



## Coach Certification Pathway: Artistic Swimming Competition Introduction

**CONGRATULATIONS!** You are now a Competition Introduction (CI)-trained Artistic Swimming Coach! Now what? This document will help you navigate your way along the pathway to completing your final evaluation and achieving your certification.

### Next Steps:

- Begin building your portfolio as presented and outlined in the Competition Introduction course.
- When your portfolio is ready to be submitted for review, please email it to BC Artistic Swimming (BCAS) at [dos@bcartisticswimming.ca](mailto:dos@bcartisticswimming.ca) along with the applicable fee of \$50 and the completed “Coach Evaluation Request Form”. Upon receipt of the portfolio and fee, BCAS will:
  - Send your portfolio, payment and request form to a CI Evaluator;
  - Retain a copy of your portfolio until your certification is achieved
  - Upon review of your portfolio, the CI Evaluator will contact you directly if items are missing or clarification is required. If the portfolio requires significant revisions and to be reviewed, in full, multiple times, the CI Evaluator may recommend that additional fees be charged.
- The CI Evaluator will contact BCAS to confirm completion of your portfolio.
- Once your portfolio is complete, you are ready to be evaluated!
- To schedule an evaluation, please contact BCAS at [dos@bcartisticswimming.ca](mailto:dos@bcartisticswimming.ca). Upon payment of the CI evaluation fee of \$100 (\$50 for practice evaluation and \$50 for in-competition), BCAS will assign a CI Evaluator to you.
- The CI Evaluator will work with you to establish a suitable time and place for your practice and in-competition evaluations.
- The CI Evaluator will advise BCAS of the scheduled evaluation date.
- Upon completion of the evaluations, the CI Evaluator will inform you and BCAS of the results.
- Upon completion of the evaluation process, BCAS will record your evaluation in the NCCP Locker to officially complete your certification.

### Please Note:

- You must be **16 years of age** to be certified as a Competition Introduction coach.
- You **have two competitive seasons** from the first day of their Competition Introduction Course to complete your certification, after which you will not be permitted on deck at any PSO hosted competition. (NOTE: The most successful coaches to come out of these courses finish their portfolio within six months of training & their evaluation within two years).
- Coaches are responsible for their annual registration with BCAS and Canada Artistic Swimming through the CAS e-Reg system.
- All artistic swimming coaches in BC must adhere to the BCAS Coach Certification Policy and Conduct Policy.