



PCE

PROVINCIAL COACHING EXPERIENCE ASSIGNMENT - CAMPS

Program Objectives

The principle objectives of the PCE program are to provide developing coaches with (1) an inside look into how provincial-level programs operate, and (2) an opportunity to learn by observing more experienced coaches.

Responsibilities

The 'Head Coach' at a provincial camp oversees all aspects of that camp. This includes overseeing the experienced coaches in charge of specific groups of athletes and developing coaches taking part in the Provincial Coaching Experience (PCE) program.

PCE coaches will be assigned duties based on their level of experience. Most duties will be of a general nature, so an assignment should not be intimidating to anyone. For example:

- jogging and/or hiking with the athletes;
- supporting experienced coaches with roller skiing, stretching and core strength sessions, etc.;
- supporting experienced coaches with testing (max. heart rate, flexibility etc.);
- supervision of athletes;
- supervision of meal preparation and clean-up;
- possibly transporting athletes by means of their own vehicle (*if a PCE coach is willing to make their vehicle available for this purpose they should notify CCBC's Program Coordinator when they agree to this assignment*);
- equipment preparation, repairs;
- etc.

PCE coaches are expected to make the following commitments before accepting an assignment:

- (1) To be available for the duration of the assignment unless a different arrangement has been made with CCBC's Program Coordinator prior to accepting the assignment. (*PCE coaches are responsible for making the appropriate arrangements with their employer to ensure this happens.*)

- (2) To be equally supportive of all athletes participating in the camp regardless of whether athletes are from their own club and/or family.
- (3) To stay at the accommodations arranged for them by CCBC, and take part in all camp activities for the duration of the camp.

Expenses

Travel expenses pertaining to PCE assignments will be covered by CCBC. The following guidelines apply:

- Ground Travel (*regular vehicle*)
 - gas expenses are covered
 - receipts required (gas reimbursements will not exceed the equivalent of \$0.10 per km)
- Food
 - full day: \$30.00 – *no receipts required*
 - partial day, for each meal on your trip, CCBC will pay: Breakfast \$6.00, lunch \$7.00, dinner \$17.00 – *no receipts required*
- Accommodations
 - at the camp - arrangements and payments made by CCBC
 - accommodations while traveling to and from the camp - arrangements are made by the PCE coach; going rate, receipts required. Billet or share a room where possible.

CCBC Financial Guidelines are attached to your expense claim form.

Liability Insurance Coverage

PCE coaches must be current members of a CCBC member club in order to have CCBC liability insurance protection. Applicants will not be accepted for assignments unless his/her club membership is current.

NCCP Coaching Code of Conduct -

[https://crosscountrybc.ca/sites/default/files/documents/Coaching%20Code%20of%20Conduct 0.pdf](https://crosscountrybc.ca/sites/default/files/documents/Coaching%20Code%20of%20Conduct%200.pdf)