

### **NCCP Committee Assistant Instructor Process**

This process covers the preparation and delivery of the resource materials and documents needed to conduct and update the Assistant Instructor Workshop.

1. Host identifies a need for a workshop and sends a request to Taekwondo Canada head office via regular mail, courier, FAX or scan and email per Operations Manual Guidelines. Requests can be sent to Michelle Robb at [michelle@wtfcanada.com](mailto:michelle@wtfcanada.com)
2. Taekwondo Canada confirms with the NCCP committee via phone or email that the LF is on the approved list, and then posts the workshop.
3. Taekwondo Canada [NCCP committee can do this for now] sends out a CAC tracking sheet to the LF and updates him/her promptly of registered coaches;
4. LF can prefill in the CAC tracking sheet as he/she gets the names from Taekwondo Canada;
5. Taekwondo Canada prepares a package to send to the host in advance of the workshop
  - a. 2 Taekwondo for Life posters for each registered coach
  - b. 1 Taekwondo for Life guide for each registered coach
  - c. 1 DVD [Assistant Instructor Resource DVD] for each coach
  - d. 1 Assistant Instructor certificate for each registered coach;
    - i. Use white 67# 8.5 " x 11" card stock
    - ii. Print blank certificate from template with TKD president's scanned signature
    - iii. Mail merge names in 36 point Palace Script from template
    - iv. Hard code date of the workshop in 20 point Calibri using MMM/DD/YYYY
  - e. 1 copy of the Assistant Instructor workbook for each registered coach
    - i. Spiral bound with cover set from Staples
    - ii. 24 # paper for extra durability
  - f. 1 NCCP profile sheet for each registered coach;
  - g. 1 code of conduct sheet for each registered coach;
6. LF conducts workshop and fills in all fields in the CAC tracking sheet and sends copy to [nccp@wtfcanada.ca](mailto:nccp@wtfcanada.ca);
7. LF and co-LF [if there is one] signs the certificates;
8. LF returns completed NCCP profile sheets to Taekwondo Canada which are used to update the coach database; once properly updated, destroy original.
9. LF returns the signed Code of Conduct sheets to Taekwondo Canada which are used to update the coach database; file with coach records or store in a separate file
10. NCCP committee reviews the CAC tracking sheet, then Taekwondo Canada forwards the finished version of the CAC tracking sheet to CAC.