



How to Get Certified

Coaching Clinic Instruction Guide



Baseball Manitoba
Coach Certification

If you are Coaching:	Certification you will need:	Cost
Rally Cap	All Coaches – Respect in Sport On-Line Initiation Coach On-Line (Recommended) **In 2011 Rally Cap will have a specific On-Line Module And On-Field Clinic	No Charge \$37.45
Rookie	All Coaches – Respect in Sport On-Line Initiation Coach On-Line (Recommended)	No Charge \$37.45

Baseball Manitoba Coach Certification

If you are Coaching:	Certification you will need:	Cost	
<p>“AAA”</p> <p>{Pee Wee}</p>	All Coaches – Respect In Sport On-Line	No Charge	
		Initiation Coach On-Line	\$37.45
		Initiation Coach On-Field Clinic	\$25.00
	Regional Coach Trained	Skills Analysis Clinic	\$40.00
		Teaching and Learning Clinic	\$40.00
		Planning and Design Clinic	\$40.00
		<u>At least 1 Coach per team</u>	
		Initiation Coach On-Line	\$37.45
		Initiation Coach On-Field Clinic	\$25.00
	Regional Coach Trained	Skills Analysis Clinic	\$40.00
	Teaching and Learning Clinic	\$40.00	
	Planning and Design Clinic	\$40.00	
Regional Coach Certified	Evaluation Portfolio On-Line**	\$39.00	
	Evaluation Portfolio Practice Evaluation**	\$30.00	
	Make Ethical Decisions On-Line	No Charge	

To Coach Pee Wee “AAA” - 1 Coach needs to be **Regional Coach Certified**
 - Other Coaches are **Regional Coach Trained**

**If you completed the Make Ethical Decisions On-Line before June 30, 2009, it is not necessary to do the Evaluation Portfolio at this time.

Baseball Manitoba Coach Certification

If you are Coaching:	Certification you will need:	Cost	
“AAA” {Bantam} {Male or Female}	All Coaches – Respect In Sport On-Line	No Charge	
		Initiation Coach On-Line	\$37.45
		Initiation Coach On-Field Clinic	\$25.00
	Regional Coach Trained	{ Skills Analysis Clinic	\$40.00
		{ Teaching and Learning Clinic	\$40.00
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		Initiation Coach On-Line	\$37.45
		Initiation Coach On-Field Clinic	\$25.00
	Regional Coach Trained	{ Skills Analysis Clinic	\$40.00
	{ Teaching and Learning Clinic	\$40.00	
	{ Planning and Design Clinic	\$40.00	
Provincial Coach Trained	{ Pitching & Catching Clinic	\$40.00	
	{ Strategies Clinic	\$40.00	

For 2010 – 1 Coach per team needs to be **Provincial Coach Trained**
Other Coaches are **Regional Coach Trained**

For 2011- 1 Coach per team needs to be **Provincial Coach Certified**
Other Coaches are **Provincial Coach Trained**

Baseball Manitoba Coach Certification

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To Coach Midget or Junior “AAA”- 1 Coach needs to be **Provincial Coach Certified**
Other Coaches are **Provincial Coach Trained**

Baseball Manitoba Coach Certification

If you are Coaching:	Certification you will need:	Cost
<p>“AAA”</p> <p>{Senior}</p> <p>{Senior “AA” Allstars}</p>	<p>All Coaches – Respect In Sport On-Line</p> <p style="padding-left: 20px;">Initiation Coach On-Line</p> <p style="padding-left: 20px;">Initiation Coach On-Field Clinic</p> <p>Regional Coach Trained {</p> <p style="padding-left: 20px;">Skills Analysis Clinic</p> <p style="padding-left: 20px;">Teaching and Learning Clinic</p> <p style="padding-left: 20px;">Planning and Design Clinic</p> <p>Provincial Coach Trained {</p> <p style="padding-left: 20px;">Pitching & Catching Clinic</p> <p style="padding-left: 20px;">Strategies Clinic</p>	<p>No Charge</p> <p>\$37.45</p> <p>\$25.00</p> <p>\$40.00</p> <p>\$40.00</p> <p>\$40.00</p> <p>\$40.00</p> <p>\$40.00</p>

To Coach Senior “AAA”- All Coaches must be **Provincial Coach Trained**

Instructions to get Started on the Initiation Coach On-Line course:

