



Field Hockey Canada: Hosting a NCCP Workshop Standards and Guidelines 2020

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Introduction

As a National Sport Organization (NSO), FHC demands the highest ethical standards at all levels and in all contexts. Part of ensuring the implementation of this is ensuring our operational standards are clear and it is the purpose of this document to clearly delineate the standard operations and procedures to ensure National standard's are adhered to.

Coaching Association of Canada (CAC) works with over 65 different National Sport Organizations in implementing the National Coaching Certification Program (NCCP). Field Hockey Canada works within this framework and is nationally aligned to the NCCP standards.

This Field Hockey Canada NCCP document contains guidelines and procedures for successful hosting of an NCCP sport specific workshop. It is not intended to replace the NCCP Policies and Implementation Standards, nor does it serve as development guidelines, but it should make FHC's operational standards and guidelines with regard to hosting clear and easy to understand.

Background

From grass roots to high performance, Field Hockey Canada is working to develop and strengthen field hockey across the country.

Our approach is simple; to apply our best thinking, leadership and strategies to the opportunities ahead, acknowledging that success will only be achieved through collaboration, working closely with our partners, and consistent and meaningful community engagement.

We look at sport development across the entire spectrum - from grass roots to high performance - in order to thrive on the world stage. We believe that long-term development from the grass roots up is necessary to achieve consistent performance at the national level. At clubs and schools across Canada, new players are introduced to the game...at first in small, casual groups, and then with a team. As their passion for the game ignites, it is up to all of us to ensure there is a clear path on which they can grow and learn as individuals and athletes - a path that leads to both participation and competitive opportunities, and a broader community to which they can belong.

Field Hockey Canada (FHC) strongly believes that better coaches make better athletes and better people, and that the National Coaching Certification Program is the best way to make better coaches. In order to help ensure that coaches of our domestic events would be the best possible for National-level athletes, FHC has implemented minimum certification requirements. These requirements are accepted and managed in cooperation with the FHC and the Coaching Association of Canada.



Partners in Coach Education

The CAC, the provincial/territorial NCCP delivery agencies, the National Sport Organizations (NSOs), and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation;
- Ensure that the programs integrate into the Sport for Life framework and follow the principles of Long-Term Athlete Development (LTAD);
- Ensure that coaching and sport leader development programs are available in both French and English;
- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action;
- Endorse the value of competent coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches;
- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

Coaching Association of Canada (CAC)

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

Provincial/Territorial Coaching Representatives (PTCRs)

The Provincial/Territorial Coaching Representatives provide leadership, development, and support in delivering the NCCP.

- Alberta: Alberta Sport Connection
- British Columbia: ViaSport BC
- Manitoba: Coaching Manitoba
- New Brunswick: Coach NB
- Newfoundland and Labrador: Sport Newfoundland and Labrador
- Northwest Territories: Sport North Federation
- Nova Scotia: Department of Health and Wellness, Active Living Branch
- Nunavut: Sport and Recreation Division
- Ontario: Coaches Association of Ontario
- Prince Edward Island: Sport PEI
- Quebec: Sports Quebec
- Saskatchewan: Coaches Association of Saskatchewan
- Yukon: Sport and Recreation, Department of Community Services, Government of Yukon.



National Sport Organization (NSO)

- Field Hockey Canada www.fieldhockey.ca

Provincial/Territorial Sport Organizations (P/TSOs)

- Alberta: www.fieldhockey.ab.ca
- British Columbia: www.fieldhockeybc.com
- Manitoba:
- Saskatchewan:
- New Brunswick:
- Nova Scotia: www.fieldhockey.ns.ca
- Ontario: www.fieldhockeyontario.com
- Prince Edward Island: <https://peifha.wixsite.com/fieldhockey/peifha-updates>
- Quebec:

Responsible Coaching Movement

Field Hockey Canada has pledged support to the responsible coaching movement, and as such will strictly follow and require support by all P/TSO and LSO across the country.

PSO/LSO's may register support here: <https://www.coach.ca/responsible-coaching-movement-s17179>

All coaches should be familiar with the movement and requirements for alignment including the following three basic principles.

Rule of Two

This rule serves to protect minor athletes in potentially vulnerable situations. The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.

Good Implementation Practices Include:

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

More information: coach.ca/responsiblecoaching

Background Screening and Criminal Record Check

The background screening process involves using a number of different tools to ensure coaches and volunteers meet the necessary security requirements to coach or work with athletes.

