

**U  SPORTS**

**FEMALE APPRENTICE  
COACHING PROGRAM**

**2021-2022**

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# OBJECTIVES

The U SPORTS Female Apprentice Coach Program is designed to provide coaching experience to young female leaders in U SPORTS. The program will identify and support female student-athletes who have graduated in the last 10 years, and who demonstrate a passion for growing their sport, the desire and skills for coaching, and, inspiring and guiding athletes through their university years in U SPORTS.

# GOALS

1. To increase the number of female coaches in University sport
2. To increase opportunities for young women to have access to the coaching experience
3. To support identified graduating female student-athlete coaches in their pursuit of professional development opportunities
4. To provide qualified U SPORTS coaches in U SPORTS programming with advanced training opportunities and mentoring experience



# PROGRAM DESCRIPTION

The Female Apprentice Coach Program for graduated female student-athletes is aimed at targeting the rich source of potential coaches in the ranks of recently graduated student-athletes and developing a new apprentice coach position to attract these potential coaches to University athletic teams. Incentives will be offered to institutions that offer apprentice coach positions on their coaching staff in the U SPORTS sports of field hockey, soccer, rugby, cross country, wrestling, curling, track and field, swimming, volleyball, basketball, and hockey. The program is based upon the matching of an apprentice coach (graduating female student-athlete) with a mentor coach (qualified U SPORTS head coach). The program will be structured to meet the needs of each coach selected to the program and to enable an experience that will benefit the apprentice, the mentor and the institution.

## DURATION

The program's financial resources must be utilized for approved activities for the period between **April 1, 2021 and March 31 2022**. Application approval and participation in the program is subject to Program Selection Committee determination and funding availability.

## FINANCIAL ASSISTANCE & REPORTING

- Successful applications will receive between \$2,500 - \$6,000.
- Consideration will be given in the selection process to length of competitive season (one semester or two semester sport), diversity of sports, equity across conferences, and institutional matching funds (which should be indicated in the application submission)
- Institutions will be required to complete an application, a progress report and a final report. Acceptable program activity expenses include:
  - Honorarium or Salary for the apprentice coach (must be 80 percent of the allotted grant) (example: if awarded a \$2,500 grant, \$2,000 must go towards apprentice coach honorarium/salary).
  - Registration fees for professional development conferences, courses, etc. (must be 20 percent of the allotted grant) (example: if awarded \$6,000, \$1,200 must go towards apprentice coach professional development activities).
- Travel, meals, and accommodation for the apprentice coach to attend league/exhibition/provincial or National competitions, are not eligible for U SPORTS funding and are the responsibility of the institution.



## KEY TIMELINES

- December 7 – Applications sent to institutions
- January 29 – Applications due
- February 1- February 12 – Review of Applications
- February 12 – Applicants selected (# dependent on amount of funding)
- February 15 – Congratulatory email sent to institutions
- February 26 – Confirmation of participation in program
- March 1 – Invoice due to U SPORTS
- March – Funding sent to institutions
- March – Announcement by U SPORTS & Social Media posting

# COACH CRITERIA

## APPRENTICE COACH

- A female student-athlete who has graduated within the last ten years (in this requirement, “graduated” means that the student athlete has completed all of the requirements of their academic accreditation – please include the date of graduation from the academic program in your application; has suffered a career-ending injury such that she can no longer compete; or has utilized all of the years of competition eligibility).
- A former member of a University women’s sport program/team who has demonstrated the desire to learn skills required for coaching.
- Must be prepared to make the time commitment to take part in team practices, league games and provincial and national competitions (for either a women’s or men’s team at your institution).
- The applicant will not have previously served the team as a head coach.
- Commitment to taking professional development courses, seminars (ex. Safe Sport course), workshops, etc. in the field of coaching.
- Agreement to provide program evaluation feedback.

## MENTOR COACH

- NCCP sport specific certification in the sport being mentored.
- Head Coach (male or female) who has two years of U SPORTS, national team, or equivalent related head coach experience.
- Committed to mentoring the apprentice coach.
- Agreement to provide program evaluation feedback.
- Applicants who do not meet these eligibility requirements will not be considered.

# PARTNER ROLES & RESPONSIBILITIES

## Sport Canada

- Provide financial assistance
- Provide program consultation
- Participate in an ongoing and program-end evaluation

## U SPORTS

- Provide financial assistance to offset program costs
- Select eligible institutions
- Follow up with institutions
- Solicit program feedback from apprentice and mentor coach
- Promote the program
- Provide technical expertise in the area of program design
- Coordinate announcements and news releases
- Communicate with Sport Canada and provide submissions for the continuation of the program
- Participate in an ongoing and program-end evaluation

## U SPORTS member Institution

- Identify and endorse apprentice coach based upon identified eligibility
- Provide opportunities for apprentice coach to work with varsity team in training and competition environments
- Seek out professional development opportunities for apprentice coach
- Promote the program through institution and local media
- Provide apprentice coach with a job description and work plan
- Identify & endorse mentor coach based upon identified eligibility
- Participate in an ongoing and program-end evaluation.
- Provide matching funding where possible

# APPLICATION SUBMISSION

## APPLICATION REQUIREMENTS

- One apprentice coach honourarium will be given out per Institution *\*additional honourariums may be considered*
- Successful applications will be asked to provide U SPORTS with a copy of the honorarium/salary contract with the apprentice coach
- Successful Institutions are required to invoice U SPORTS no later than **March 1, 2021** to be able to access the funding
- The apprentice coach will attend at least one (1) NCCP professional development activity during the funding time period. We highly recommend NCCP professional development activities be planned in advance and attended early on in the season to ensure it is completed prior to the end of the funding period. Exceptions to NCCP Professional development must be approved by U SPORTS Office prior to registration
- Mentor and Apprentice Coach clothing and gear/equipment is not eligible for U SPORTS funding.