1. Go to Baseball Manitoba website – www.baseballmanitoba.ca
2. Go to Clinics and choose NCCP from the drop down
3. Read about the Initiation Coach certification and click on the blue area that says “To get started go to NCCP.baseball.ca”
4. Once at the NCCP – Baseball Canada red screen, click on the “Register Now” button on the left.
5. Complete the registration form, making up your own User name and Password.
6. The cost for this is \$37.45. If you are going to pay by Paypal or Credit Card press Continue and go on to the next screen. If you are not comfortable putting your credit card number in the computer, call Brenda at the Baseball Manitoba Office at 925-5763 and give her your credit card number and she will give you an Access ID code. Once you get that code you would enter that number at the bottom of the Registration screen where it says Access ID. This would then bypass the payment screen.
7. You can then get started. Once you have completed the On-line you can then register for an On-field clinic right then or wait to register for another clinic.
8. The \$25.00 clinic fee is to be paid at the clinic. Registrations forms will be completed at the clinic as well. Cheques should be payable to “**Baseball Manitoba**”

Instructions to Register for the Initiation On-Field if you have completed the On-Line Previously:

*NOTE: You must complete the Initiation On-Line before attending the Initiation On-Field Clinic.

1. Go to Baseball Manitoba website – www.baseballmanitoba.ca
2. Go to Clinics and choose NCCP from the drop down
3. Click on the blue area that says “To get started go to NCCP.baseball.ca “
4. In the upper left hand corner you would enter your User name and Password. (if you have forgotten your User name and password – email brenda.baseball@sport.mb.ca and I will email them back to you).
5. Click on “Clinics” in the top black area. Make sure the Province, Clinic Module and Year are correct.
6. When you see a clinic that you wish to attend, click of the “Register” on the left.
7. It will then show you as registered and will possibly give you some links and instructions to print off some materials to bring to the clinic.
8. The \$25.00 On-Field clinic fee is to be paid at the clinic. Registration forms will be completed at the clinic as well. Cheques should be payable to **“Baseball Manitoba”**.
9. If you have any questions or just want to confirm your registration, email brenda.baseball@sport.mb.ca for verification.

Instructions for Signing-Up for Regional Coach clinic if you have completed the Initiation Coach on-line and on-field:

*Note: You must complete the Initiation On-Line and On-Field before you attend the Regional Coach Clinics.

1. Go to Baseball Manitoba website – www.baseballmanitoba.ca
2. Go to Clinics and choose NCCP from the drop down
3. Click on “To Register for Regional Coach Clinics go to - <http://nccp.baseball.ca>”
4. In the upper left hand corner you would enter your User name and Password. (if you have forgotten your User name and password – email brenda.baseball@sport.mb.ca and I will email them back to you).
5. Click on “Clinics” in the top black area. Make sure the year is correct.
6. When you see a clinic that you wish to attend, click of the “Register” on the left. (Keep in mind that regional Coach consists of all 3 clinics – Skills Analysis, Teaching & Learning and Planning.) **You must register for all 3 if you want credit for Regional Coach.**
7. It will then show you as registered.
8. The \$40.00 per clinic fee (\$120.00 for all 3) is to be paid at the clinic. Registrations forms will be completed at the clinic as well. Cheques should be payable to “**Baseball Manitoba**”
9. If you have any questions or just want to confirm your registration, email brenda.baseball@sport.mb.ca for verification.

Instructions to Sign-Up for a Regional Coach clinic if you already have the old Technical 1:

1. Go to Baseball Manitoba website – www.baseballmanitoba.ca
2. Go to Clinics and choose NCCP from the drop down
3. Read about the Regional Coach certification and click on the blue area that says “To get started go to <http://nccp.baseball.ca>”
4. Once at the NCCP – Baseball Canada red screen, click on the “Register Now” button on the left.
5. Complete the registration form, making up your own User name and Password. (There is no cost for this.)
6. When you get to the bottom of the screen it asks you “Have you already completed your Level 1 Technical in the old NCCP and only wish to register for a clinic? Click on the box beside it and click Continue. At this point you can pick which clinics you want to attend. Keep in mind that the Regional Coach consists of 3 separate modules – Skills Analysis, Teaching & Learning and Planning, so you need to put your name in all 3.
7. An email will be automatically sent to the Baseball Manitoba office to verify that you have Tech 1. You will now have to waiting for an email to come back to you confirming that you can attend these clinics. It will usually be that same day or early the next day.
8. The \$40.00 per clinic fee (\$120.00 for all 3) is to be paid at the clinic. Registrations forms will be completed at the clinic as well. Cheques should be payable to “**Baseball Manitoba**”
9. If you have any questions or just want to confirm your registration, email brenda.baseball@sport.mb.ca for verification.