Respect and Ethics Training

Increasing coaches' ethical conduct and ethical behaviour toward athletes requires that coaches be trained to understand what it means to act ethically. This training would include the Make



Ethical Decisions module within the National Coaching Certification Program (NCCP), as well as training in abuse and harassment prevention, such as Respect in Sport, before and during their coaching career.

Roles and Responsibilities in the Hosting and Planning of Coach Education

In order for Field Hockey Canada to meet their five-year coach education targets the NSO, and each P/TSO and LSO must work together in the hosting and planning of coach education across the country. The following is an outline of the responsibilities of each organization in reaching the FHC 2025 Education Targets.

National Sport Organization (NSO)

Field Hockey Canada, through its Coach Education Committee, is responsible for the review and revision of all NCCP programs. These programs will be reviewed every two years for currency and accuracy based on development in the international sport, as well as needs and gaps in the domestic development of athletes.

As such FHC commits to the following responsibilities:

- FHC is responsible for the training and evaluation of Master Coach Developers (Master Learning Facilitators and Master Coach Developers) throughout the country. The identified MCD's will ensure that certified LF's and CE's are available in each region such that the system can support delivery of programs and certification of coaches in alignment with 2025 targets.
- FHC will work with the PSO's to ensure FHC NCCP Community Coach and Competition Introduction courses are led and hosted nationwide on a consistent basis, and that PSO's are on target to meet the 2025 targets for certified coaches.
- FHC will work with each PSO to provide MCD's to host Competition Development Courses when the PSO demand for these courses indicate is necessary (ie. PSO's have sufficient number of coaches with completed prerequisites).

Provincial / Territorial Sport Organization (P/TSO)

PSO's are responsible for the delivery of Community Coach and Competition Introduction courses, ensuring adequate training and evaluation opportunities exist to meet the need of coaches in their province. This may include providing opportunities for coaches in remote communities.

- PSO's are responsible for the training and evaluation of Coach Developers (Learning Facilitators and Evaluators) and ensuring they have enough Coach Developers to ensure sustainable course delivery.
- The PSO will work with the LSO's to ensure FHC NCCP Community Coach courses are led throughout the province on a consistent basis such that PSO's are on target to meet 2023 goals for mandatory coach qualifications, and the 2025 targets for certified coaches.
- The PSO will host minimum of one annual NCCP Competition Introduction course. When the LSO demand for these courses increases, the PSO will work with each LSO to host Competition Introduction Courses as needed.
- The PSO will track and monitor all coaches within the province, provide mentorship opportunities and guidance to support coaches on their education pathway.



Local Sport Organizations (LSO)

With the approval of their PSO, local clubs can host the delivery of NCCP courses for their coach's community coach training.

- LSO's are responsible for working toward compliance within their organization for the 2023 target for mandatory coach training and certification requirements.
- LSO's are responsible for identifying and recommending Coach Developers (Learning Facilitators and Coach Evaluators) to support their club education requirements.
- LSO's are responsible for communicating with the PSO to set up Competition Introduction Courses as necessary to progress their club coach certifications.
- LSO's are responsible for identifying and recommending coaches for PSO coaching roles, and Competition Development Certification.

Hosting Requirements for Coach Education Programs

Hosting Guidelines and Procedures

Host Agency

A host agency is the delivery agent of one or more modules within the province. A hosting agency may be a provincial sport organization or local sport organization. The host agency is responsible for the following:

- Scheduling a date and securing a facility for the course.
- Contacting and paying Coach Developers.
- Promoting the course to local coaches.
- Coordinating registration and confirming completed prerequisites for all attendees.
- Working with the Coach Developers to ensure the course participants have been entered into The Locker (the NCCP database).

Steps required to Host:

LSO's seeking to host a Community Coach Workshop should

- a. Review space and time requirements
- b. Set a date
- c. Send completed application to host to their respective PSO office via email 2-3 months prior to the scheduled event. (included in this document)
- d. Upon receipt and approval of this application,
 - The PSO must send communication to Field Hockey Canada Coach Education Committee via email to development@fieldhockey.ca
 - The LSO must initiate entry of this event into the Locker Database.

PSO's seeking to host a Competition Introduction Coach Workshop should

- a. Review space and time requirements
- b. Set a date



- c. Send completed application to host to Field Hockey Canada Coach Education Committee 2-3 months prior to the scheduled event via email to development@fieldhockey.ca
- d. Upon receipt and approval of this application, The PSO must initiate entry of this event into the Locker Database.

The PSO should maintain a master schedule of locally hosted Coach Education programs and share updates to this calendar with FHC.

