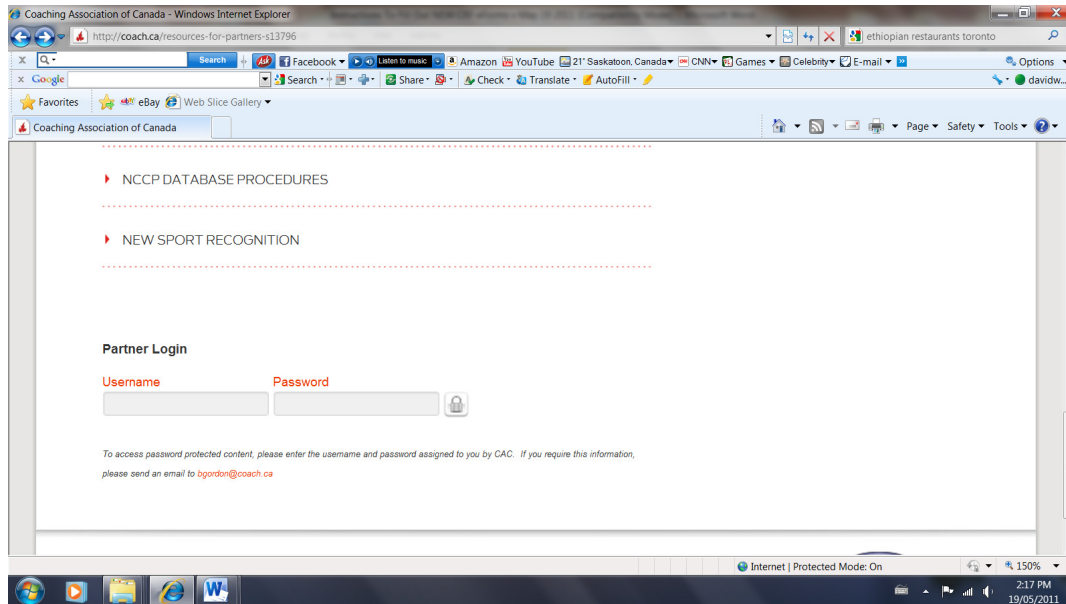# CAC Specific Instructions & Tutorials to fill out the "New" CRF forms
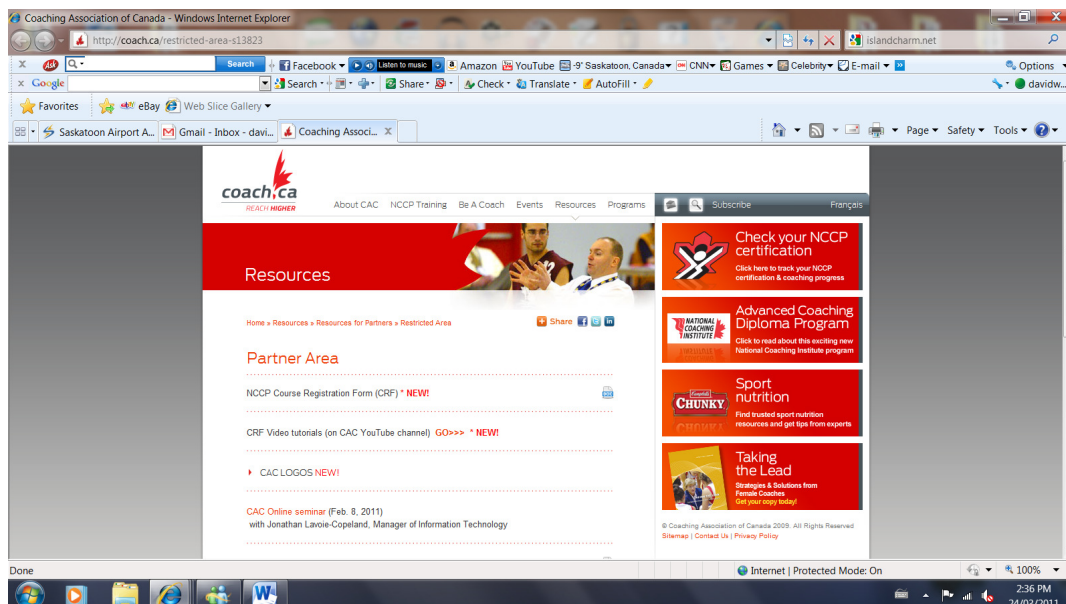## (Formerly NCCP)
Version August 1, 2011

The CAC has created a Resource for Partners secured section similar to our TC Operational Guidelines. On this webpage, you will find the MOST UP-TO-DATE CRF (Course Registration Form).

http://coach.ca/resources-for-partners-s13796

Username: CAC
Password: CAC_2010

After you LOGIN you will be taken to this page:

<h1 style="text-align:center">Tennis Specific Instructions to Complete the New CRF</h1>

These instructions should supplement the tutorials provided by the CRF that support effective completion of the forms.

