
Coaching Handbook for Lappe Nordic Ski Club



We're so glad to have you join the team! THANK YOU! This guide is meant to provide information to help you get off to a great start. Thank you for committing your time, skills and talent!

UPDATED - May 2024

WHO WE ARE

Lappe Nordic Ski Club is a member run, not-for-profit sport organization with just over 300 members.

Our Vision

The Lappe Nordic Ski Club's vision is to inspire and enable all ages and abilities in the pursuit of cross-country skiing as a lifelong activity.

Our Mission

1. To provide programming that develops cross-country ski skills and fitness for all club members, from beginners to competitive race teams.
2. To provide a welcoming and friendly club environment that emphasizes the fun of skiing and being active for life.
3. To provide an excellent competitive program that prepares athletes for races, from the local to the international stage.
4. To provide exceptional race hosting and events for our members and the entire ski community.

The Team

As a member run, volunteer based organizations, decisions on behalf of the Club are made by a Board of Directors, elected by the membership at the Annual General Meeting. A list of the most current board members can be found on our website. The Club hires 2 part-time paid staff; The

Program Manager, and the Club Head Coach. Additionally there are Program Coordinators for Jackrabbits, Track Attack, and Kids Running Wild, each of whom receive a stipend.

Brook Latimer, Program Manager: lappenordic@gmail.com, 807-767-4652
Eric Bailey, Head Coach: lappcoachbailey@gmail.com, 807-633-4455

The Club's Volunteers

The operation, programs, and services of Lappe Nordic Ski Club (LNSC) depend upon the volunteer efforts of our members. All program members, with some exceptions, are required to contribute to the running of the Club. Be sure to review our [Volunteer Engagement Policy](#).

National Coaching Certification Program (NCCP) certified coaches who take primary responsibility for program delivery will receive credit equal to a full volunteer bond for their commitment to the club.

COACHING CERTIFICATION AND REQUIREMENTS

Club Member and Affiliate Member

The Lappe Nordic Ski Club has two types of members: "Friends of the Club" and "Full Members". As a coach you need to be a "Full Member" which means that you will also be a member of Nordiq Canada which provides our insurance, coaching courses, coaching resources, as well as other benefits such as discounts at the Nordiq Canada store. All individuals who want to register in a program, coach, apply for a racing licence, have voting rights at Annual General Meeting, and/or have a primary role at a club event must be Full Members of the club. The cost of a Full Membership starts at \$45 for individuals (this includes membership with Nordiq Canada). Club membership can be purchased on www.zone4.ca.

The cost of club membership is borne by the coach and must be renewed each year.

National Coaching Certification Program (NCCP) / The Locker

Lappe Nordic Ski Club follows the Coaching Association of Canada coach education and certification process, which is provided through The Locker (<https://thelocker.coach.ca>). Access to this site will provide all coaches with the opportunity to track their progress and guide their development. You must first create an account and login information to be able to access and track all your certifications.

The on-line Multi-Sport '[Coach Initiation Into Sport](#)' (\$15) and the Cross-Country Ski specific 'Introduction to Community Coaching (ICC)' (\$52) are the minimum requirements to coach with the club and are both provided online. Additional coaching courses are offered annually and are in

person. These opportunities can be accessed once the above mentioned first certifications are met.

Coaching certification fees for the Coach Initiation Into Sport, ICC, Community Coaching and Learn 2 Train are reimbursed by the Club for committed Club coaches. Other courses may be approved by the Board on a case-by-case basis.

Annual Coaching License - Nordiq Canada

A renewal of your free, on-line coaching license through Nordiq Canada is required for insurance purposes. To do so visit www.zone4.ca and search Nordiq Canada. You will need your NCCP number and 2 minutes of your time.

