



# MANITOBA TENPIN BOWLING COACHES ASSOCIATION



## POLICY MANUAL

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MTF Board of Directors  
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## POLICY MANUAL

### GENERAL

The Manitoba Tenpin Bowling Coaches Association is an associate member of the Manitoba Tenpin Federation. The Manitoba Tenpin Bowling Coaches Association programs are funded by the MTF and as such, all activities and programs must be approved by the MTF Board of Directors and not in conflict with established MTF policies and funding procedures.

The Manitoba Tenpin Federation will annually determine the amount of block funding to allocate to the Manitoba Tenpin Bowling Coaches Association and review and revise financial assistance available through MTF and other funding organizations, agencies and programs.

Only current members are eligible to apply for assistance, grants, programs, benefits and privileges available through the Corporation and/or MTF. All applications are subject to merit review and their adherence to MTF Policies, Sport Manitoba requirements, specific grants criteria, MTBCA Policies and By-Laws.

### REPORT TO

As an associate member of the MTF, the MTBCA President will attend MTF Regular Board meetings with voice, but no vote. The MTBCA appointed representative will use this opportunity to report in writing to the MTF Board of Directors the activities and proposals of the association.

## **GUIDING PRINCIPLES**

### **Vision**

Under the guidance of the Manitoba Tenpin Federation, the Manitoba Tenpin Bowling Coaches Association will ensure the continual growth and development of tenpin bowling coaching in Manitoba.

### **Values**

- a) The Sport of Tenpin Bowling is a lifetime sport, which contributes to the physical, social, mental and spiritual growth of its participants.
- b) Tenpin bowling coaches are important and necessary for the proper training and development of all tenpin bowling athletes.
- c) Tenpin bowling coaches perform an integral role in the overall personal development of youth bowlers.

### **Mission Statement**

To promote, encourage, support and develop tenpin bowling coaches in the province of Manitoba through the provision of quality administrative services, development programs and upgrading opportunities for coaches.

### **Goals**

- 1) To enhance the overall personal growth and development of youth through the coaching of tenpin bowling;
- 2) To recruit and encourage new coaching membership to ensure the growth, development and continuity of tenpin bowling in Manitoba in conjunction with all tenpin bowling associations;
- 3) To facilitate the development of our high performance tenpin bowling athletes through the provision of high quality and effective coaching;

- 4) To provide quality programs for our tenpin athletes through the development of NCCP certified coaches;
- 5) To provide programs in all regions of Manitoba;
- 6) To provide services and resources to promote tenpin bowling coaching development and address the needs of all Manitoba Tenpin Bowling Coaches Association members through the provision of effective quality services, programs and upgrading opportunities for grassroots, developmental and high performance coaches;
- 7) To act as an advocacy group for tenpin bowling coaching concerns and issues;
- 8) To develop qualified skilled NCCP certified tenpin bowling coaches to serve all the tenpin training programs in Manitoba.
- 9) To facilitate the development of NCCP Tenpin Bowling Course Conductors at all levels.
- 10) Promote unity and cooperation among tenpin bowling coaches in the implementation of all athlete and coach training programs.

### **Key Strategies**

- 1) To assess the future needs and provide support and upgrading opportunities for the MTBCA members;
- 2) To develop short and long term strategies that will meet the goals assessed within the framework and budgets that already exist;
- 3) To ensure monitoring, evaluation and revision of these strategies;
- 4) To regularly evaluate effectiveness of MTBCA programs and services;
- 5) Produce a stronger core of high caliber athletes by increasing and developing our pool of more qualified NCCP certified coaches at all levels;

- 6) Through the development and utilization of NCCP certified coaches, improve the quality of training programs at all levels;
- 7) Provide coaching support to our developing athletes to reach their full performance potential;
- 8) Provide recommendations to the MTF Board of Directors to improve the quantity, quality and/or effectiveness of tenpin bowling coaching development programs;
- 9) To develop policies, programs and make decisions in accordance with tenpin bowlings best interest, specifically, towards the betterment of its growth, promotion and continuity in Manitoba;
- 10) Provide support to MTBCA coaches in order to facilitate coaching growth and development at all levels.

