



Coaching Policy

Reviewed by the Board of Directors on August 12, 2025

Overview

1. Archery Ontario is the Provincial Sport Organization dedicated to the promotion, expansion and participation of Ontario residents in all forms of the sport of archery. AO supports the development of high-performance excellence in archery by working in collaboration with the National Sport Organization Archery Canada, the Coaching Association of Canada who operate the National Coaching Certification Program (NCCP) and with our member clubs, individual and family members, coaches and officials in the sport of archery.
2. Among its responsibilities, Archery Ontario seeks to facilitate and provide overall guidance and direction for the coaching of athletes across the province. Whether they are competitive or recreational archers, it is vital that member clubs and members operate their coaching activities with appropriately trained and certified staff, provide a safe sport environment and conduct themselves with respect and dignity for participants to enjoy the sport of archery.
3. Archery Ontario wishes to establish an appropriate Coaching policy to guide member clubs and members on their coaching activities, and to avoid problems which may arise from lack of proper training, oversight or inappropriate conduct.
4. Coaching of recreational or competitive archers requires several components to be in place to protect the health and safety of all participants:
 - a. Coaching staff should be trained or certified through the NCCP program
 - b. Coaching staff must be active members of Archery Ontario and if qualified, must have AO technical registration as a Coach
 - c. There should be transparency about the instructor's NCCP Certification status
 - d. Group classes should be led by an NCCP certified instructor who is qualified to instruct at the appropriate level for the class
 - e. The club or facility should have adequate Liability Insurance for the class activity
 - f. The instructor should have adequate Liability Insurance for instructing at the club or facility
 - g. Instructors must read and comply with the NCCP Code of Conduct
 - h. The club should have a published anti-harrasment and anti-discrimination policy

Purpose

5. The purpose of this operational policy is to provide direction and guidance for member clubs and members in their coaching activities. Coaching activities at a member club are conducted under the leadership of the club's Head Coach and Board of Directors with the participation of NCCP trained or certified coaches. This ensures that the benefits of coaching and athlete development contribute to the achievement of Archery Ontario's mission to develop, promote, expand and perpetuate participation in the sport of archery.

Definitions

6. The following terms have these meanings in this Policy:
 - a. NCCP. The National Coach Certification Program <https://www.coachesontario.ca/nccp-training>
 - b. Instructor or Coach. These terms are used interchangeably in this policy. It is recognized that NCCP certification status may differentiate between these two terms, but the general public would not make such a distinction.
 - c. The Rule of Two. A [Safe Sport guidance rule](#) with the goal of ensuring all interactions and communications are in open, observable, and justifiable settings.
 - d. Safe Sport Program. A program that aims to create a positive and secure sporting environment for all participants. <https://coach.ca/sport-safety/safe-sport-training>
 - e. Head Coach. The Lead Coach at a club, group or class, responsible for coordinating coaching activities at the club on behalf of the business owners who are usually a Board of Directors.
 - f. Board of Directors. The business owners responsible for providing governance and oversight at a club, group or class and that ultimately owns the liabilities of the organization.

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7. Training & Certification:
 - a. Archery Ontario recognizes the National Coach Certification Program (NCCP) as the only accredited Coach or Instructor Certification standard in Ontario. AO recognizes NCCP certification under the former Levels system and under the current Competency Based system.
 - b. AO recommends NCCP Level 1 Certification or NCCP Instructor Beginner Certification for the lead coach at all member clubs offering instructional programs.
8. Coach Registration:
 - a. Coaches must be active, registered members of Archery Ontario immediately upon completion of their NCCP training so that they have liability insurance for shadowing, training and certification activities. AO offers a lower-cost Coach only membership that does not include shooting or competition privileges.
 - b. Upon completion of NCCP certification, coaches should update their AO membership to obtain technical certification as a registered coach. This step usually requires a security check.

9. Transparency of Certification Status:

- a Coaches and member clubs should be transparent and honest about the coach's current certification status e.g. by maintaining a list on their website or providing a posted list at the facility showing their NCCP certification and status.
- b It is not appropriate to represent an individual as a "coach" to the public or your member community when they are not NCCP trained or certified as it will lead to potential liabilities for the organization and individual. Nor is it appropriate if their certification has lapsed due to failure to perform ongoing professional development.

10. Appropriate Level of Certification:

- a The Lead coach for a program should have an appropriate level of certification for the program. E.g. A competition group class should be led by a Level 2 or Instructor of Intermediate Archers or higher qualified coach.

11. Liability Insurance:

- a Member clubs and coaches must always maintain an appropriate level of Liability Insurance at both the club level and the coach level, to protect themselves. The facility or club should have a Club AO membership, and the coach should have an individual AO membership. The [AO Member Insurance](#) coverage provides general liability insurance coverage for active members.

12. Vetting of Coaches:

- a AO recommends that member clubs require a recent (within the last 6 months) [Vulnerable Sector Check](#) for all coaches, especially those working with junior athletes.

13. Codes of Conduct: Coaches are held to a high standard of conduct in sport and should be familiar with and comply with the following codes:

- a The [NCCP Code of Ethics](#) provides ethical standards that reflect the core values of the coaching profession in Canada, and guides sport coaches to make balanced decisions to achieve personal, participant and team goals.
- b The [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS) is a set of rules designed to promote a safe and respectful sporting environment in Canada. It outlines acceptable and unacceptable behaviors and aims to prevent and address maltreatment within sport.

14. Coaching Archery Ontario Teams:

- a AO requires Coach/Instructor of Level 2 Certification or Instructor Intermediate Certification for a team leader at the Ontario Games
- b AO requires Coach/Instructor of Level 3 Certification or Competition Development Certification for the team leader at the Canada Games
- c AO recommends that the team leader for all AO youth teams have Level 1 Certification or Instructor Beginner Certification



Jurisdiction

15. This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

Review and Approval

16. The Archery Ontario Board of Directors shall review this policy every four (4) years.

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