Lappe Ski Center Trail Pass

If coaching in the winter season coaches must have a Lappe Ski Center Trail Pass. Early Bird season rates are available every year until Oct. 31. Please visit the Lappe Ski Center portion of the web page <https://www.lappenordic.ca/lappe-ski-centre/trail-pass-fees/>

Police Vulnerable Sector Check

A Police Vulnerable Sector Check (PVSC) (\$28.25 reimbursed by Club once completed) must be provided to the Club. A copy received through another organization within one calendar year will be accepted. PVSC's are valid for 3 years. **Please see the attached Letter of Request.**

First Aid Certification

If you have First Aid Certification please inform the Program Manager of this as well as the expiry date of your certification. You may be identified in our Club's Emergency Plan.

COACH PLANNING

Jackrabbit and Track Attack Learning Goals

At Lappe, we use Nordiq Canada's Jackrabbit and Track Attack programs which follow the Long Term Athlete Development (LTAD) Model for skills development. LTAD is an inclusive model that encourages all individuals to be involved in lifelong physical activity. It emphasizes the need for all children, particularly those who have the capacity and interest to become elite athletes, to be given a solid foundation in physical, technical, tactical and mental capacities.

The stages of LTAD, by age, are:

- Awareness and First Involvement (First Stage, any age),
- Active Start, 0 to 5

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- FUNdamentals 6 to 9
 - Learn to Train, 10 to 12
 - Train to Train, 11 to 16
 - Learn to Compete, 15 to 20
 - Train to Compete, 20 to 23
 - Train to Win, 23 +
 - Active for Life, any age.

(See more about LTAD below in the Resources section).

Nordiq Canada's *Introduction to Coaching*, *Community Coaching*, and *Learn to Train (Dry-land and On-snow)* Manuals provide a wealth of information for planning a season and coaching a session, as well as lots of suggested games and activities. Even our most experienced coaches turn to this manual on a weekly basis for inspiration.

Here is an overview of the skills focus of each level, in addition to the overarching focus to encourage being active for life:

- Bunnies (Active Start 0-5): Side Stepping, Falling and Rising, Tracking, Movement on Skis, Star Turn
- Level 1 (FUNdamentals): Side Stepping, Falling and Rising, Free Glide, Ready Position, Tracking, Movement on Skis, Herringbone, Snowplow braking, Star Turn
- Level 2 (FUNdamentals): Diagonal Stride, Double Poling, Free Glide, Kick Turn, Snow Plow Turn, Snow Plow Stop, Herringbone.
- Level 3 (FUNdamentals): Diagonal Stride, Double Poling, Downhill Tuck, Diagonal Skate, Kick Turn, One Step Double Pole, Free Skate and Skate Turn.
- Level 4 (FUNdamentals): One-Skate, Two-Skate, Offset, Step-Turn, One-Step Double Pole, Free Skate, Parallel Side Slipping
- Track Attack (Learn to Train): Offset, Diagonal Stride, Double pole and Kick- Double Pole, One Skate, Two Skate, Free Skate, Downhill Tuck, Tuck Skate, Free Skate, Fast Cornering, Fast Down hills, Hop skate up hills.

At the end of a program a Progress Report should be provided to each individual. A fillable progress report form is included in the attachment section of this manual. You are free to make your own as well.

Stadium Use

This space has always been shared well. Coaches will continue to communicate space needs to other groups, self-evaluate if overusing space, and be considerate of other groups in this wonderful large area. Equipment is available in the Club Trailer for coaches to use, and it is critical that all equipment be picked up and cleared out of the stadium after practice.

General Lesson Planning

- Lessons for all ages, but especially youth should include several games on skis to start (warm up) as well as a ski on the trails and a warm down (could be more games). This gives athletes of varying interests opportunities to thrive, have fun, get to know the trails and build skills. It's also a great idea to plan your goal and key messages for the lesson ahead of time. Prepare, Plan, Deliver, and Conclude. See listed resources in this document for planning ideas
- Encourage athletes and their families to participate in all the amazing Club events that we put on, both social and athletic throughout the entire year.
- Encourage and foster the development of athlete (or parent, depending on age) self-sufficiency with bag packing, waxing, hydration and nutrition planning, ownership over gear.
- Coaches, parents and peers help athletes build intrinsic versus external motivation.