### **Method of Business**

Meeting regularly as needed to address association business.

### **Evaluation**

An annual evaluation is to be conducted of all the association's activities upon the completion of the fiscal year and presented along with their recommendations and proposals for the upcoming season at the Manitoba Tenpin Federation's regular Board of Director's meeting in May of each year.

### **Membership Fees**

All new members must pay an initial one year affiliation fee of \$5.00. The annual renewal fee for each subsequent year will be \$5.00 per coach. The membership fee shall be revised annually and determined at the proceeding Annual Meeting of the Members for the upcoming season.

## NCCP Technical/Practical Clinics

The Provincial Coaching Coordinator shall be the sole contact person and organizer of all NCCP clinics. The MTBCA may make recommendations to the Provincial Coaching Coordinator directly or at MTF Board meetings with regard to the number and/or levels of clinics needed or other suggestions for the program.

### Registration Fees

<b>CTF Community Sport</b>	\$ 50.00 per person
<b>CTF Intro To Competition</b>	\$ 75.00 per person
- Intro to Competition Evaluation	\$100.00 per person
<b>CTF Level III</b>	\$100.00 per person

### NCCP Course Conductor Honoraria

<b>CTF Community Sport</b>	\$240.00 maximum per clinician
<b>CTF Intro To Competition</b>	\$440.00 maximum per clinician
- Intro to Competition Evaluation	\$ 50.00 maximum per clinician
<b>CTF Level III</b>	\$600.00 maximum per clinician

- . Mileage beyond the boundaries of the city/town is calculated at \$0.35 per kilometer;
  - . Meals (outside home city/town) \$30.00/day;
  - . Meals (within home city/town) \$6.00/day;
  - . NCCP Course conductors are not paid for travel time or for time missed at work;
  - . Coaching Manitoba will not reimburse organizations for snacks, meals or refreshments for course participants during NCCP Technical and/or practical courses.
- \* If clinics have over 20-35 participants, two clinicians may be claimed on the Technical Assistance Form (CAF), which allows for full payment of the honoraria to each conductor.
- \*\* Course conductors in training will be paid 50% of the clinician rate for assisting in the hosting of a clinic as part of their certification.

### Upgrading Assistance (Out of Province)

Coaches are to be informed about NCCP clinics, coaching seminars and any special upgrading opportunities, time permitting. Financial assistance **may** be provided for **out-of-province opportunities** as warranted by need and merit.

- . Designed to support Provincial Sport Organizations in sending coaches and/or course conductors out of province for development opportunities not available in Manitoba.
- . Maximum grant of \$400.00, three (3) times per year, per sport.
- or**
- . Maximum grant of \$300.00, five (4) times per year, per sport.

The MTF Board will only accept requests in writing from coaches who are currently active in coaching tenpin bowling and who are fully certified Level I NCCP (or Equivalent) coaches or higher provided their application has been approved by the MTBCA. Approved coaches must be willing to present the new information from the seminar to other coaches at a later date, if requested. All decisions reached by the Board will be based on the merit of the clinic/seminar, financial need of the applicant, benefit of upgrading and funds available. All requests must be passed by the MTBCA Board of Directors and then presented to the MTF Board in writing with estimated expenses and revenue breakdown. All applications are subject to final approval by Coaching Manitoba.

### Upgrading Opportunity Assistance (In Province)

Financial assistance requests in-province upgrading opportunities will be addressed on a case by case basis. Assistance amounts will be based on need of applicant, merit of the upgrade opportunity and level of funds available. MTF will annually budget \$100.00 for this program.

Requests must be submitted in writing to the MTBCA Board of Directors for approval and re-submitted to the MTF Board of Directors for final approval. Written requests should include a breakdown of anticipated expenses, other assistance being received, benefit of upgrading opportunity, location, date, applicant's current NCCP certifications, qualifications and coaching activities and the hosting body. Eligible upgrading opportunities may include, but are not limited to:

- . Coaching conferences;
- . Coaching seminars/workshops;
- . NCCP Course Conductor Development Seminars;
- . NCCP certification clinics or evaluation sessions.

