



GYMNASTICS NOVA SCOTIA



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APPLICATION 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 a GNS course must submit an “**Application to Host NCCP Courses**” form. Please complete the application in full and email to the GNS Technical Director - gnscoach@sportnovascotia.ca - a minimum of 6 weeks prior to the planned course date. Priority will be given to applicants who can anticipate course participants and who are current members in good standing of Gymnastics Nova Scotia and who have successfully hosted Foundations courses in the past.

2. Shared Responsibilities: Upon approval of the hosting applications, the host organizer and the learning facilitator will assume the following responsibilities.

GNS 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 GNS members.
- Collect and process all registration forms and fees.
- Delivery of all course material to the host location (all forms, markers, manuals, flipcharts, LCD projector, etc)
- Process the completed course registration forms, evaluations, etc. upon receipt from the Learning Facilitator(s).
- Compile course material and distribute information as needed

Host Organizer Responsibilities:

- Appoint a liaison with GNS and Learning Facilitator for course organization.
- Confirm course facility, equipment and dates.
- Promote the course within the club, community and zone.

- 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.
- Adhere to all current guidelines in the Gymnastics NS Protocols for Reopening document.

Learning Facilitator Responsibilities:

- 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 GNS office for processing within one week following the completion of the course.
- 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 GNS within 1 week following the course.
- Adhere to all current guidelines in the Gymnastics NS Protocols for Reopening document.

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 fill in the following:

GNS Club:		City:	
Club Contact:		Email:	
Phone:		Course(s) Requested:	
# of host club coaches:		LF Requested:	
Requested Dates:	<i>(include at least 2 options)</i>		

**Gymnastics Nova Scotia reserves the right to cancel any course if there are not enough participants by the registration deadline.*

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: _____

For Office Use only:

Application Approved:		Course & Course Dates:	
LF:		Facility Honorarium:	
LF travel:		Other:	