The Locker (the NCCP Database)

As per CAC guidelines, all course records are done electronically. Each individual Coach Developer and PSO will be responsible for completing Locker (NCCP Database) training with CAC.

Coach Developers may request locker training by emailing coach@coach.ca and indicating they are a coach developer needing access to create events for their organization.

All Coach Developers and PSOs will be responsible for entering their own courses in the Locker, in a timely manner (maximum 10 business days after the delivery), unless otherwise arranged. The Locker Approval Chain for Field Hockey is as follows:

- Coach Developer creates the event in the locker, completes the event, inclusive of participant registration, and submit for approval by host agency
- Coach Developer then needs to email PSO with confirmation that they have created a new event which needs approval.
- PSO Approval. PSO then needs to email FHC within 3 days confirming that they have created a new event which needs approval.
- NSO Approval.
- PSO Approval.

Please make sure all events are fully completed with all relevant information (i.e. coach date of birth and email address, etc.). Incomplete events in the Locker will not be accepted.

Course Materials

Coach workbooks and reference materials are a mandatory component of NCCP workshops, and enough materials for each participant must be provided. All NCCP course materials are copyrighted and cannot be published, modified, or copied.

- The Hosting agency must provide attendees digital reference materials and video files associated with the presented workshop a minimum of 7 days prior to the course start.
- The Hosting agency must provide attendees with printed materials, coach workbook and any additional required printed material at the start of the workshop.

Learning Facilitator Guides:

The Learning Facilitator Guides are designed to be followed. While LFs are able to take leisure and creativity in the way they facilitate, the content and the learning objectives are not negotiable. All of the NCCP modules are designed with specific teaching models in mind and need to be kept



to this consistency. It is the joint responsibility of the NSO/PSO to ensure that regardless of which LF a coach takes their training from, they are receiving the same training and information under the same structure.

The Current FHC Facilitator Guides, Presentation Material and Reference Material for both Community Coach and Competition Introduction Courses will be provided to the hosting organization and qualified Coach Developer upon approval of their hosting request.

Ratio Recommendations

The optimal class size is between 6 – 20 participants. This encourages quality discussions and break out activities between coaches. If the class size exceeds 20 participants this must be agreed upon by the host agency and the Coach Developer, and a second Coach Developer should be arranged.

Facility Guidelines

- Classroom space with good lighting
- Tables and chairs for each participant.
- LCD projector and screen or television for display of PowerPoint.
- All necessary power cords, extension cords and computer/projector connection cords
- Flipchart and/or whiteboard, and a variety of coloured pens.
- Additional space to move around for activities or practical application.
- Appropriate field hockey turf or gymnasium floor for practical stage of coach workshop.
- Field Hockey and other equipment suitable for the practical workshop being hosted. This could include Balls (min 3 per attendee) Cones (min two colours) Mini Nets if available, agility ladders, medical kit, Community Coach course will also require beanbags, different sized/weight balls.

Minimum Age Requirements

The minimum age for participation in FHC NCCP courses is 16 years of age from the date of the start of the course. It is the responsibility of the Host Agency to review registrations to ensure that all participants meet the minimum age requirements. Participants under the age of 16 cannot be given credit for attending these courses in the NCCP database.

Context	Years of Relevant Experience	Minimum Age
Community Coach	0	16 years
Competition Introduction	0	18 years
Competition Development	3	21 years
Learning Facilitator (all contexts)	5	21 years
Coach Evaluator	8	25 years
Master Coach Developer	8	25 years



Fee Structure, Payment, and Honorarium

Coach Developer Honorariums

The host agency is responsible for payment of the Coach Developer. Guideline fees for Coach Developers are set by the Coach Education Committee and detailed in table below. This fee is payable to the Qualified Coach Developer at the conclusion of the course.

The host agency should also pay for travel, accommodation and meals as outlined below, or, as agreed upon in the hosting agreement contract between the host agency and the Coach Developer (See Appendix):

- Travel – \$0.45/km after 50km *applicable to both courses and evaluations or at the discretion and agreement of the Hosting Organization at the outset of the
- Ground Transportation – including parking or Taxi if receipts are provided.
- Flights or Air Travel – if approved by the host organization and the Coach Developer at the initiation of the facilitating agreement.
- Accommodation – up to \$150 per night
- Meals – per day expense to be agreed upon between the host and coach developer prior to the event.

All other expenses incurred by the Coach Developer are not the responsibility of the host organization, unless prior approval and at the discretion of the host agency.

