

BLACK GOLD FC

USER GUIDE: National Coaching Certification Program (NCCP)

Empowering Black Gold FC Coaches Through NCCP Excellence

Be Gold. Be Bold. Be Black Gold.

Document Control

Field	Detail
Document name	USER GUIDE: National Coaching Certification Program (NCCP)
Version	1.0
Prepared for	Black Gold FC Coaches
Purpose	Provide Black Gold FC coaches, staff, and volunteers with clear, step-by-step instructions for accessing, navigating, and completing National Coaching Certification Program (NCCP) requirements. This guide is designed to support coach development by simplifying key processes, ensuring compliance with coaching standards, and helping coaches confidently manage their certification pathway while contributing to a positive and safe soccer environment.
Important note	Black Gold FC does not own, manage, or administer the Locker (thelocker.coach.ca) or Coach Association of Canada (coach.ca) platforms. Coaches are responsible for maintaining their own accounts, profile information, certifications, and course registrations. Any technical issues, account access problems, or discrepancies in certification records should be directed to the appropriate platform support services

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Purpose

This guide is intended to help Black Gold FC coaches navigate the **National Coaching Certification Program (NCCP)** requirements and successfully obtain, access, and maintain their NCCP profile and coach education credentials. It provides step-by-step instructions for creating or locating an NCCP number, accessing the Coaching Association of Canada's Locker platform, completing required training modules, and submitting proof of completion during the team official registration process.

The NCCP system serves as the national standard for coach education and certification in Canada. Maintaining an active NCCP profile ensures coaches can access mandatory training, track coaching development, and meet the registration and compliance requirements established by Black Gold FC, Alberta Soccer, and Canada Soccer.

By following this guide, coaches will be able to:

- Create or retrieve their NCCP number.
- Access The Locker coaching portal.
- Complete required Black Gold FC coach training modules.
- Track and maintain coaching credentials.
- Upload or provide required documentation for registration.
- Ensure compliance with club, provincial, and national coaching standards.

This guide supports Black Gold FC's commitment to providing a safe, inclusive, and development-focused environment for all participants by ensuring coaches have the tools and knowledge needed to fulfill their coaching responsibilities.

SCOPE LIMITATION

Black Gold FC is committed to supporting coach development; however, all certification records and NCCP-related transactions remain the responsibility of the coach and the governing organizations that administer these systems.

1. What is NCCP

The **National Coaching Certification Program (NCCP)** is Canada's coach education and certification system, administered by the **Coaching Association of Canada (CAC)**¹. The NCCP provides standardized training to help coaches create safe, positive, and development-focused sport environments for athletes

An **NCCP Number (NCCP#)** is your unique coaching identification number and is required to participate fully in Canada's coaching certification system. It allows you to register for NCCP courses and workshops, complete required Safe Sport and ethics training, track your coaching certifications and qualifications, access your coaching records and transcripts, and maintain a record of your ongoing professional development. Black Gold FC requires coaches to have an NCCP Number before completing the required coach education and certification pathway.²

2. How to obtain your NCCP#

Before You Begin

Before creating a new NCCP account, please check whether you already have an existing NCCP Number. Many coaches have previously created an account through coaching courses or another sport organization and may not realize they already have an NCCP profile. If you believe you may already have an account, use the NCCP Number lookup feature in The Locker before registering a new profile see, ³**Section 4: How to use the NCCP# Look Up Tool**

IMPORTANT

Creating a second account can result in duplicate records and may prevent your coaching certifications, training history, and professional development activities from being correctly tracked in The Locker.

1. Navigate to:  **The Locker**
2. Select: "Don't have an NCCP#? Create one now!"
3. Accept the Terms and Conditions
 - Review the terms and conditions.
 - Check the required consent boxes.
 - Continue to registration.
4. Enter Your Information and ensure the information entered is accurate, as it will be used for all future coaching records.⁴
 - First Name

¹ Coaching Association of Canada, "About the NCCP," coach.ca. Available at: <https://coach.ca/new-coaching/about-nccp>

² The Locker is the Coaching Association of Canada's learning management system, which maintains coaching records, certifications, and transcripts. Coaching Association of Canada, "About the Locker," coach.ca. Available at: <https://coach.ca/new-coaching/about-locker>

