



# COACH PORTAL

RESOURCES & TRAINING FOR MCA COACHES

## Navigate & Access MCA Resources

Step-by-Step Guide to Navigate the Portal, Access Resources, and Check Your Certification Status



MANITOBA  
CYCLING  
ASSOCIATION

2025



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# Welcome to the MCA Coach Portal



## What is the Coach Portal

The MCA Coach Portal is your one-stop location for everything you need as a coach. From accessing training resources to checking your certification status, this platform is designed to make managing your coaching journey simple and efficient.

## Purpose

This guide will walk you through how to:

- Navigate the MCA Coach Portal
- Access lesson plans, curriculum guides, and videos
- Track your certifications and Respect in Sport status
- Update your information and upload required documents
- Stay informed about upcoming training and opportunities

## Why Use the Portal?

The Coach Portal brings all your coaching tools and credentials together in one place — reducing paperwork, improving communication, and ensuring you stay current with MCA standards. It's built to support you in delivering safe, consistent, and high-quality programming across Manitoba.

## Who This Guide is For

This guide is for all MCA coaches — whether you're a new volunteer, a certified community coach, or part of the Provincial Program.





# Finding the MCA Portal

Where to find the coach portal and how to set up your account.

## Where to Find the Portal

➡ <https://mbcycling.ca/mca-coaching/>

Visit the Manitoba Cycling Association website and click “Coach Portal” (circled).

### Become an MCA Cycling Coach

Coaches are the mentors and leaders of Manitoba cycling, guiding riders from their first ride to competitive racing. Volunteers play a vital role in making these programs possible, supporting athletes at every level.

Coaches complete specialized training, including the National Coaching Certification Program (NCCP), Respect in Sport, and background checks, to ensure safe, ethical, and effective guidance for all cyclists.

#### MCA Coach Pathway: From Program Volunteer to Certified Coach

- ▶ Section 1: Kids of Mud Coaching (Tiers 1-3)
- ▶ Section 2: Introduction to Competition (Tier 4)
- ▶ Section 3: HopOn Certification (Optional Pathway)

COACH CERTIFICATION: WHAT'S REQUIRED AT EACH TIER

COACH PORTAL - LOGIN HERE

Questions related to coaching with the MCA, please contact:

MCA Youth Development Coordinator  
Stephanie Keith  
Email: [youthcycling@sportmanitoba.ca](mailto:youthcycling@sportmanitoba.ca)  
Phone: (204) 925-5686



## MCA Resource Hub

➡ You should see the MCA Resource Hub pictured below.

Manitoba Cycling Association Inc. / Home

**MANITOBA CYCLING ASSOCIATION**

MCA Resource Hub

Switch to staff portal

My account

Français

Connexion admin

Manitoba Cycling Association Inc.  
<https://mbcycling.ca>  
403 - 145 Pacific Avenue, Winnipeg Manitoba R3B2Z6  
[Terms and conditions](#)

**Sport MANITOBA** **MANITOBA LIQUOR & LOTTERIES**

Powered by **Activity Messenger**  
Platform for Sports & Leisure

**MANITOBA CYCLING ASSOCIATION**

**Welcome to the MCA Resource Hub**

Log in to your account to unlock resources tailored to your role. Once logged in, you'll see specific pages based on whether you're a coach, athlete, or other member. Each portal provides tools, guides, and information relevant to your role in the cycling community.

**My account**

Connect to your account to access your class schedule, bookings, coupons and invoices.

[My account](#)

Create your MCA Account(s)

**MANITOBA CYCLING ASSOCIATION**

**MCA Coach Portal**

To set up an account register as a coach today!

[Register Here](#)

**MANITOBA CYCLING ASSOCIATION**

**MCA Provincial Program Portal**

To set up an account you must be registered in the MCA Provincial Program.

[Contact us for details](#)



# Logging in to your account

*Log in to access resources and navigate the portal.*

Manitoba Cycling Association Inc / Home

**MANITOBA CYCLING ASSOCIATION**

**MCA Resource Hub**

Switch to staff portal

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Terms and conditions

**Sport MANITOBA** **MANITOBA LIQUOR & LOTTERIES**

Powered by **AM**

**To create an account register as a coach here**

**My account**

Connect to your account to access your class schedule, bookings, coupons and invoices.

**My account**

**If you already have an account log in here**

Create your MCA Account(s)

**MANITOBA CYCLING ASSOCIATION**

**MCA Coach Portal**

To set up an account register as a coach today!

**Register Here**

**MANITOBA CYCLING ASSOCIATION**

**MCA Provincial Program Portal**

To set up an account you must be registered in the MCA Provincial Program.

**Contact us for details**

**My account**

You are not connected.  
Please type in your email or mobile number. We will send you a connection code.

harry@hogwartsrec.com, 555-123-1234

**Submit**

**Enter your email for verification code**

**My account**

We sent you a connection code. Please type it in to continue.

6 digit code

**Submit**

Send again?

**Enter your verification code and submit**

**Note:** Setting up a new account may take 1–2 business days. The MCA will verify that you are an MCA coach involved in one or more of our youth cycling programs operated by an MCA-affiliated club. While we appreciate all coaches in the community, this portal is designed to support the dedicated volunteers who help the MCA grow the sport of cycling. The resources provided are therefore intended for those actively participating in our programs.



# MCA Coach Account

## Coach Status

Manitoba Cycling Association Inc / My account

**My account**

Information **Coach Status** Forms Invoices Memberships

Stephanie K  
[account@email.com]  
[mobile phone number]

Your session lasts 30 days. You may end it sooner.

