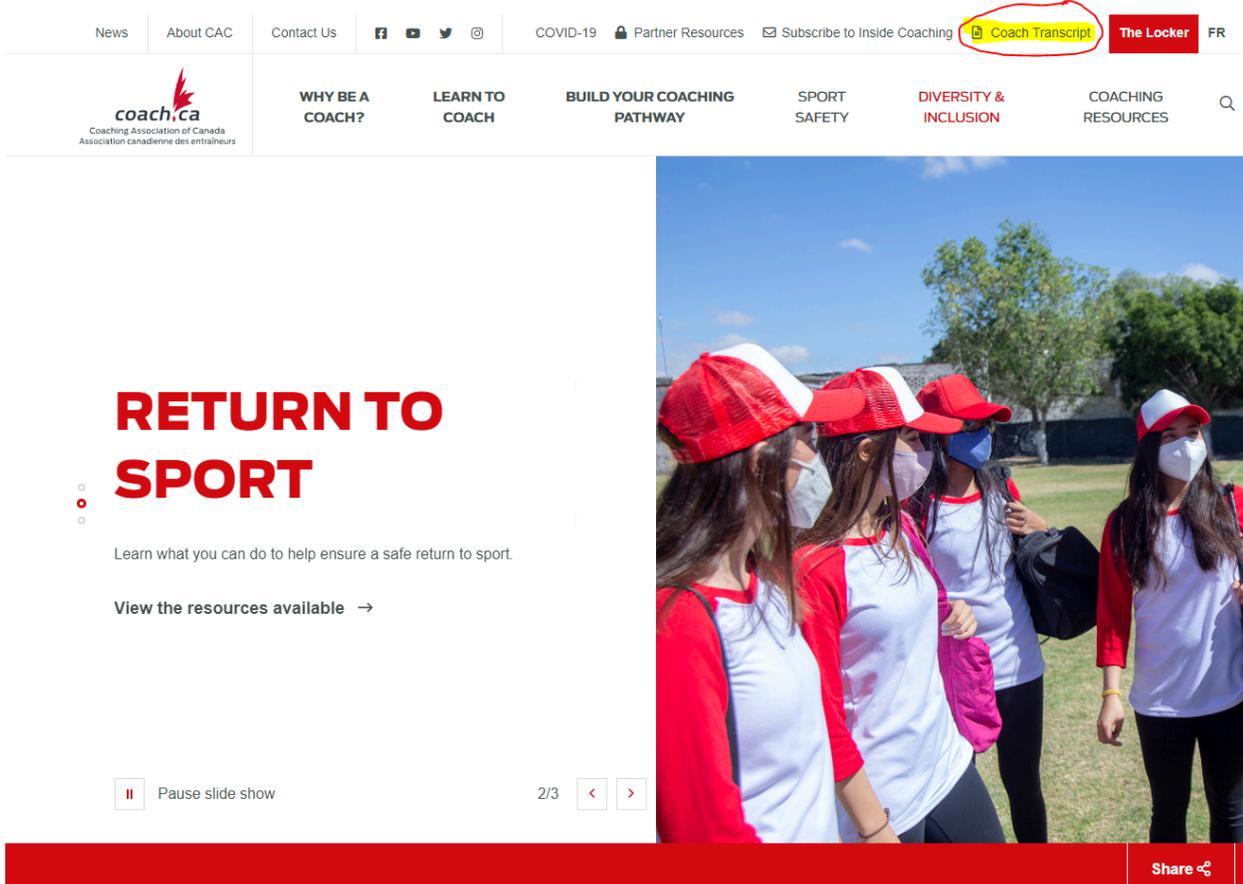
## Athletic Directors

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.

The Locker



**Coach Transcript**

The Coach Transcript provides verification of a coach's National Coaching Certification Program (NCCP) credentials.

Permission to view the transcript must be provided by the coach, along with their NCCP # and the coach's last name as it appears in the Locker.

If you wish to verify the NCCP qualifications of a coach with their permission, please access their Coach Transcript page.

If you wish to access your Locker account, please log in to [the Locker](#).

NCCP#

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.

CERTIFICATION HISTORY

TRANSCRIPT

FILTER All sports All contexts All audiences All sections Simple view

MAINTENANCE

COACH DEVELOPER

- none -