

Want to host an...



# Coaching in Ontario Schools

## Secondary Workshop?



In this booklet you will find everything you need to know about hosting an OFSSAA NCCP Coaching in Ontario Schools workshop.

### What is OFSSAA's Coaching in Ontario Schools (CIOS) Workshop?

CIOS is a program developed by the Coaching Association of Canada and the Ontario Federation of School Athletic Associations to give teacher-coaches and community volunteers the special skill-set they need to coach effectively in the school environment. The three and a half hour course is NCCP accredited, and participants will also receive an OFSSAA Certificate of Completion.

The workshop is led by a NCCP trained Learning Facilitator and combines information required by coaches of beginner to intermediate athletes with skills they specifically need to work with student-athletes in the school environment.

### Why Should You Host a NCCP/OFSSAA CIOS Workshop?

Over 240,000 students participate in high school sports, with 25,000 coaches providing quality athletic programs in our secondary schools.

OFSSAA's CIOS is a beneficial **resource for coaches**. CIOS provides:

- NCCP Accreditation
- Introduction to Opeha Safety Guidelines
- Stronger knowledge of OFSSAA policies and procedures
- Understanding of school sport philosophy
- Understanding/overview of CS4L
- Concussion information
- **Better coaches**





## Hosting a CIOS Workshop

Hosting a course is easy! If you decide you would like to host a CIOS course, you will need to liaise with the OFSAA office. Your very first step should be to contact **Erik Espinola** at OFSAA. He can be reached at (416) 426-7438, or [erik@ofsaa.on.ca](mailto:erik@ofsaa.on.ca).

### Host Responsibilities

- Contact Erik Espinola
- Pick a date, time, location (in consultation with OFSAA)
- Book a facility/room (ensure there is access to projector, screen, flip chart, if necessary)
- **Promote the workshop!**
- Liaise with Learning Facilitator
- Collect participant registration fees (if applicable)
- Arrange for workshop payment to OFSAA

### OFSAA Responsibilities

- Book Learning Facilitator
- Ship CIOS manuals and materials to host
- Ensure NCCP registration is submitted to Coaching Association of Canada
- Troubleshooting
- If you have *any* questions, please do not hesitate to contact the OFSAA office

## What Do You Need to Know?

### CIOS Workshop Facts for Hosts:

- Participants receive NCCP Accreditation
- **Faculties of Education:** \$25/participant.  
**School/Boards:** \$25/participant plus cost of Learning Facilitator and travel (if applicable)
- Minimum of 12 and maximum of 30 participants per workshop
- Workshops are 3.5 hours long (allow for half-hour set-up time for Learning Facilitator), with a flexible format
- Learning Facilitators are trained across the province
- Course can run any time (week day, week night, weekend)

- Canadian Sport for Life (CS4L) resource booklet
- Registration into NCCP database
- OFSAA Certificate of Completion

### What's Included?

- OFSAA's CIOS Coach manual/workbook





# Sample CIOS Workshop Timeline

(Half day clinic - 3.5 hours)

- |    |  |         |
|----|--|---------|
| 1. | Welcome  | 20 min. |
|    | <ul style="list-style-type: none"><li>- Introduction to OFSAA and NCCP</li><li>- Introduction of core competencies</li><li>- Climate setting</li></ul> |         |
| 2. | Canadian Sport for Life  | 30 min. |
| 3. | Starting Point - School Sport vs. Community Sport  | 15 min. |
| 4. | OFSAA and School Sport   | 15 min. |
| 5. | Coach Philosophy   | 45 min. |
| 6. | Policies, Procedures and Safety Guidelines   | 45 min. |
|    | <ul style="list-style-type: none"><li>-Including concussion information</li></ul>  |         |
| 7. | Coach Responsibilities   | 15 min. |
| 8. | Conclusion and Evaluation  | 10 min. |
|    | <ul style="list-style-type: none"><li>- Workshop evaluation</li><li>- OFSAA Certificate of Completion</li><li>- Q &amp; A</li></ul>                    |         |



# Sample Planning Checklist



## 6+ Weeks Before Workshop

- Contact Erik Espinola, OFSAA (416-426-7438, [erik@ofsaa.on.ca](mailto:erik@ofsaa.on.ca))
- Contact Learning Facilitator (contact details provided by Erik) to confirm details

## 6 Weeks Before Workshop

- Reserve facility
- Reserve or obtain supplies and equipment as needed (ex - LCD projector, screen, flip chart, markers, tape, other)
- Promote workshop

## 2 Weeks Before Workshop

- Confirm participants
- Inform OFSAA of official numbers
- Confirm equipment and/or supplies
- Inform Learning Facilitator of number and background of participants (teacher, community member, etc.)

## Day of Workshop

- Set up room (half hour prior)
  - post directional signs to workshop room if needed
  - ensure equipment is working
  - set-up refreshments (optional)
- Coordinate on-site session
- Introduce/thank Learning Facilitator



## After Workshop

- Send leftover materials back to OFSAA (if necessary)
- Submit registration fees to Learning Facilitator or OFSAA office
- Feel free to contact OFSAA with any feedback or concerns about the course

**Book your workshop today! Contact Erik Espinola at OFSAA:**  
(416) 426-7438, [erik@ofsaa.on.ca](mailto:erik@ofsaa.on.ca)