



## Alberta Soccer Association NCCP Course Procedures

- Step 1**

A- Instructor completes availability sheet  
B- District completes Coaching Course Request Form, and returns to ASA Office attn: Technical Operations Coordinator (TOC) *Please Note that all information must be provided, including all contact information and field/classroom locations. Uncompleted forms shall not be accepted.*  
C- Beginning in 2009. All courses must first be approved by the district before a course is scheduled.
- Step 2**

TOC will review request and confirm to districts the date and instructor. (Please note that only 8 courses can be scheduled per weekend – 4 North, 4 South)
- Step 3**

TOC will post course contact and information on the ASA website.
- Step 4**

District will contact TOC 14 days before the course with registration numbers
- Step 5**

TOC will prepare all course materials, and have it sent out to the district 7 days before the course, or will be available for pickup
- Step 6**

Course completed. Instructor will ensure all registrations and paperwork is completed.
- Step 7**

Course instructor will return all paperwork to ASA office within 7 days of course completion. District will send all additional materials back to ASA Office.
- Step 8**

TOC will process all paperwork and send information to NCCP, TOC will also send all invoice and payment records to accountants within 7 days.
- Step 9**

ASA accountants will invoice district and issue payment to instructor 7 days after receiving accounts.