***ELIGIBILITY:***

To be eligible coaches must be:

- . Canadian citizens or have landed immigrant status and be a resident of Manitoba at least six months prior to application.
- . A current member of the MTBCA in good standing and actively involved in coach and athlete development programs.
- . Accountable to the Manitoba Tenpin Federation with regard to funds received and their development program.
- . Be certified coaches and striving to attain the highest level of certification available in that sport.
- . Aware that the funds must not be used to duplicate assistance already available from other sources, i.e. national sport organization, provincial sport organization, etc.
- . Funds are to be used to attend an approved coaching development opportunity, e.g. certification clinic, seminar, national team camp.

Eligible expenses include travel, accommodation, meals and registration.

**NOTE** – *Member in Good Standing* is defined as paid current membership fee, has completed the Sport Manitoba Respect in Sport course, have submitted their Vulnerable person report to the MTF office and not currently suspended from active involvement in either MTF nor MTBCA programs.

- CRITERIA:**
- 1) The funding is to be used to provide coaching development opportunities.
  - 2) The program is administered by the Manitoba Tenpin Federation. The MTF is also responsible for approving each applicant.
  - 3) Assistance can also be based on either &/or current or previous year's coaches activity.
  - 4) A financial post event report must be submitted by the Manitoba Tenpin Federation at the end of the sport year. Receipts and Individual records must be available to Sport Manitoba on request.



**Special Initiatives (All Applications must be approved by both MTBCA & MTF prior to submission)**

**In-Province Seminars and workshops** to upgrade our coaches can be hosted by MTBCA and/or MTF if warranted, provided funding is available. Once annually, the MTBCA may request assistance in writing to host **upgrading clinics, seminars, workshops, mentorship program or grassroots development programs** for coaches, specifying expected revenue, expenses and expected benefits to coach/athlete development. Up to \$2,000.00/year may be approved based on the merit of the application and Coaching Manitoba acceptance.

- . Designed to support Provincial Sport Organizations (PSO) with hosting coaching initiatives (e.g. seminars, workshops, coach mentorship, development of grassroots program, etc.);
- . This grant is **not** to be used for travel outside of Manitoba;
- . This grant is **not** to be used for Certification opportunities;
- . The total of all Special initiative grants must not exceed \$2000.00 per year per Provincial Sport Organization (i.e. organizations may apply for multiple grants, provided the total of all approved grants does not exceed \$2000.00 per year per Provincial Sport Organization).

*Note: Each Provincial Sport Organization is not guaranteed the full \$2,000.00/year.*

**Coaches Code of Conduct**

This document (**See Appendix A**) was designed in accordance with Manitoba Tenpin Federation's & Manitoba Tenpin Bowling Coaches Association's mandate, goals and objectives:

- to provide professional and ethical guidance for our coaches in the performance of their duties;
- to enhance the quality and effectiveness of our programs;
- to protect the rights, safety and overall growth and development of our athletes.

Therefore, this document must be signed by all coaches involved in **any** MTF program **prior** to their placement.

**Mentorship Program Assistance** – In conjunction with the MTF's Coaching mentorship program, the MTBCA will provide up to a maximum of \$100.00 annually in assistance for the Apprentice's out-of-pocket expenses. Recipients must be submitted. (See Appendix B).

## **Recognition**

MTF administrates **six** forms of recognition to acknowledge the outstanding achievement and involvement of our Tenpin Bowling coaches.

### **1) - MTF Volunteer of the Year Award**

The MTBCA may prepare in writing and submit one nomination annually (March) to the MTF Board of Directors for consideration. The chosen MTF Volunteer of the Year will also be submitted to Sport Manitoba for their Volunteer of the Year program.

### **2) COACH OF THE YEAR AWARDS**

#### **i) - Coaching Manitoba: Coach of the Year**

Once annually the Manitoba Tenpin Bowling Coaches Association Board will identify and submit a maximum of three coaches (one maximum in each nomination category) to Coaching Manitoba for consideration under the Coach of the Year program.