CONTEXT (Coach Developer teaching 'X' course)	Total Course Hours	Preparation Hours	Admin	Co-Delivery / Co-Evaluation	Total	Rate per Hour	Total Cost
Community Coach	8	2	1	-	11	\$30	\$330
Competition Introduction	16	3	1	-	20	\$45	\$900
LF Content Specific Training (Community)	6	4	2	6	18	\$55	\$990
LF Content Specific Training (Competition-Introduction)	8	4	2	8	22	\$55	\$1210
CE Content Specific Training (Comp. Intro)	3.5	4	1	3.5	12	\$55	\$660
MCD Content Specific Training (Community, Comp. Intro and Coach Evaluator)	12	4	2	Community: 4 Comp.-Intro: 4	22	\$65	\$1430



Suggested Course Fees

Hosting agency (PSO or club) must pay the cost of the Learning Facilitator, their expenses (travel and accommodation as required) as well as the cost of materials and facilities. Courses should be planned to ensure these costs are covered; however the suggested cost of each course should be within these ranges:

- Community Coach course: \$ 85 - \$ 110
- Competition Introduction course: \$150 - 250
- Competition Development course: \$ 300 – 500

Fee Options

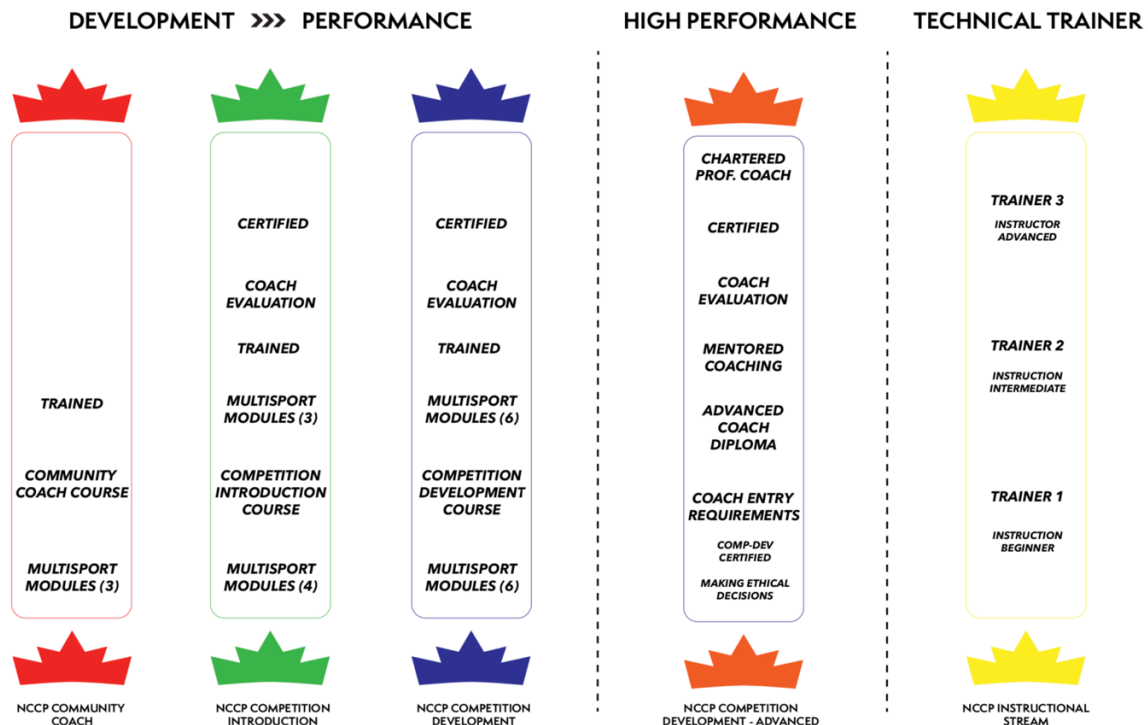
- Host may sponsor the entire course and charge no fees
- Host may charge a fee set to a break even formula
- Host may charge their members one rate and guests another rate
- Host may not charge above the maximum rate set by FHC (as above)
- Host may partner with another agency or organization to host a course.

Fee for Evaluation

In order to be evaluated for complete certification, the coach candidate must pay the following NSO Flat rate which covers the cost of the Coach Evaluator, time and processing administration.

