



Biathlon Canada NCCP Coach Challenge Process

May 2026

1. INTRODUCTION

1.1. PURPOSE

This document sets out the procedure for biathlon coaches to bypass certain training requirements and be recognized for prior learning and experience.

1.2 BACKGROUND

Biathlon Canada, in partnership with the Coaching Association of Canada, provides coaches opportunities to receive standardized education and training in alignment with the National Coaching Certification Program (NCCP). The NCCP is a competency-based program, meaning it certifies coaches based on proven abilities to do certain things deemed important to meet the needs of the athletes they coach. Certification is based upon what a coach is able to demonstrate, not the training they may have undergone.

A Challenge consists of bypassing “Training” and going directly to “Evaluation”. This applies to the following coaching contexts:

- [Competition Introduction](#)
- [Competition Development](#)

The coach will receive certification once the portfolio requirements have been submitted, appropriate online evaluations are completed with passing grade, and successful evaluations have taken place.

As part of the evaluation process, the Coach Evaluator, during the debrief and action plan stage, recommends further development opportunities. During this challenge process, if the coach is unsuccessful in obtaining certification the Coach Developer will address the areas of improvement needed which may include development in a specific area.

2. ELIGIBILITY

Coaches who meet any of the following criteria are eligible to apply to challenge the training requirements:

- Have transferred from another International Biathlon Union Federation;
- Hold an Advanced Coaching Diploma or Post-Secondary Degree in physical education;
- Are a current or former National Team biathletes with minimum of 4 years on the National Team; or
- Other case-by-case circumstances approved by Biathlon Canada.

All applicants must be 16 years of age or older and must be current registered participants of Biathlon Canada to be eligible to apply.

2.1. COMPETITION-INTRODUCTION

A coach wishing to undergo the challenge process for the Competition-Introduction context must:

- Have completed the NCCP Making Ethical Decision Online eLearning and Evaluation;
- Have completed the NCCP Safe Sport eLearning Module;
- Have completed the NCCP Understanding the Rule of Two eLearning Module;
- Have completed the NCCP Creating a Positive Sport Environment eLearning Module;
- Have undertaken professional development as a coach within the past 3 years that is commensurate with the level of certification they are seeking; and
- Demonstrate a need to undergo the challenge process.

2.2. COMPETITION-DEVELOPMENT

A coach wishing to undergo the challenge process for either the Competition-Development context must:

- Have completed the NCCP Making Ethical Decision Online eLearning and Evaluation;
- Have completed the NCCP Safe Sport eLearning Module;
- Have completed the NCCP Understanding the Rule of Two eLearning Module;
- Have completed the NCCP Creating a Positive Sport Environment eLearning Module;
- Have completed the NCCP Managing Conflict Online eLearning and Evaluation module; and
- Have completed the NCCP Leading Drug Free Sport online eLearning and Evaluation module.
- Have undertaken professional development as a coach within the past 5 years that is commensurate with the level of certification they are seeking; and
- Demonstrate a need to undergo the challenge process.

3. CHALLENGE PROCESS

The challenge process is as follows:

1. The coach must complete the application form:
<https://forms.gle/Wnbb8P62vVmEKYtW9>
2. The application will be reviewed by:
 - Biathlon Canada's Sport Development Manager or a designated Master Coach Developer (MCD);
 - Biathlon Canada's Performance Pathway Director; and
 - Biathlon Canada's Coaching Association of Canada (CAC) Consultant.

The application will be reviewed and a decision will be provided within 15 business days. The decision may be one of the following:

- a) The applicant has fully met the training requirements and may proceed to an evaluation by an appointed Coach Evaluator; or
- b) The applicant has partially met the training requirements and requires additional training, to be outlined in the decision, prior to being eligible for the evaluation; or
- c) The applicant has failed to meet the training requirements and must enrol in the appropriate training course(s) as outlined in the context's coach pathway.

The Sport Development Manager will notify the applicant and the respective Provincial/Territorial Sport Organization of the decision and will enter the appropriate information into the Locker to be included on the Coach transcript.

3. In situations when the applicant may proceed to evaluation:

- a) Biathlon Canada's Sport Development Manager will assign a Coach Evaluator;
- b) The Coach Evaluator will coordinate with the coach on the submission of the portfolio and the scheduling of the observation requirement. The coach will then submit their portfolio to the Coach Evaluator. Portfolio requirements are identified in the respective coaching pathways.
- c) The Coach Evaluator will mark the portfolio to ensure it meets the requirements before the Coach can begin the observation requirement. In the event of unsuccessful grading, the Coach Evaluator may require improvements to the portfolio, recommend taking the training workshop, or recommend the termination of the challenge process to the Sport Development Manager.
- d) After completing the observation requirement, the Coach Evaluator will debrief the coach and finalize the evaluation records and action plan. In the event of an unsuccessful grade, the Coach Evaluator may request additional observation or recommend the termination of the challenge process to the Sport Development Manager.

- e) A copy of the evaluation records will be submitted by the Coach Evaluator to the Sport Development Manager for entry into The Locker if the challenge is successful.

4. FEES

There are no fees associated with the filing of the challenge application. Fees may apply for the Coach Evaluator's time and expenses, which will be paid by the Coach.

5. INDEPENDENCE OF EVALUATORS

To avoid conflict of interest during the challenge process, the Sport Development Manager, Master Coach Developers and other Coach Developers described herein should be independent from the coach seeking certification.

The Sport Development Manager, Performance Pathway Director, Master Coach Developer, and other Coach Developers will not be considered independent if they are:

- A direct supervisor or co-worker of the Coach;
- An immediate family member of the Coach; or
- A Mentor of the Coach under a coach mentorship or apprenticeship program.

6. TERMINATION OF THE CHALLENGE PROCESS

In the event that the Coach Evaluator recommends to terminate the challenge process, the Sport Development Manager will review the evaluations carried out with the Coach Evaluator and approve the recommendation or provide further guidance on the debrief action plan to the coach.

7. ADMINISTRATION

The Sport Development Manager or their designate is responsible for the administration of the challenge process.

As evaluations follow set guidelines and evaluation rubrics based on the competencies demonstrated, any decision rendered from evaluations performed under this challenge process is deemed final.