

# **MBAO / O5PBA COMMUNITY COACH TRAINING PROCEDURES**

## **PROCEDURES**

- ✓ The Learner Facilitator (LF) **MUST** contact the MBAO Provincial Office (Nancy Moore) with a suggested course date a minimum of three (3) weeks prior to the course date.
- ✓ At that time the LF will advise Nancy Moore as to how many people will be attending the course.
- ✓ Nancy Moore will inform the C5PBA Office (Sheila Carr) as to the course details and the number of participants. Sheila Carr will ship the course material directly to the LF.
- ✓ Only the MBAO Office (Nancy Moore) can order the course material from the C5PBA Office (Sheila Carr).
- ✓ When the course has been completed, the LF will return to the MBAO Office (Nancy Moore) the registration form along with the \$50.00 per coach along with an invoice for room rental and video rental (if needed). The LF will also return the Workshop Evaluation Form from LF as well as the Workshop Evaluation Form from each coach. The LF will also return any unused course material to the MBAO Office.

Note: It is strongly recommended that there is a minimum of fourteen (14) coaches taking this training. If a LF wishes to run a course with less than the suggested number of participants then the monies will come off the course conductor fees. The \$50.00 collected will be sent to MBAO Office (Nancy Moore) and she will reimburse the LF's.

## **COST**

- ✓ The cost of Community Coach Training will be \$50.00.
- ✓ \$10.00 to C5PBA per coach to cover cost of registration with CAC. This money along with the CAC Registration Form will be sent to the C5PBA,
- ✓ C5PBA will invoice the MBAO Office for \$14.00 per coach to cover binders and administration costs.
- ✓ LF Services: 7 hours @ \$10.00 per hour (\$70.00).
- ✓ Mileage: To be based on \$0.30 per kilometer.
- ✓ MBAO Administration Fee will be \$10.00 per coach.
- ✓ If food is ordered then each coach will be responsible to cover the costs.

Updated: 17 Sep 08