## APPLICATION SUBMISSION

### CONTACT

Applications to be submitted electronically to:  
Jenna Blackburn, U SPORTS Sport Coordinator  
[jblackburn@usports.ca](mailto:jblackburn@usports.ca)

### DEADLINE

All applications **must** be received **on or before 5:00 p.m. EST, Friday January 29, 2021.**



## LETTER OF APPLICATION

U SPORTS Institutions are required to submit a written proposal for review and approval by the U SPORTS Program Selection Committee, which must include:

| <b>Apprentice Coach Application Responsibility</b>  | <b>U SPORTS member Institution Application Responsibility</b>  |
|---|--|
| <p>Letter of application indicating why the graduated student-athlete wants to take part in this Program including:</p> <ul style="list-style-type: none"> <li>• Coaching or leadership experience.</li> <li>• An explanation of how this experience will fit into her overall career path.</li> <li>• Summary of how she expects to contribute to the team.</li> <li>• Coaching Plan as per Appendix A</li> <li>• An active email contact address.</li> <li>• A high-resolution colour head-and-shoulders photo</li> </ul> | <ul style="list-style-type: none"> <li>• The Athletic Director of the U SPORTS institution must provide a formal letter of recommendation for the mentor coach.</li> <li>• The Athletic Director of the U SPORTS member institution must provide a formal letter of recommendation for the apprentice coach, which should include:               <ul style="list-style-type: none"> <li>○ Agreement to involve the apprentice as an active member of its coaching staff leading up to and including a major championship</li> <li>○ Agreement to continue involving the apprentice coach in its activities following the completion of the program.</li> </ul> </li> <li>• Apprentice Coach/Mentor Coach Budget (how your grant will be spent) including:               <ul style="list-style-type: none"> <li>○ Estimated costs for apprentice coach professional development including such expenses as transportation, meals, accommodation, course and seminar fees</li> <li>○ Estimated costs for apprentice coach honorarium/salary (including any matching funds)</li> </ul> </li> <li>• Provide a job description / work plan for the apprentice coach and the mentor coach. (see attached samples in <i>Appendix A</i>)</li> <li>• Create a pr plan within the Athletic Department functions (e.g., home game, orientation session, media conference), to introduce and acknowledge the apprentice coach, the mentor coach, the U SPORTS program and funding through Sport Canada.</li> </ul> |



# U SPORTS VISION, MISSION & VALUES

## VISION

To provide exceptional experiences, which empower today's student-athletes to be tomorrow's leaders.

## MISSION

Through governing, delivering, celebrating and advocating for national university sport, U SPORTS aims to support the provision of outstanding environments and opportunities for student-athletes to achieve their full academic and athletic potential.

## VALUES

Students First  
Excellence  
Equity  
Competitive Balance  
Integrity and Transparency

# APPENDIX A

## Sample *Apprentice Coach* Position Description/Work Plan

Please find below a sample list of duties that could be part of an Apprentice Coach's position description/work plan. These are only examples and should be modified to fit your situation.

### **Student Athlete Skill Development**

- Develop and implement drills specific to needs of teams
- Provide feedback to Head Coach about practice content
- Work directly with specific student athletes in specific positions on a team
- Assist with individual skills practices

### **Game Activities**

- Provide feedback to Head Coach about game observations and strategies
- Provide advice to team during time-outs
- Engage in one-on-one coaching advice to student athletes on the bench
- Provide input in pre-game and post-game meetings

### **Administration**



- Support Team Recruitment
- Video analysis of game play
- Gather statistical information
- Assist with scouting report and game-day preparation
- Supervise and mentor student-athlete academic progress

### **Sample *Mentor Coach* Position Description/Work Plan**

Please find below a sample list of duties that could be part of a Mentor Coach's position description/work plan. These are only examples and should be modified to fit your situation.

- Provide clear responsibilities to the Apprentice during practice sessions
- Provide clear responsibilities to the Apprentice during games/competitions
- Ensure that the Apprentice can understand and is able to teach team systems/strategies to student athletes
- Model the necessary commitment to coach a collegiate team
- Identify to the Apprentice the organizational and administrative skills required of collegiate coaches
- Provide the Apprentice with opportunities to be involved with recruitment activities and to understand the ethics and rules of the process
- Be available for consultation regarding the Apprentice's coaching questions or concerns
- Aid in planning professional development activities for the Apprentice