#### **Process**

- Nomination forms and information will be issued to all MTBCA members;
- Members may submit as many nominees as they wish, however, all nominees must be current MTBCA members;
- All nominations must be submitted on the Coaching Manitoba nomination form;

#### **ii) MTBCA: Coach of the Year**

- The MTBCA Board will identify one coach from the nominees submitted to Coaching Manitoba as the MTBCA Coach of the Year (upon MTF Board approval):
- The Coach of the Year will be recognized at the Annual Provincial Awards Banquet.

### **3) - Annual Awards (Order of Excellence)**

These awards are determined by the coaches' participation in CTF sanctioned competitions. The award applications are administered by the MTF office and are presented at the Annual Awards Banquet.

#### **4) - MTF Newsletter**

The MTBCA may submit articles, updates, achievements, notices, etc. to the MTF office by the specified deadlines for inclusion in the MTF “Frame By Frame” newsletter.

#### **5) - Bowling Hall of Fame of Manitoba**

The MTBCA may submit nominations to the Bowling Hall of Fame of Manitoba Nominations Committee for coaches that meet the selection criteria under the “Builder” or “Certificate of Appreciation” categories.

#### **6) - Manitoba Sport Hall of Fame of Manitoba**

The MTBCA may submit coach nominations to the MTF Board of Directors for consideration. If the MTF Board of Directors approves the nomination, it will then be forwarded to the MSHFM for possible induction.

#### **Coach of the Month**

The MTBCA will submit an application for consideration every three months (suspended).

#### **Coaching Resources**

All MTBCA members will have access to the MTF resource library and technical equipment. The resource library contains several manual, books, bowling magazines and DVDs to enhance a coaches understanding of athlete development and the ever changing technical aspects of tenpin bowling. The Manitoba Tenpin Federation will make available a list of manuals, resource books, videos and technical equipment to MTBCA members upon request.

The Manitoba Tenpin Bowling Coaches Association may request in writing that Manitoba Tenpin Federation purchase additional coaching resources and/or equipment. The written request must include price, name, contact number and address of company and expected benefit to coach/athlete development. Items may be purchased if the Manitoba Tenpin Federation Board of Directors deems that the cost/benefit/need is warranted and the necessary funds are available.

## **Identification / Program Coach Selection Process**

MTF will advise the MTBCA of coaching positions available in MTF programs. The MPTBA will notify their qualified members to submit applications, if interested to the Manitoba Tenpin Federation High Performance Development Committee c/o of the MTF Provincial office. Other associations may also solicit coaches through the MTBCA for their training and Provincial Team Programs.

## **Bingos (All applications must be approved by both the MTBCA & MTF)**

- . Developed to support PSO's in the recruitment, training and development of coaches in Manitoba;
- . Bingo's will be offered to PSO's who, at the discretion of Coaching Manitoba have a well developed and active Coaching Association or Coaching Committee whose focus is to recruit, develop and advocate on behalf of the Coaches within their sport;
- . Coaching Manitoba will share the bingo allocations it receives in the following manner:
  - MTBCA will provide all of the volunteers (7) and work the assigned bingo(s);
  - MTBCA will receive 50% of the earnings from the bingo they worked (minus any cash shortages);
  - Coaching Manitoba will retain 50% of the earnings from each bingo.



## MANITOBA TENPIN FEDERATION - COACHES CODE OF CONDUCT

This document was designed in accordance with our mandate goals and objectives to:

- provide professional and ethical guidance for our coaches in the performance of their duties;
- enhance the quality and effectiveness of our programs;
- protect the rights, safety and overall growth and development of our athletes.

Therefore, this document must be signed by all coaches involved in any MTF program prior to their assignment. They must also have completed Sport Manitoba's **Respect in Sport** course and submitted a copy of their **Vulnerable Sector** check to the Manitoba Tenpin Federation office.

