

---

## COACH CERTIFICATION POLICY

Date created: April 4, 2018

Review date: February 24, 2021

Date approved: March 1, 2021

### 1 Definitions

The following terms have these meanings in this Policy:

- 1.1 “*Coach*” – an individual affiliated with a BC Artistic Swimming member Club and intending to instruct figures or routines on a regular basis and includes Instructor, which is a specific level of coach who teaches AquaGO! or other recreational programming in BC and within BC Artistic Swimming’s jurisdiction.
- 1.2 “*In Training*” – when a coach has completed some of the required training for a context as defined by the Coaching Association of Canada (CAC).
- 1.3 “*Trained*” – when a coach has completed all required training for a context as defined by the Coaching Association of Canada (CAC).
- 1.4 “*Certified*” – when a coach has completed all evaluation requirements for a context as defined by the Coaching Association of Canada (CAC).

### 2 Purpose

The purpose of this policy is to ensure that artistic swimming coaches in British Columbia are appropriately trained to deliver development programs to improve the skills, abilities and capacity of artistic swimming participants. Minimum certification and training requirements ensure programs throughout B.C. align with Long Term Athlete Development (LTAD) principles, National Coaching Certification Program (NCCP) pathways, the Responsible Coaching Movement as well as BC Artistic Swimming’s values statement.

BC Artistic Swimming is committed to ensuring a safe, open and welcoming environment for all members through the promotion and delivery of ethical and sound coaching practices that align with the True Sport Principles.

### 3 In Good Standing

A coach will be in good standing provided that the coach:

- 3.1 Has complied with their governing by-laws, policies and rules;
- 3.2 Has completed and submitted all required documents, including the completion of their individual annual registration in the CAS registration system and the BCAS Coach Declaration Form in accordance with CAS rules;
- 3.3 Has made all required payments;
- 3.4 Is not subject to a disciplinary action, or if subject to a disciplinary action previously, has satisfied all terms; and
- 3.5 Is not presently suspended or expelled or had other membership restrictions or sanctions imposed as a result of disciplinary action by any sport organization.

---

#### 4 Scope and Application of this Policy

This policy applies to all BC Artistic Swimming's coaches and potential coaches. Any individual registered with a member Club as a coach must adhere to the stipulations outlined herein.

#### 5 Background Screening

- 5.1 All team officials, 18 years and older, who are assigned coaching duties with athletes under the age of 18 must complete a Vulnerable Sector Verification (VSV). Team Officials required to submit a VSV include, but are not limited to, Paid Head Coaches, National Stream Coaches and Assistant Coaches, Provincial Stream Coaches and Assistant Coaches, Recreational Coaches and Assistant Coaches and Team Managers.
- 5.2 All coaches, 18 years or older, who are assigned coaching duties with athletes over the age of 18 must submit a valid police record check in accordance with the CAS Screening Policy.
- 5.3 Vulnerable Sector Verifications and police record checks are valid for 5 years and must be valid through to July 31<sup>st</sup> of the current season. Note: Unless they expire beforehand, all current VSVs are valid until August 2021 after which they need to be administered by [Sterling Talent Solutions](#).
- 5.4 BC Artistic Swimming reserves the right to refuse a registration application or to identify a coach's status as not in good standing in the CAS registration system based on the outcome of the individual's screening and/or the failure of the coach to complete a VSV within the timeframes stipulated by BC Artistic Swimming.
- 5.5 **Screening Disclosure Form**  
All coaches must submit the [Screening Disclosure Form](#) and will be asked to confirm the accuracy of this information annually as part of the registration process. Participants must inform BC Artistic Swimming immediately of any changes that would alter their original responses on this Screening Disclosure Form. The Screening Disclosure Form must be submitted within the registration deadlines and prior to a coach's registration being deemed complete.

*\*It is the discretion of BC Artistic Swimming and/or the club to accept a VSV that was issued for another organization (i.e. BC Artistic Swimming may accept a valid VSV for a provincial coach that was issued to a different organization whether it is an artistic swimming club, sport club, not-for-profit, professional association or employer).*

#### 6 Training Requirements

All coaches intending to coach an artistic swimming program delivered by a member club of BC Artistic Swimming must demonstrate:

- a. Completion of the minimum certification requirements outlined below; **AND**
- b. Completion of the NCCP [Making Ethical Decisions Training\\* and Evaluation](#); **AND**
- c. Submission of valid background screening as outlined, above; **AND**
- d. Completion of the [Canada Artistic Swimming Respect in Sport for Activity Leaders\\*\\*](#) training; **AND**
- e. Completion of the NCCP [Making Head Way](#) training and BCAS-delivered Concussion Education.

*\* Effective September 2020, coaches who are new to the NCCP, CAS or BCAS coach development pathway MUST complete the Making Ethical Decision training AND evaluation.*

*\*\* Respect in Sport certification is valid for 3 years after which recertification is required.*

#### 7 Certification Requirements by Program

##### 7.1 [AquaGO! Program](#)

---

Individuals must be AquaGO! Instructor In-Training to be on deck instructing AquaGO!. In accordance with Canada Artistic Swimming policies, AquaGO! Instructor In-Training is defined as the completion of AquaGO! modules 1, 2, and 3.