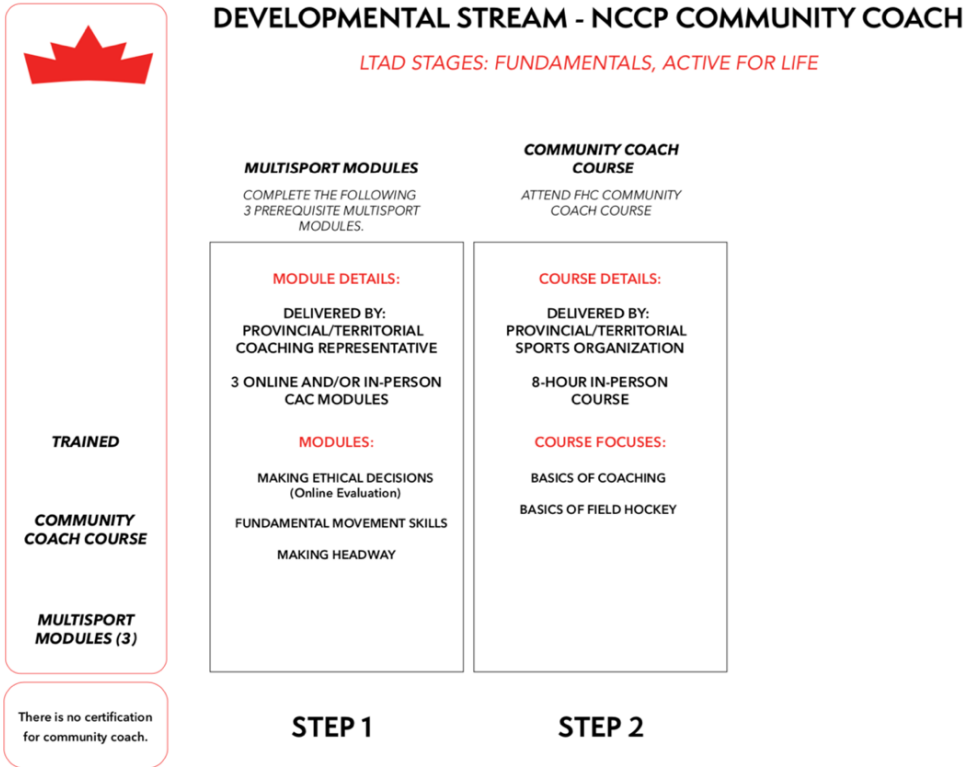
- Competition Introduction: \$150 flat rate
- Competition Development: \$250 flat rate

Coach Education Pathway – Overview





Community Coach Context



Course Overview:

The FHC Community Coach Workshop is designed for coaches working with athletes under the age of 10. The focus of the course will be on the basics of coaching, fundamental movement skills as well as basics structures of field hockey. This Community level course is 8.75hours completed in one day. The course will include individual, group and workbook tasks. Coaches successfully completing of this course, in addition to the NCCP prerequisite modules of Making Ethical Decisions, Fundamental Movement Skills and Making Headway will be considered FHC Trained Community Coaches.

Facility Requirements Overview - Community

The suggested outline and timing of this course is as follows. Some flexibility is allowable to work within facility limitations and LF delivery methods. Ensure there is a completed EAP for all locations

Setup: Allow for 45 minutes

Classroom Facility: 4 hours (followed by 45min lunch break)