³ On the Locker login page, select "Look up my NCCP#" to check for an existing account before registering. The Locker, Coaching Association of Canada. Available at: <https://thelocker.coach.ca/>

⁴ Account creation steps follow the Coaching Association of Canada's guidance for accessing the Locker. Coaching Association of Canada, coach.ca. Available at: <https://coach.ca/>

- Last Name
 - Email Address
 - Date of Birth
 - Address Information
5. After registering, verify your email address
 - Check your inbox for the verification email.
 - Open the email and click the verification link.
 - Create a password for your account
 6. Return to  **The Locker Login Page** using your email and password
 7. Your NCCP # will be displayed in your account profile under your name.

TIP: Black Gold FC Recommendation: Keep a copy of your NCCP Number in a safe location and use the same email address for all coaching registrations to ensure your training records remain connected to your profile.

3. After you receive your NCCP#

Once you have obtained your NCCP Number, you can begin registering for coaching courses, complete Safe Sport training, access a variety of eLearning modules, track your certifications and ongoing coach development, and view or download your official coaching transcript through The Locker. Your NCCP profile serves as a central record of your coaching education and certifications, making it easy to manage your development and meet coaching requirements throughout your coaching journey.⁵

4. How to use the NCCP# Look Up Tool

If you have previously completed coaching education, Safe Sport training, or registered for coaching courses, you may already have an NCCP Number. Before creating a new account, use the NCCP Number Lookup Tool to avoid creating duplicate coach profiles.⁶

1. Visit  **The Locker**
2. On the login page, select "**Look up my NCCP#**".
3. Enter the email address that may have been used when you previously registered for coaching courses or training.
4. If you don't remember the email address you've used, select "**I don't remember my email**".
5. Enter you're the required information:
 - First Name
 - Last Name
 - Date of Birth

⁵ Within the Locker, coaches complete eLearning modules, register for NCCP workshops, and view their coaching transcript. Coaching Association of Canada, "About the Locker," coach.ca. Available at: <https://coach.ca/new-coaching/about-locker>

⁶ The NCCP# lookup and Coach Transcript tools are available through the Locker. Coaching Association of Canada. Available at: <https://thelocker.coach.ca/access/account/public>

6. Click **Request**
7. If a matching account is found, record your NCCP Number and use the account recovery options if you need to reset your password or regain access to your profile.
8. If you are unable to locate an existing account, contact the Coaching Association of Canada for assistance before creating a new profile. This helps ensure your coaching certifications, training history, and professional development records remain connected to a single NCCP account.⁷

IMPORTANT

Each coach should have only one NCCP profile. Creating multiple accounts can result in duplicate records and may affect the accurate tracking of certifications, coach education, and professional development activities within The Locker

⁷ For assistance locating an existing profile, contact the Coaching Association of Canada at coach@coach.ca. Available at: <https://coach.ca/>

5. Revision History

Version	Date	Author	Summary of Changes	Approved By
1.0	August 25, 2026	Administrator	Initial Creation	Technical Director

6. Source List

The following materials from the Coaching Association of Canada (CAC) were referenced in the preparation of this guide. Black Gold FC does not own or administer these platforms; coaches should refer to them directly for the most current information.

- 1. Coaching Association of Canada (CAC).** National governing body that educates and certifies coaches through the NCCP. <https://coach.ca/>
- 2. About the NCCP – Coaching Association of Canada.** Overview of the National Coaching Certification Program, its streams, and coaching competencies. <https://coach.ca/new-coaching/about-nccp>
- 3. About the Locker – Coaching Association of Canada.** Details on the Locker learning management system for eLearning modules, workshops, and coaching transcripts. <https://coach.ca/new-coaching/about-locker>
- 4. The Locker (Login, Account Creation, and NCCP# Lookup) – Coaching Association of Canada.** Portal used to create an account, log in, and look up an existing NCCP Number. <https://thelocker.coach.ca/>
- 5. Coach Transcript / NCCP# Verification – The Locker, Coaching Association of Canada.** Public tool to verify a coach's NCCP credentials with their permission. <https://thelocker.coach.ca/access/account/public>