



# Cross Country NWT

## NCCP Course Registration and Fee Policy

**January 20, 2021**

### *Overview*

This policy applies when Cross Country NWT (CCNWT) member clubs host National Coaching Certification Program (NCCP) coaching courses for CCNWT club members. This document details the obligations of CCNWT, clubs, participants and Learning Facilitators regarding course fees, registration processes and prerequisites, and certification.

### *Course Fees*

The participant is responsible for paying a \$25 registration fee for each NCCP course taken that is hosted by a CCNWT member club. This fee covers administration costs that are invoiced to CCNWT by Nordiq Canada upon course completion. Clubs may reimburse participants the \$25 registration fee, at their discretion.

CCNWT is responsible for paying the Learning Facilitator to run the course. Facilitators shall be remunerated for their efforts according to the separately established **Facilitator Pay Policy**. CCNWT is also responsible for the provision of course materials, if any required.

Participants are responsible for the fee of any prerequisite courses needed to be eligible for course instruction. Clubs may reimburse participants for these fees, at their discretion.

Clubs can use CCNWT's Club Funding Application process to request coverage for additional expenses related to courses offered. Funding levels are determined by other funding requests and CCNWT annual budget allocations.

### *Course Registration & Certification*

1. CCNWT sets up a course in the Coaching Association of Canada's database, [TheLocker.coach.ca](http://TheLocker.coach.ca).
2. Participants register for the course and pay the \$25 registration fee.
  - a. Clubs may reimburse participants for the registration fee if they choose.
3. Clubs are responsible for determining if participants hold the appropriate prerequisites for the course they are registering in. CCNWT can assist in this process by verifying in The Locker database.
4. CCNWT is responsible for verifying that Learning Facilitators are registered in The Locker and have the certifications required to facilitate the course.
5. Following completion of the course, the Learning Facilitator is responsible for confirming with CCNWT the list of successful course attendees.
6. Following the course's completion, CCNWT is responsible for ensuring successful participants get credit for the course in The Locker.