

Course Facilitator Policy

Policies and Procedures
2021



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Nordiq Alberta Course Facilitator Policy

Introduction:

This policy and procedure applies to course facilitator selections for the following:

1. Jackrabbit leader Courses
2. NCCP Coaching courses
 - a. All course facilitators must be in good standing with Nordiq Alberta.
 - b. All course facilitators must be a registered member of a Nordiq Alberta Member club and show up as such on the Nordiq Alberta/Zone 4 database.
 - c. All facilitators must sign a contract with Nordiq Alberta for each new assignment awarded.
 - d. Selection of course facilitators is subject to the limitations imposed by available funding, insufficient course registration, location of facilitator with regards to location of the course/club and may change at the discretion of the Nordiq Alberta Technical Committee.
 - e. If, within two weeks of a course, the contracted course facilitator is unable to fulfill an assignment, the position will be filled at the discretion of the Senior Staff Person in consultation with the Chair of the Technical committee.
 - f. Each course facilitator must submit a report to Nordiq Alberta within two weeks of the completion of
 - g. the assignment A report format and expense claim form will be provided by Nordiq Alberta prior to each assignment. All compensation will be dependent on the receipt of this report.
 - h. If a course is cancelled due to adverse weather or lack of sufficient registrants, every attempt will be made to reschedule both event and facilitator. (February 2021)

Procedure

A proposed listing of courses will be posted on the Nordiq Alberta web site by August 31st. of each year. Interested course facilitators will be invited to apply to instruct the courses that they

are qualified to teach. The Senior Staff Person, along with the Programme and Communication Staff Member, will assess the needs of each course and assign an appropriate facilitator. At all points in the review process, the “Guiding Principles for Course Conductor Selections” will be used to arrive at a decision.

1. Qualified Course Facilitators will be given the opportunity to propose their own course schedules for approval by Nordiq Alberta and inclusion on the list of sanctioned Nordiq Alberta courses. Course content will remain consistent with current Nordiq Canada approved course outlines.
2. In cases where a Member Club proposes a course and would like to use a particular course conductor for reasons of proximity, affordability, or availability, that course conductor must submit a resume to Nordiq Alberta and sign the necessary contracts. If the facilitator is not within close proximity, travel expenses will be shared between Nordiq Alberta and the host club, with prearranged agreement. This can be arranged at any time during the year

Guiding Principles for Course Facilitator selections:

1. All course facilitators must be currently certified to instruct the course for which they are making application
2. To provide our clients with the best economy, an applicant’s proximity to the course location will be taken into consideration
3. The Nordiq Alberta Minimal Qualification Requirements for Course Facilitators will be used to determine qualifications to teach courses.