There are 2 moments for entry into the CAC database for any certification course:

- Training
- Evaluation

After the completion of the 1st Weekend (or 1st Regrouping) of any course, complete the CRF and send electronically to Joan. This initial CRF form will serve the following functions:
- Apply for CC# where necessary (e.g., Instructor course)
- Mark each candidates NCCP record in the database to reflect "Training"

After completion of the final Regrouping (and all course evaluations) of any course, complete the CRF and send electronically to Joan. Simply use the same electronic form and change the Name of Workshop and resubmit. See below for exact wording for each specific course. This final CRF form will serve to:
- Mark each candidates NCCP record in the database to reflect "Evaluation"

NOTE: Club Pro 2 and Club Pro 3 are only tracked at Tennis Canada and not tracked in the NCCP Database. However, all CRF forms must still be completed and sent to Joan.

CRF Form (New NCCP) Worksheet (Tab)

Please fill in all the information under the following columns:

- Submission Date
    - Select from the drop down menu
- Event Date
    - Select from the drop down menu
- Host Organization
    - (e.g., enter your PTA)
- Delivery Environment
    - This refers to where the course was delivered
    - Unless the location matches one of the pre-determined environments in the drop down menu, then select "Other" – and then type in the "Club Name" in the adjacent box)
- Language
    - Select from the drop down menu
- Sport
    - Tennis
- Discipline
    - Leave blank: do not enter anything
- Workshop Location
    - Select from drop down menu (i.e., Province or Territory)
    - Type in "City name" in the adjacent box

- Context
  - Select from the drop down menu
    - For Instructor Course, select: Instruction - Beginners
    - For Club Pro 1 Course, select: Competition - Introduction
    - For Coach 2, select: Competition – Introduction
    - For Coach 3, select: Competition – Development
    - <u>For any of the following courses or activities, leave this section blank</u>:
      - Club Pro 2 and Club Pro 3
      - Professional Development courses (i.e., Wheelchair, Progressive Tennis Seminars, etc.)
      - Recertification
- Comment
  - <u>Only complete this section for the following courses</u>:
    - Club Pro 2, Club Pro 3
    - Professional Development courses (i.e., Wheelchair, Progressive Tennis Seminars, etc.)
    - Recertification
  - Simply write the name of the course
- Participant Type
  - Select "Coach" from the drop down menu
- Activity Type
  - Select from the drop down menu
  - Select "Training" for first time submittance of the CRF form
  - Select "Evaluation" for final submittance of the CRF form (when all course evaluations have been completed)
- Name of Workshop
  - Instructor
    - At the end of weekend #1: **Tennis Instructor – Training**
    - At the end of weekend #2: **Tennis Instructor – Evaluation**
      - <u>For Instructor Equivalency</u>**: Tennis Instructor – Evaluation**
  - Club Pro 1
    - At the end of weekend #1: **Club Pro 1 - Training**
    - At the end of weekend #3: **Club Pro 1 - Evaluation**
  - Club Pro 2
    - For weekend #1: **Professional Development – Club Pro 2 Weekend 1**
    - For final weekend: **Professional Development – Club Pro 2 Final Weekend**
  - Club Pro 3
    - For weekend #1: **Professional Development – Club Pro 3 – Weekend 1**
    - For final weekend: **Professional Development – Club Pro 3 – Final Weekend**
  - Coach 2
    - For weekend #1: **Competition – Introduction – Coach 2 (new) – Training**
    - For final weekend: **Competition – Introduction – Coach 2 (new) – Evaluation**
  - Coach 3
    - For weekend #1: **Competition – Development – Coach 3 (new) – Training**
    - For final weekend: **Competition – Development – Coach 3 (new) – Evaluation**
- Supplementary Learning Activity
  - Leave this section blank for the following courses:

- Instructor, Club Pro 1, Coach 2, Coach 3
  - Use this section for <u>Professional Development Activities</u> (not entered under Context above)
    - Select "Professional Development" from the drop down menu
- Signature
  - Follow directions below on updating signature box
- CC# of the Government or Sport Representative
  - Enter PTA Technical Director CC#
- Sport/Gov't Representative
  - Enter PTA Technical Director Name
- Event Leader
  - Enter Names and CC#s of all Facilitators
  - In drop down menu, select
    - Learning Facilitator for all CFs when "Training"
    - Evaluator for all CFs when "Evaluating"

CRF Form Coaches Worksheet (Tab)

<u>Note</u>: Only candidates who have successfully completed all course requirements will be entered in this form.

Please fill in all the information under the following columns:

- CC #
  - Note: If applying for a CC# (e.g., for an Instructor Course – this column will be empty)
- Surname
- First Name
- Street
- City
- Province
  - Select from drop down menu
- Postal Code
- Telephone #
- Birth Date
  - Select from drop down menu
- Birth Date
- Sex
  - Select from drop down menu
    - Male
    - Female
- Language
  - Select from drop down menu
    - English
    - French
- Education
  - Select from drop down menu
    - Secondary

- College
- University
- Voluntary Identification
  - Select from one of the 3 drop down menus if applicable
    - Canadian Forces
    - RCMP
    - Aboriginal
- Email
  - Enter email address

CRF Old NCCP Worksheet (Tab)

Leave blank