Practical Facility: 3 hours

Classroom Facility: 2 hours

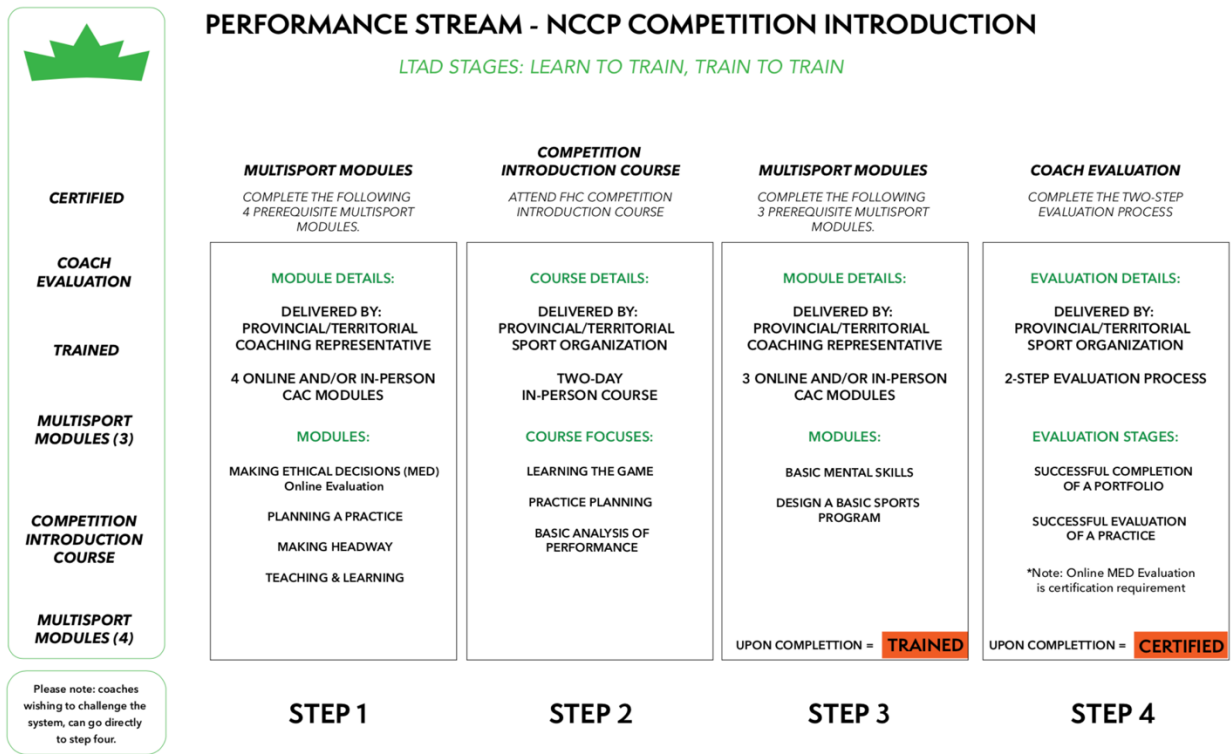
Takedown: Allow for 30 minutes



This timing is generous and allows for mini-breaks, and transition time between facilities or delivery blocks. The total time works out to be roughly 8.5 hours of delivery time (just over 9hr including lunch) Typically this can run in one full day, 8-5ish. However, can also be hosted over two half days, or split into four evenings of 2 hours.

Pre Requisites	16 Years or older Completed CAC Making Headway Completed Making Ethical Decisions + online evaluation of MED The Multisport Module (FMS) is highly <i>recommended</i> but not required prior to the FHC NCCP Workshop.
Evaluation	Step 1: Must complete FMS Multisport Module. Step 2: There is no further action needed. Coaches are considered Trained.
TRAINED: Community Coach	

Competition – Introduction Context



Course Overview:

The FHC Competition Introduction Workshop focuses on Learning the Game, Practice Planning, and Designing a basic Sport Program. This is a two day, in person course which will include individual, group and workbook tasks. Coaches successfully completing of this course, in addition to the required NCCP multisport modules will be considered FHC Trained Competition Introduction Coaches. Full Certification requires submission of a portfolio and successful evaluation of a practice event.



Pre Requisites	18 Years or older Completed CAC Making Headway + Completed Making Ethical Decisiuons + online evaluation of MED Completed The Multisport Modules (PP +TL) are highly <i>recommended</i> but not required prior to the FHC NCCP Workshop.
Evaluation	Step 1: Submit Portfolio + Pay Evaluation Fee Step 2: Pre-brief upon successful completion of portfolio Step 3: On-site evaluation Step 4: De-brief – complete and sign your action plan
CERTIFIED: Competition – Introduction Coach	
Maintaining Certification	Obtain 20 Professional Development (PD) points within 5 years

Facility Requirements Overview – Comp Intro

The suggested outline and timing of this course is as follows. Some flexibility is allowable to work within facility limitations and LF delivery methods. Ensure there is a completed EAP for all locations

- As it is sometimes difficult to have the turf at the exact time you need it, the workshop is designed as modules you can change the order if necessary.
 - Ie. One full day in the classroom / 1 full day on field
 - Ie Two days of both half classroom / half on field
- You must cover Developing a Hockey Practice prior to the first on field module.
- Remember to insert breaks and schedule meal breaks if appropriate
- Number of coaches will change the amount of time needed for the On-Field Sessions, plan accordingly.