Disconnect

Switch to staff portal

My account

Français

As an MCA Coach, you now have access to the Coach Portal and its resources. Once your login is confirmed, the portal will appear in the side menu.

To view your coaching certification click on "Coach Status"

**My account**

Information **Coach Status** Forms Invoices

**Stephanie Keith**  
Club Affiliation: MCA Coordinator  
NCCP Number: 5699533  
Coaching Tier: Tier 1: Program Volunteer

**Certification Status:**

- Tier 1: Certified (Stephanie Keith)
- Respect in Sport: December 4, 2023, Expires on December 4, 2028
- Tier 2: In-Training (Stephanie Keith)
- Criminal Record Check:
- Tier 3:
- Child Abuse Registry:
- Tier 4:
- HopOn Trained:
- First Aid:

To review your complete certification records please review the [MCA Coach Certification form](#) below.

**Access to submitted forms**

- [account@email.com]
- Respect in Sport Number: SMB-14544153-1-Z9H

**Completion of Respect in Sport** is the minimum requirement to coach with Sport Manitoba or the MCA. Your coach status will not be activated until this training is successfully completed.

**Training is verified by the MCA administration.**  
(Ex. Stephanie Keith = Youth Development Coordinator)

**Filled forms**

ALL Download PDFs (1)

Name

Form	Name	Media	Date	Operation
MCA Coach Database	Stephanie Keith Female cyclingyouthdev@gmail.com, 204-925-5686	<a href="#">Upload Respect in Sport Certificate</a> <a href="#">viewCertificate.pdf</a> <a href="#">Upload Criminal Background Check</a> <a href="#">Upload your Child Abuse Registry Check</a> <a href="#">Upload of your First Aid Certification</a>	September 4, 2025 3:25 PM	

1 form submission

For a detailed summary of your completed and incomplete training and screening requirements, click the PDF view to see what's missing and what's needed to advance to the next tier.



# MCA Coach Account

## Detailed Summary of Coach Certification (PDF)

5699533

### Coach Certification(s) & Safe Sport Requirements

#### Tier 1: Program Volunteer

**Respect in Sport Number**

The Respect in Sport (RIS) Activity Leader/Coach Program educates youth leaders, coaches, officials and participants (14-years and up) to recognize, understand and respond to issues of bullying, abuse, harassment and discrimination (BUSD).

Your RIS number can be found here: <https://www.sportmanitoba.ca/coaching/respect-in-sport/>

SMB-14544153-1-Z9H ✓

**Upload Respect in Sport Certificate**

viewCertificate.pdf ✓

**RIS - Date Completed**

December 4, 2023, Expires on December 4, 2028 ✓

**Coaches Code of Conduct**

December 30, 2023 ✓

**Understanding the Rule of Two**

January 24, 2024 ✓

**Have you been banned or suspended from coaching by any Provincial Sport Organizations?**

☐ Yes  
☒ No ✓

In this example, the coach has completed all requirements of a Tier 1: Program Volunteer. They have successfully finished the first tier of the coaching pathway and are now eligible to begin training as a Tier 2: Ride Leader.

Please specify the Provincial Sport Organization(s) and year the ban(s) / suspension(s) was put in place:

Tier 2: Ride Leader

**Emergency Action Plan**

January 3, 2024 ✓

**Cycling Foundations**

— ✗

**Cycling Practice Planning**

— ✗

**Criminal Record Check**

**Upload Criminal Background Check**

None ✗

**Date of Criminal Record Check**

— ✗

Tier 3: Community Trained Coach

**Basic Cycling Skills**

—

In the detailed summary, you can see the requirements for each Tier. In this example, the coach has completed the Emergency Action Plan required for Tier 2: Ride Leader. The completion date has been confirmed by the MCA and recorded in their profile. The remaining Tier 2 Ride Leader training has not yet been completed and is shown as blank in the coach's records.



# MCA Coach Portal

*Navigating the coach portal, coach training, and resources.*

Manitoba Cycling Association Inc / My account

**My account**

Information Coach Status Forms Invoices Memberships

Stephanie K

Your session lasts 30 days. You may end it sooner.

Disconnect

MCA Resource Hub

MCA Coach Portal

Kids of Mud Coach Resources

Switch to staff portal

My account

Français

To access coach resources and training requirements, navigate to the MCA Coach Portal in the left-side menu.

**Note:** If you're using a mobile device, rotate your phone to landscape view to see the portal menu.

**MCA Coach Portal**

Welcome to the MCA Coach Portal. This is your central hub to view your coaching certifications, track expiry dates, and access important resources. You can also update your training records as you complete new courses and stay connected with opportunities for ongoing development.

If you have any questions or can't access your account please contact **Stephanie Keith** at [youthcycling@sportmanitoba.ca](mailto:youthcycling@sportmanitoba.ca)

**Coach Resources**

Access coach resources, lesson plans, videos, and more. Must have a coach account to access.

Coach Resources

- Program Curriculums
- Grants & Funding
- Work Books
- Lesson Plans
- Demo Videos

**Safe Sport**

Complete your screening documents and access the tools to coach safely.

Safe Sport

- Respect in Sport
- Screening Documents
- Screening Application Forms
- Safe Sport Resources

**Coach Certification**

View and submit all MCA Coach Certification requirements, including tiers, training, and required documents.

Coach Certification

- Update your coaching status
- View the cost and time commitment breakdown
- Access links to complete your training

**Coach Training Schedule**

Coming Soon

View Calendar

- a calendar of upcoming training opportunities.
- **COMING SOON....**