Communication with your Group

If you are the lead coach for a group, then all program participants should receive two weekly emails, one from you and one from either the Head Coach, or the Jackrabbit, Track Attack, or KRW Program Coordinator.

You will be provided a zone4.com link for your group from the Program Manager a week or more before the start of your program session. This link is “live”, so as changes or additions are made to your group they will automatically appear on your link. It is important, particularly at the beginning of the season to use this link, as your group may change or have new participants added to it, rather than save the email addresses to your contacts. This link will provide the names, contact info, ages and medical info you will need to stay in touch with and informed about your group. You should plan to send one email/week to your group, and assistant coaches. This email would be in addition to the email sent by the program coordinator and could provide specific details about what your group will be working on, where to meet, waxing instructions, clothing suggestions and fun themes or activities planned. Note that no coaches should individually email an athlete that is a youth. Parents/guardians must always be included in communication. This is in compliance with our commitment to the “Rule of 2” guidelines.

Coach Identification

There are also some logo-embroidered down jackets available on loan seasonally for use when serving as a coach. We encourage you to wear any Lappe gear you may own and take advantage of opportunities to update any apparel you may need with Lappe Club branded gear.

CLUB SPECIFIC RESOURCES

Website

Get acquainted with Lappe's website, www.lappenordic.ca and find all you need as a coach and as a club member. You can then encourage others to go to the site for up to date information.

Newsletter

Encourage all to subscribe and read the monthly e-newsletters. They have lots of information club members need to know and it avoids sending multiple emails/month from the Club by condensing all the info into the newsletter. You can sign up on the club website.

Emergency Plan

Please review the [Lappe Nordic Emergency Plan](#).

Concussions

On July 1, 2019, new rules came into effect in Ontario through Rowan's Law, to improve concussion safety in amateur sport. When becoming a club member through zone.4 you are requested to read and acknowledge Lappe Nordic Ski Club's concussion policy.

Club Trailer and Equipment Use

The Club owned trailer is located on the North West side of the parking lot, closest to the stadium. The first door brings you to the club wax area and ski equipment rentals. The second door brings you to the game/activity equipment room. The door to this room will be unlocked every Thursday evening and Saturday morning by either the Program Manager or Jackrabbit Coordinator. If it is not unlocked and you would like to borrow some game equipment, the key is located in the chalet, in the furnace room across from the women's change room, hanging on the wall, in between two furnaces. The Key must be immediately returned to its location. All equipment borrowed from the club trailer must be returned and put away as neatly as possible.

Club Waxes

Athletes and families are encouraged to purchase their own waxes for the season, with an emphasis on only the basics being required (3 grip waxes; warm, cold, and approx -1 to -6, a cork, a blue no-fluoro glide wax and a scraper). The Head coach coordinates all racing wax for the Fitness and Competitive Teams. Additional club waxes are available for all to use and are located in the Jackrabbit Cupboard in the Chalet.

Session Cancellation Plan

A decision will be made based on temperature and forecasted weather by the Program Coordinator, the Head Coach and the Jackrabbit Coordinator, and communicated 2 hours prior to the start of a session **by email**. It may also be posted on the Lappe Nordic Ski Club Facebook Page.

Head Coach

Lappe Coaches are encouraged to keep improving their own technique. Lappe provides several ways for you to do that:

1. Head Coach Eric can provide tips or feedback anytime you see him and he is not coaching.
2. You can join one of our training groups, or our recreational technique program. See below for our coach discount program.
3. You can take additional coaching coaches when they are offered.

