

COACHES
of Canada

ENTRAINEURS
du Canada

Membership Information Package

Membership within Coaches of Canada is based on the ideal that our members adhere to the highest levels of ethical behaviour and conduct. As such, Coaches of Canada has a thorough and equitable application process to which it adheres in order to ensure all new members meet education, certification and experience requirements for membership.

This document has been created to assist guide applicants through the application process. Additional information can be obtained by contacting at 613.569-6600 or via email at: info@coachesofcanada.com.

Overview of the Application Process

The following is an outline of the required application documents. (Click on the link to download or link to additional information and documents.)

- [A completed and signed application form](#)
- [Two letters of reference](#)
 - [Reference form letter](#) (for use by applicant)
- [A police background check](#) (Current within 3 years)
 - [Background check consent form](#)
 - [Background check payment form](#)
- [Copies of any degrees or diplomas](#)
- [A coaching resume](#)

Once completed the application and supporting documents can be faxed or mailed to Coaches of Canada at 613.569.6601 or 359 Bank Street, Suite 201, Ottawa, Ontario, K2P 1X9.

[Coaches of Canada
Membership Structure](#)

When the completed application information is received it is presented to the Membership Committee for consideration. Membership status is determined and granted by this committee.

[Coaches of Canada
By-Laws](#)

Online Applications

In order to complete the process entirely online, applicants must have electronic versions of all the necessary documents (listed above) prior to beginning the online application. However, if electronic copies of the documents are not available the online application can be completed but will not be processed until all of the required documents have been received. They can be faxed to 613.569.6601 or mailed to 201-359 Bank Street, Ottawa, Ontario, K2P 1X9.

Payment of membership fees

Applications will not be processed until the annual membership fee has been paid. Membership fees can be paid by phone, fax or online or applicants can, if authorized, select to have an invoice sent directly to their employer or national sport organization for payment.