Clubs must demonstrate compliance with Canada Artistic Swimming AquaGO! Instructor standards to be eligible to deliver the AquaGO! program.

### 7.2 Recreational Programs

Individuals intending to coach recreational programs in a BC Artistic Swimming member Club **must** demonstrate the achievement of **Synchro Introduction Trained or AquaGO! Instructor Trained**.

A recreational coach may apply for an exemption to requirements 7.2, in writing to BC Artistic Swimming's Sport Development Director with a letter of support from the club's Head Coach and Board of Directors. Exemptions are valid for one year, after which, the coach **must** comply with the requirements outlined above. No extensions will be granted. An individual coach is eligible to receive one exemption regardless of movement to a different club.

Recreational Masters Coaches are exempt from requirement 7.2 but must demonstrate compliance with the minimum Training Requirements outlined in section 6.

### 7.3 Limited Competitive Programs

Individuals intending to coach limited competitive programs and to be on deck at a BC Artistic Swimming competition **must** demonstrate achievement of **Competition Introduction In-Training**.

In accordance with Canada Artistic Swimming policies, Competition Introduction In-Training is defined as having completed the following training:

- Making Ethical Decisions Multi-Sport Module and online evaluation
- Making Headway in Sport eLearning
- Emergency Action Plan eLearning
- Teaching and Learning Multi-Sport Module

Coaches who are Competition Introduction (CI) Trained have two competitive seasons<sup>1</sup> from the first day of their CI Course to complete their certification, after which they will not be permitted on deck at any BC Artistic Swimming competition. Additional extensions will not be granted. An individual coach is eligible to receive one exemption regardless of movement to a different club.

### 7.4 Provincial Stream Programs, Competitive Masters & BC Games Head Coaches\*

Candidates intending to coach Provincial Stream, Competitive Masters programs or BC Games in a Head Coach capacity **must** demonstrate the achievement of **Competition Introduction (CI) Certification**.

Coaches who are Competition Introduction (CI) Trained have two competitive seasons<sup>1</sup> from the first day of their CI Course to complete their certification, after which they will not be permitted on deck at any BC Artistic Swimming competition. Additional extensions will not be granted. An individual coach is eligible to receive one exemption regardless of movement to a different club.

---

\* BC Artistic Swimming recommends that BC Games Assistant Coaches achieve their Competition Introduction Training, however, at a minimum, they must achieve the Training Requirements outlined in section 6.

### 7.5 National Stream Programs

Candidates wishing to coach National Stream programs in a BC Artistic Swimming Club **must** demonstrate the achievement of **Competition Introduction (CI) Certification**.

Coaches attending and wishing to coach National Stream athletes and programs at Canada Artistic Swimming events (i.e. National Qualifier or Canadian Championships) **MUST** meet the certification requirements outlined in the CAS Rulebook.

Coaches who are Competition Development (CompDev) Trained have two competitive seasons<sup>i</sup> from the first day of their Competitive Development course to complete their certification, after which they will not be permitted on deck at any BC Artistic Swimming or CAS competition. Additional extensions will not be granted. An individual coach is eligible to receive one exemption regardless of movement to a different club.

## 8 **Maintaining Certification**

To maintain certified status, NCCP Coaches are required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities that coaches already participate in, including national and provincial sport organization conferences and workshops, eLearning modules, NCCP workshops, coach mentorship programs, and active coaching.

An up-to-date record of an individual coach's PD Points is available through The Locker.

## 9 **Demonstrating Eligibility**

Each member Club must demonstrate that its coaches meet the minimum training/certification requirements outlined herein on an annual basis and prior to the start of the season. Proof of eligibility must be submitted to BC Artistic Swimming no later than one week prior to the start of the Annual Summit. Proof of eligibility may include but is not limited to:

- a) A transcript from The Locker
- b) Copies of relevant certificates or diplomas
- c) Copies of criminal record checks

## 10 **Failure to Comply with Coach Certification Standards**

- 10.1 Any failure to comply with this Policy may result in disciplinary action under the BC Artistic Swimming Discipline and Complaints Policy.
- 10.2 At a minimum, coaches who fail to comply with this Policy will be fined \$50.00 for every BC Artistic Swimming competition in which they participate without demonstrating that they meet the minimum standards outlined herein. Any and all fines must be paid within the timelines stipulated by BC Artistic Swimming.
- 10.3 At the discretion of BC Artistic Swimming, coaches who have failed to demonstrate compliance with the minimum standards outlined herein will not be permitted on deck during BC Artistic Swimming competitions and/or may be deemed a member not in good standing.

---

<sup>i</sup> As a result of the number of competitions cancelled during the 2019-20 season, the 2019-20 season will not be counted as a competitive season for the purposes of meeting evaluation requirements.