



GUIDELINES FOR HOSTING NCCP COURSES

The following guidelines have been developed to provide host organizers, course administrators and Learning Facilitators with the information necessary for the planning, implementation and follow-up of NCCP courses.

1. Applying to Host

Any person or organization wishing to host an AGF course must submit an “Application to Host NCCP Courses” form (see attached). Please complete the application in full and return it to the AGF office c/o the applicable Program Coordinator. Priority will be given to applicants who can anticipate course participants and who are current members in good standing of the Alberta Gymnastics Federation.

Note:

In some cases, the host club may be asked to ensure that the course does not operate at a loss and cover any expenses that are not covered by the course fee and/or funding. A deadline for registration will be set, and if the minimum number of participants, as established by the specific Program Coordinator, has not been attained at this time, AGF reserves the right to cancel the course.

2. Shared Responsibilities

Upon approval of the hosting applications, the AGF, the host organizer and the learning facilitator will assume the following responsibilities.

AGF Responsibilities

- Arrange for Learning Facilitator(s); with accommodation, travel and expenses.
- Confirm date(s) and location of the course and directions to the gym.
- Distribute course information and registration forms to AGF members.
- Collect and process all registration forms and fees.
- Delivery of all course material to the host location.
- Process the completed course registration form, evaluations, etc. upon receipt from the Learning Facilitator(s).
- Compile course material and distribute information as needed.

Host Organizer Responsibilities

- Appoint a liaison with AGF and Learning Facilitator for course organization.
- Confirm course facility, equipment and dates.
- Promote the course within the club, community and zone.
- Arrange for hospitality if required.
- Ensure facility is clean and course area is set up (i.e., tables/chairs) and free from any distractions.
- Open (at least 30 minutes prior) and close the facility.

Learning Facilitator Responsibilities

- Confirm facility, equipment, emergency procedures and course schedule.
- Ensure all manuals and course materials have been picked up or delivered and that all required teaching aids have been obtained.
- It is the joint responsibility between the host club and the Learning Facilitator to organize and provide athlete demonstrators who meet the required skill level for the course being taught. Required skill levels will be determined by the Learning Facilitator.
- Ensure that all course administrative forms, expense claims and unused course materials have been properly completed and returned to the AGF office for processing within **one** week following the completion of the course.

Participants' Qualification

The Learning Facilitator must submit the names of the course participants on the appropriate registration forms if the participants are to receive credit for the course.

Forms must be returned to AGF within 2 weeks following the course.

3. Gym Requirements

Gym should be free of programs, or no more than 1 regularly scheduled class running at the same time. This is for the safety and benefit of both the course and your gym's program.

Please reference the "Application to Host NCCP Courses" form for the complete gym requirements specific to the course you are planning on hosting.



APPLICATION TO HOST NCCP COURSES 2010-2011

CLUB: _____ PHONE# : _____

ADDRESS: _____

CONTACT PERSON(S): _____

PHONE NUMBERS: _____ (HOME) _____ (CELL)

PREFERRED LEARNING FACILITATOR(S): _____

(Please read and sign the following agreement)

I agree to provide a quiet room (so the facilitator is not competing with any other voices), suitable chairs and tables. A gym space for the participants to practice and for the facilitator to deliver the class without interruptions or distractions, preferred free from any other ongoing classes or birthday parties. A chalk or marker board, paper, markers etc, if needed; and AV equipment if required by the facilitators. A staff person from my club will also be provided to open and close the gym.

I understand that registrations are going to close 1-2 weeks prior to the event, to allow time to prepare the course material and deliver it to the gym and no registrations will be admitted afterwards. I understand that Facilitators cannot take registrations on site or allow participants, even from our club, who is acting as a host, without a receipt and without appearing on the AGF registration form. I understand that no exceptions will be made.

Cancellation Policy:

AGF reserves the right to cancel any courses with insufficient registration 1 week prior to the commencing of the course without having to pay the host honorarium fee to the club. If cancellations from AGF occurred after the week period, AGF will pay the Hosting Club the honorarium fee in full. In the event that cancellations from the Club occur after registrations has been open to the public, a penalty of \$200 per occurrence payable to AGF will be levied against the Club. Please note some clubs may not be eligible for the Hosting Honorarium under certain circumstances, please contact AGF for more information.

I have read all the above and agree to these terms and conditions in addition to the policies relating to requirements, course material and cancellations for this course.

Intending to be legally bound, I fully understand this agreement and I certify that I am authorized to sign this agreement without the consent of any other person.

Signature

Date

COURSES:

LFC = Learning Facilitator Contacted

If you already have contacted a facilitator and he/she has agreed to facilitate any of the courses you are requesting, write his/her name under the LFC line.

Please write the days, beside the month that your club would like to host any of the following courses:

Gymnastics Foundations Intro (Part 1) (14 hours + 2 Lunch breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Gymnastics Foundations Theory (Part 2) (8 hours + Lunch)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Gymnastics Foundations Sport Specific:

Gymnastics Foundations Artistic Gymnastics (Part 3) (8 hours + Lunch break)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Gymnastics Foundations Trampoline Gymnastics (part 3) (8 hours + Lunch Break)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Active Start (8 Hours + Lunch Break)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Level 2 Women's Artistic Gymnastics (33 hours + Lunch Breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Level 2 Men's Artistic Gymnastics (33 hours + Lunch Breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Level 3 Women & Men's Artistic Gymnastics (55 hours + Lunch Breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Level 2 Trampoline Gymnastics (21.5 hours + Lunch Breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Level 3 Trampoline Gymnastics (25 hours + Lunch Breaks)