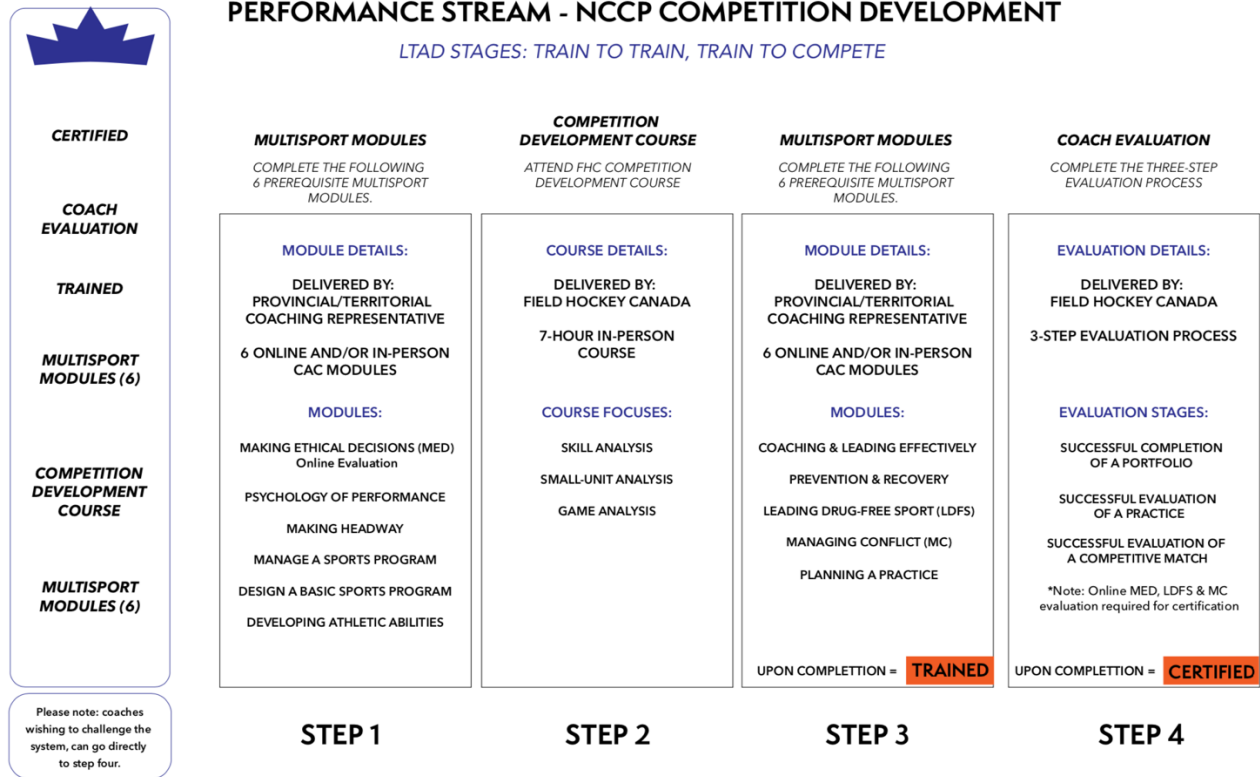
The following modules should be completed over the course of TWO days. Each day allow for set up / take down as well as breaks and a 45min lunch.

- Classroom Facility: 2 blocks of 2.5 hours of classroom instruction, 1hr debrief and self evaluation. 6 hours total in two days.
- Practical Facility: 2 blocks of 2.5 hours of practical instruction. 5 hours total over two days

Including lunch, breaks and facility transitions suggest each day will be approximately 7hrs in duration.



Competition Development Context



Note: The Competition Development Workshop is hosted and facilitated by Field Hockey Canada. FHC will work with each PSO to provide MCD's to host Competition Development Courses when the PSO demand for these courses indicate is necessary (ie. Have sufficient number of coaches with completed prerequisites).

Course Overview:

The FHC Competition Development Workshop is delivered through the NSO and focuses on practical application of the NCCP competition development modules in a field hockey context. This is a 7 hour, in person course which will include individual, group and workbook tasks. Coaches successfully completing of this course, in addition to the required NCCP multisport modules will be considered FHC Trained Competition Development Coaches. Full Certification requires submission of a portfolio and successful evaluation of a training and competition event.

Pre Requisites	<ul style="list-style-type: none"> • 21 Years or older • Minimum 3 year's experience coaching in this context • Completed CAC Making Headway + Successful completion of online MED (Comp. Dev. Context) evaluation + Successful completion of online Leading Drug Free Sport evaluation
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Evaluation	Step 1: Meet with MCD to go through the process Step 2: Submit Portfolio Step 3: Portfolio De-brief and Feedback (comes from FHC) Step 4: Pre-brief upon successful completion of portfolio Step 5: On-site evaluation of a practice (must be Head Coach of practice being evaluated) Step 5: De-brief of practice session Step 6: On-site evaluation of a significant game (must be Head Coach at time of evaluation) Step 7: Complete and sign your action plan
CERTIFIED: Competition – Development Coach	
Maintaining Certification	Obtain 30 Professional Development (PD) points within 5 years



Application to Host a Field Hockey NCCP Workshop

By completing this application, we certify that we have read, understood and are in compliance of the information included in the Field Hockey Canada Coach Education Operational Standards, (2020 revision), as well as the Guidelines for hosting a Field Hockey NCCP Course.