### I. Respect for Participants

Acting with *respect for participants* means that coaches

- i. do not make some participants more or less worthy as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;
- ii. have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and share decision-making (right to self-determination - athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;
- iii. interact with others in a manner that enables all participants in sport to maintain their dignity; and
- iv. build mutual support among fellow coaches, officials, athletes and their family members.

In being faithful to the principle of *respect for participants*, coaches should adhere to the following ethical standards:

- 1.1 Treat all participants in sport with respect at all times.
- 1.2 Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs, e.g. focus criticism on the performance rather than on the athlete.
- 1.3 Respect athletes as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- 1.4 Communicate and cooperate with family members, involving them in appropriate decisions pertaining to an athlete's development.
- 1.5 Encourage participants to respect one another and to expect respect for their worth as individuals.

## **II. Responsible Coaching**

*Responsible coaching* means that coaches:

- i. act in the best interest of the athlete's development as a whole person;
- ii. recognize the power inherent in the position of coach;
- iii. are aware of their personal values and how these affect their practice as coaches;
- iv. acknowledge the limitations of their discipline; and
- v. accept the responsibility to work with other coaches and professionals in sport.

In being faithful to the principle of *responsible coaching*, coaches should adhere to the following ethical standards:

- 2.1 Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.
- 2.2 Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of coaching services and the health and safety of athletes.
- 2.3 Ensure that activities are suitable for the age, experience, ability and physical and psychological conditions of athletes.

- 2.4 Make athletes aware of their responsibilities for participating safely in sport.
- 2.5 Abstain from all forms of harassment, including sexual harassment. Sexual harassment includes either or both of the following:
  - i. the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.
  - ii. engaging in deliberate or repeated sexually oriented comments, anecdotes, gestures or touching, if such behaviors
    - a. are offensive and unwelcome;
    - b. create an offensive, hostile or intimidating working environment; or
    - c. can be expected to be harmful to the recipient.

### **III. Integrity in Relationships**

In being faithful to the principle of *integrity in relationships*, coaches should adhere to the following ethical standards:

- 3.1 Explore mutual expectation with athletes in an honest and open manner, giving due consideration to the age and experience of individuals.
- 3.2 Act with an enthusiastic and genuine appreciation for sport.
- 3.3 Know and abide by sport's rules, regulations and standards.

### **IV. Honouring Sport**

*Honoring sport* means that coaches

- i. act on and promote clearly articulated values related to coaching and sport;
- ii. encourage and model honorable intentions and actions in their coaching practice; and
- iii. show high regard for and promote the value of sport in Canadian society and around the world.

CONT. APPENDIX A

In being faithful to the principle of *honouring sport*, coaches should adhere to the following ethical standards.

- 4.1 Advocate and model the fundamentally positive aspects of sport, e.g. sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
- 4.2 Actively seek ways to reduce potentially negative aspects of sport, e.g. winning at all costs, playing to the letter of the rules at the expense and other negative aspects identified by participants.
- 4.3 Accept both the letter and the spirit of the rules that define and govern sport.
- 4.4 Accept the role of officials in ensuring the competitions are conducted fairly and according to established rules.
- 4.5 Project an image of health, cleanliness and functional efficiency in
- 4.6 Personal habits and appearance, e.g. refrain from smoking while coaching, refrain from drinking alcoholic beverages when working with athletes.

\* To be pro-active and protect our athletes and integrity of the Manitoba Tenpin Federation and its programs. Manitoba Tenpin Federation reserves the right to:

- request at anytime, a police background check from any coach in our programs;
- dismiss any coach for behavior or performance MTF believes to be inconsistent with our mission statement and/or detrimental to the program and/or growth and/or safety of our athlete(s) or in violation of, but not limited to, the above stated Code of Conduct standards.
- dismiss or refuse application of any coach, if MTF believes the coaches involvement may compromise the integrity of the program and/or safety of its athletes, coaches and/or members.

I have read, understand and consent to a police background check being undertaken and the Law Enforcement Agency is hereby authorized to communicate the results of the police background check directly to the Manitoba Tenpin Federation upon request and I agree to abide by the guidelines and standards stated in this document.

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Date

Coach

Witness