Coaching Discount for Fitness and Training Programs

The primary coach of a Jackrabbit group, Track Attack group, Recreational Technique group, or a committed assistant coach to the Head Coach, who is enrolled in a Race Team program, or a FITness program year-round or September start (2 day per week) is entitled to a \$150 reimbursement on their program fees, payable at the end of the season. This coach must be certified with NCCP, and is not receiving a stipend for other commitments in the club. Other coaching commitments will be considered on a case-by-case basis.

SPORT RESOURCES

Additional Coach Training Opportunities

Coaching Association of Canada - The Locker - www.thelocker.coach.ca

Multisport Modules: Coaching Athletes with a Disability, Making Head Way in Sport, NCCP Sport Nutrition, Safe Sport Training, MED Making Ethical Decisions

Cross Country Skiing Sport Specific: Online Waxing Clinic.

For additional Coach certification opportunities, above and the online 'Muti-Sport' and 'Introduction to Community Coaching' courses please keep your eye on our monthly newsletter for annual opportunities or search on Cross-Country Ski Ontario Coaching page.

Sport for Life - <https://sportforlife-sportpourelavie.ca/catalog.php>

There are numerous modules available, here are just a few examples: Risk Management in Sport, Effective Communication, Recruitment and Retention of Volunteers, Effective Board Governance, Cultural Awareness in Youth Sport, Diversity and Inclusion Training for Volunteers, Stepping Stones to Indigenous Sport and Physical Activity Participation, Welcome to Canada: Engaging Newcomers in Sport and Physical Activity.

Jumpstart/Respect Group: Keeping girls in Sport - <https://jumpstart-kgis.respectgroupinc.com/>

Coaches Association of Ontario - Coach 2 Coach -

<https://www.coachesontario.ca/programs-resources/c2crespond/c2cabout/>

Coach 2 Coach is a monthly discussion on a coaching topic between coaches of all sports, at all levels, across Ontario. Its goal is to share coaching knowledge and experience between coaches of different sports at different levels. Generating greater community among Ontario Coaches is just a bonus!

Sport for Life

Developing physical literacy and delivering quality sport

- Long Term Athlete Development <https://sportforlife.ca/long-term-development/>
- Physical Literacy <https://sportforlife.ca/physical-literacy/>

Nordiq Canada Athlete Development

<https://nordiqcanada.ca/coaches-and-wax-techs/coaches/coaching-resources-for-athlete-development/>

Nordiq Canada is proud to provide the development tools coaches need to create lifelong skiers and future world champions. In addition to pathway benchmarks and development standards, you have access to thousands of activities, videos, tutorials, testing protocols and more. You can even borrow equipment.

True Sport Principles

<https://truesportpur.ca/true-sport-principles>

Go for it Keep it Fun Include Everyone
Play Fair Respect Others Stay Healthy
Give Back

Jackrabbit Games

Thank you to Nakkertok Ski Club for this list of great ski games:

<http://nakkertok.ca/coaches-bunnyrabbit-and-jackrabbit-games/>

And here are 33 short videos of different Jackrabbit Games:

<https://nordiqcanada.ca/news-item/33-new-jackrabbit-games-videos/>

Police Vulnerable Sector Check Requesting Letter

Lappe Nordic Ski Club
2310 Government Road
Thunder Bay, ON
P7G 1V1
(807)344-1973



Date of Request:

As the authorized representative of __Lappe Nordic Ski Club__, an organization that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police conduct:

Police Information Check (PIC)

Candidate:

Address:

Who will be working in a volunteer position as a Club coach, assistant coach and/or trip chaperone.

Description of duties: coaching or assistant coaching of youth/ children participating in Lappe Nordic Ski Club programs.
This includes in a group setting and one on one, indoor and outdoor activities.

Brook Latimer

Program Manager

Authorized Representative

Position Title

807-767-4652, lappenordic@gmail.com

Progress Report Form

Date:	Name of Athlete:
Coach(es):	Recommended Level for next year:
Skills Completed:	Comments:
My favourite activity(ies) at skiing this year:	What are my goals for next year:

Trail Map