This is a request to host notification for the following Field Hockey Canada Workshops.

Please submit via email to your PSO and Coach Education Committee at development@fieldhockey.ca

- Community Coach Workshop (eight-hour In person course)
- Competition Introduction Workshop (two-day in person course)
- Competition Development Workshop (7 hour in person course)

Host Information

Local Sport Organization / Club Name _____

Provincial Sport Organization Name _____

Course Information

Date _____ Time _____

Facility Address:

Coach Developer Name: _____

Coach Developer NCCP #: _____

Expected Registration # : _____

Primary Course Contact

Name: _____

Email: _____

Telephone: _____

Name (please print)

Signature

Date



Agreement to Host a Field Hockey NCCP Workshop

By completing this agreement, we certify that we have read, understood The hosting requirements for this course as outlined in the FHC Guidelines for Hosting document issued Feb 2020.

This agreement is between:

Host Organization: _____

AND

Coach Developer Name: _____

Coach Developer NCCP #: _____

Primary Course Contact

Name: _____

Email: _____

Telephone: _____

This agreement is to host the following workshop:

- Community Coach Workshop (eight-hour In person course)
- Competition Introduction Workshop (two-day in person course)
- Competition Development Workshop (7 hour in person course)

Course Information

Date _____ Time _____

Facility Address:

Expected Registration # : _____

The following Coach Developer Honorariums are agreed upon:

Item	Info	Agreed Upon Rate
Mileage	As approved by Host	
Transportation	Including Taxi, Ride Share, Parking	
Flights	As approved by Host	
Accommodation	Up to \$150 per night	
Meals	As approved by Host	

Coach Developer Name

Signature

Date

Host Name

Signature

Date



COACH EVALUATOR EXPENSE CLAIM FORM

To be completed by the Coach Evaluator immediately following the course.

Coach Evaluator Name:	<input type="text"/>
CC#:	<input type="text"/>
Address:	<input type="text"/>

Name of Coach Evaluated

Date:

Location:

NCCP # of Coach

Date submitted in locker

Action Plan completed and signed by coach:

ELIGIBLE EXPENSES:

Flat rate \$150/coach evaluation	\$150
Mileage \$0.____ per km Actual ____ km X \$0.____	
Airfare * * Prior approval required.	\$
Parking	\$
Ground Transport (e.g.Taxi)	\$
Hotel Accommodation (\$ ____ /night X ____ nights) *prior approval required	\$
TOTAL EXPENSES Scan receipts as relevant	

Check one result:

I recommend:

- Coach is not ready for certification
- Coach needs to repeat onsite evaluation at a later date
- Coach be certified as a Competition Introduction Field Hockey Coach

Signature: _____



Please sign, scan and submit as agreed to the Field Hockey Canada / Host Agency.

NCCP LEARNING FACILITATOR EXPENSE CLAIM FORM

To be completed by the Learning Facilitator immediately following the course.

Learning Facilitator Name:	<input style="width: 100%;" type="text"/>		
NCCP#	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Courses:	<input style="width: 100%;" type="text"/>		
Date(s) of Course:	<input style="width: 200px;" type="text"/>	Location:	<input style="width: 200px;" type="text"/>
Host FHO/Club:	<input style="width: 100%;" type="text"/>		
Event # Locker	<input style="width: 150px;" type="text"/>	Date submitted for approval to FHO _____	

ELIGIBLE EXPENSES:

Learning Facilitator Honorarium \$ _____ /hr x _____ hrs	
Mileage \$ _____ per km Actual ___ km X _____ rate	
Airfare * Prior approval required.	\$
Parking	\$
Ground Transport (e.g. Taxi)	\$
Hotel Accommodation (\$ _____ /night X _____ nights) <i>*prior approval required</i>	\$
Materials (printing shipping, USBs etc)	\$
Miscellaneous *prior approval required	\$
TOTAL EXPENSES Scan receipts as relevant	

Signature: _____

Please sign, scan and submit as agreed to the Field Hockey Canada Host Organization.