To sign up for Pitching & Catching or Strategies clinics

****Note:** You must be Regional Coach Trained or Regional Coach Certified to sign up for these clinics.

1. Go to <http://nccp.baseball.ca>
2. In the upper left hand corner you would enter your User name and Password. (If you have forgotten your User name and password – email brenda.baseball@sport.mb.ca and I will email them back to you).
3. A few lines from the top you click on “Status.”
4. Look under Provincial Coach (you may have to click on it to expand).
5. Click on “Register” of the clinic you wish to attend. Number 6 Pitching and Catching and/or number 7 Strategies. Make sure you have the Province, Module and Year correct.
6. Click on the Register button on the left beside each clinic you wish to take.
7. It will then show you as registered.
8. The \$40.00 per clinic fee (\$80.00 for both) is to be paid at the clinic. Registrations forms will be completed at the clinic as well. Cheques should be payable to “**Baseball Manitoba**”
9. If you have any questions or just want to confirm your registration, email brenda.baseball@sport.mb.ca for verification.

Instructions to get started on the Evaluation Portfolio

**** NOTE:** This can only be done if you are Regional Coach Trained or Provincial Coach Trained.

10. Go to <http://nccp.baseball.ca>

11. In the upper left hand corner you would enter your User name and Password. (If you have forgotten your User name and password – email brenda.baseball@sport.mb.ca and I will email them back to you).

12. A few lines from the top you click on “Status.”

13. If you are **Regional Coach Trained** (you may have to click on the Regional Coach to expand the section) click on “Register” for number 6 – Regional & Provincial Coach Portfolio.

If you are **Provincial Coach Trained** (you may have to click on Provincial Coach to expand the section) click on “Register” for number 8 – Regional & Provincial Coach Portfolio

14. You will be prompted to put in a Access ID code or pay by credit card. If you do not want to put in your credit card, email or phone Brenda (925-5763) or brenda.baseball@sport.mb.ca and give her your credit card information and she will give you an “access code”. Once you get that code enter it on this screen and it will bypass the payment screen.

Instructions to get started on the Evaluation Portfolio if you do not already have an account set up in the new system.

****Note:** You must have a minimum of a Full Level 1 and Tech 2 to use these instructions.

1. Got to <http://nccp.baseball.ca> .
2. Click on “Register Now” on the left.
3. Complete the registration form, making up your own User name and Password. (There is no cost for this.)
4. When you get to the bottom of the screen it asks you “Have you already completed your Level 1 Technical in the old NCCP and only wish to register for a clinic? Click on the box beside it and click Continue.
5. An email will be automatically sent to the Baseball Manitoba office to verify that you have Tech 1. You will now have to wait for an email to come back to you confirming that you can continue. It will usually be that same day or early the next day.
15. Once you get confirmation back, then you can go to <http://nccp.baseball.ca>
16. In the upper left hand corner you would enter your User name and Password. (If you have forgotten your User name and password – email brenda.baseball@sport.mb.ca and I will email them back to you).
17. If you are **Regional Coach Trained** click on “Register” for number 6 – Regional & Provincial Coach Portfolio.
If you are **Provincial Coach Trained** click on “Register” for number 8 – Regional & Provincial Coach Portfolio
18. You will be prompted to put in a Access ID code or pay by credit card. If you do not want to put in your credit card, email or phone Brenda (925-5763) or brenda.baseball@sport.mb.ca and give her your credit card information and she will give you an “access code”. Once you get that code enter it on this screen and it will bypass the payment screen.

Instructions to get started on the Make Ethical Decisions On-Line Evaluation (MED)

***Note:** You must have either the old Full Level 1 and Technical 2 OR the Initiation Coach On-line, On-Field and Regional Coach before you complete the MED.

1. Go to Baseball Manitoba website – www.baseballmanitoba.ca
2. Go to Clinics and choose NCCP from the drop down
3. Scroll down to the section on Make Ethical Decisions and read the section. Please note the first 2 points. If you do not already have an account set up you must email coach@coach.ca and they will email you your User Name (usually your cc number) and a temporary password that you can change.
4. Click on “To Get Started on the MED Evaluation” in blue.
5. The Introduction page will be the same as what you have just read. Scroll to the bottom to the MED Pre-Evaluation, click on the link and proceed with the pre-evaluation.
6. Once you have completed that and are ready to take the evaluation, click on the link to the Evaluation, put in your User Name and Password and complete the test.