	Dates	LFC		Dates	LFC
July	_____	_____	January	_____	_____
August	_____	_____	February	_____	_____
September	_____	_____	March	_____	_____
October	_____	_____	April	_____	_____
November	_____	_____	May	_____	_____
December	_____	_____	June	_____	_____

Please complete this form and return it to the Alberta Gymnastics Federation office by March 31, 2011
By mail to: #207, 5800 2 street S.W. Calgary AB T2H-0H2
By fax: (403) 259-5588

Hosting Requirements:

Gymnastics Foundations Introduction Course:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Minimum gymnasium equipment requirements

- 2 Incline mats (wedge mats)
- 2 Trapezoids (4 sections each)
- 3 Low beams or Floor beams or Benches (3 in any combination)
- Wall bars (ideal, especially if don't have access to artistic equipment)
- 1 High bar (if don't have Wall bars)
- 1 40' x 40' Floor OR
- Floor strips (please indicate number & size)_
- 3 20 cm Landing mats (please indicate size)_
- 10-12 Hoops
- 10-12 Beanbags
- 10-12 Balls of various sizes (8-14" diameter/inflatable)

Gymnastics Foundations Theory Course:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Gymnastics Foundations Artistic Gymnastics Course:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Gymnastics Foundations Artistic Gymnastics Course (continued):

Minimum gymnasium equipment requirements

- 2 Incline mats (wedge mats)
- 2 Trapezoids (4 sections each)
- 1 40' x 40' Floor mat
- 3 Low beams or Floor beams or benches (3 in any combination)
- 1 Regulation beam (with corresponding landing mats)
- 1 Wall bars (ideally)
- 1 High bar and 1 Uneven bar OR 2 Uneven bars (with corresponding landing mats)
- 1 Parallel bars (must be adjustable - with corresponding landing mats)
- 1 Rings (ideal if adjustable or low - please describe)_
- 3 20 cm Landing mats (please indicate size)_
- 10-12 Hoops
- 10-12 Balls of various sizes

Gymnastics Foundations Trampoline Gymnastics Course:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Minimum gymnasium equipment requirements:

- 1 Trapezoid (4 sections)
- 1 Double mini-trampoline (with landing mats)
- 1-2 Trampolines with frame pads (with end decks if above ground)
- 1 Tumble track (please indicate size)
- 1 40' long tumbling strip
- 2 20 cm Landing mats (please indicate size)
- 2 throw in spotting mats (please indicate size)

Gymnastics Foundations Active Start:

Teaching area to include

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Gymnastics Foundations Active Start (continued):

Minimum gymnasium equipment requirements

- Stereo with CD or iPOD connection
- 1 Incline mat (wedge mat)
- 1 Trapezoid (4 sections)
- 3 Low beams or Floor beams or benches (3 in any combination)
- 1 Low bar (can be attached to wall bars, jungle gym or trestles)
- Floor mats (please describe number & size)_
- 1 20 cm Landing mat (please describe)_____
- 10-12 Hoops
- 20 Beanbags
- 10-12 balls of various sizes (8-14" diameter/inflatable)

Level 2/3 Men's and Women's Artistic Gymnastics Course:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Equipment List:

tumbling strips	2
floor exercise area (40x40)	1
combination vaulting/pommel horse	2
buck horse	1
low pommel horse	1
pommel horse mushroom	1
Reuther boards	3
trampoline or mini-tramp	1
high beam	1
low beam	2
asymmetric bars	2
parallel bars	2
low floor parallels or parallelles	1
adjustable horizontal bars	2
FIG rings	1
adjustable rings	1
crash mats	4 or more
mats	enough for apparatus
benches	several
box horses (for spotting) or other stable	several
objects for spotting platforms	

Note: Many gyms only have two sets of floor plates. If this is the case, ensure that there are auxiliary bars (e.g. parallel bars or low floor bars available).

Level 2/3 Men's and Women's Artistic Gymnastics Course (continued):

Demonstrators:

Usually two demonstrators are required, who can perform the skills very well, as models of "correct" performance.

Event	Male	Female
Tumbling	p	p
Rings	p	
Uneven Bars		p
General Bars	p	p
Beam Tumbling		p
Parallel Bars	p	
Vault	p	p

Trampoline Level 2 & 3:

Teaching area to include:

- 1 chair per participant & LF
- 1 5-foot table per 3 participants
- 1 5-foot table for LF(s)
- LCD projector
- Projector Screen or Projection surface
- Extension cord & power bar
- White Board, white board markers, and eraser OR Blackboard, chalk, and eraser
- Flip Chart stand, paper (one full pad), and flipchart markers

Level 2 Trampoline:

Based on information in past NCCP regulations, hosting guidelines for Trampoline are as follows (minimum equipment required):

- 1 trampoline per 6 coaches & a maximum of 18 coaches in the course; 2 trampolines = 1 CC;
- 3 trampolines = 2 CC

- Inground trampolines or trampolines with regulation end decks & mats surrounding apparatus
- 1 'crash' mat per trampoline
- 1 'throw in' mat per trampoline
- 1 spotting belt with ropes
- Demonstrators who can do Level 2 skills

Level 3 Trampoline:

2 trampolines, a maximum of 12 coaches in the course and a minimum of 2 CC

- Inground trampolines or trampolines with regulation end decks & mats surrounding apparatus
- 1 'crash' mat per trampoline
- 1 'throw in' mat per trampoline
- 1 spotting belt with ropes
- Demonstrators who can do Level 3 skills