

**APPLICATION**  
**Coaching Employment Program**

The Coaching Employment Program provides funding for Provincial Sport Organizations to support new investments in full-time coaching for their organizations. Individuals filling these positions will act as the provincial coaches and technical development leaders for their respective organizations.

Please complete sections A through C of the application, which should include a description of your Coaching Employment Program.

**A. General Information**

Name of Organization: \_\_\_\_\_

Program Contact Person: \_\_\_\_\_

Street address/PO Box: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Organization Endorsement**

Name: \_\_\_\_\_

Position held with organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use only**

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

### C. Coach Employment Plan

Please provide a description of the Coach Employment Plan by following the Project criteria and evaluation outline below.

#### Project criteria and evaluation:

Projects will be evaluated on the following criteria:

1. Provincial Sport Organization's sport development plan (participation and high-performance)
2. Fit of the plan within the Long-Term Athlete Development Model
3. Ability to coach/lead provincial team programs
4. Technical support for plan design and delivery
5. Historical athlete/team performance by the sport
6. Potential to produce national and international level athletes. Accountability of the coaching position in terms of performance needs to be identified.
7. Budget, including amount of Provincial Sport Organization's financial contribution to the position and operational expenses.

Please note: When an existing coaching position is in place, details of the new investments in coaching must be part of the proposal.

#### Please note the following requirements for the application:

1. A copy of the proposed job description must be included. This information should include certification, experience and educational requirements of the position.
2. A letter of commitment is required from the Provincial Sport Organizations committing to specific multi-year financial commitments to the position. Please identify other partners who may be involved in the program including the National Sport Organization.
3. Final approval for the funding will be provided upon confirmation of the successful applicant.
4. Funded programs for Coach Employment will be provided on a 3-year basis pending annual performance review. All programs will be required to provide evaluation information annually on the quality of performance and impact of the position.
5. A member of the *Support4Sport* Committee will participate in the interview process.

**Reporting Process:**

Annual reports are due by March 1<sup>st</sup> of each year. Funding for the following year will not be provided until an annual report for the previous year is received. Reports must include:

1. Outline of program and key benefits to sport
2. Copy of coach assessment
3. Outline of other PSO support for coach
4. Outline of actual budget
5. Bi-annual meetings with members of Sport Nova Scotia and Canadian Sports Centre Atlantic to review coaching outcomes.

Any organization receiving funding that does not submit a final report will no longer be eligible to receive funding from *Support4Sport* programs.

If you have any questions, please contact Candice Petten at Sport Nova Scotia at 902-425-5450, ext. 372, or by e-mail at [cpetten@sportnovascotia.ca](mailto:cpetten@sportnovascotia.ca)

Please submit application, along with supporting documents, to Candice Petten at Sport Nova Scotia.

**Applications will be reviewed monthly, assuming there are available funds.**