
COACH CERTIFICATION POLICY

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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 “**Certified**” – when a coach has completed all evaluation requirements for a context as defined by the Coaching Association of Canada (CAC).
- 1.3 “**In Training**” – when a coach has completed some of the required training for a context as defined by the Coaching Association of Canada (CAC).
- 1.4 “**Minor**” – means a person under the age of 19 years or a person who is under the age of majority and meets the definition of a child for the purposes of protection.
- 1.5 “**Participants**” – mean all persons engaged in any paid or volunteer capacity with BCAS.
- 1.6 “**Team Officials**” – refer to Participants, whether paid or volunteer, who fulfill a specific responsibility in relation to an individual or group of artistic swimming athletes, including, but 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.
- 1.7 “**Trained**” – when a coach has completed all required training for a context as defined by the Coaching Association of Canada (CAC).
- 1.8 “**Vulnerable Person/Participant**” – means a person who, because of their age, disability, or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, and includes a Minor or a person with a physical, developmental, or other disability.

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 in a safe space. 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; **and**
- 3.2 Has completed and submitted all required documents, including their individual annual registration in the CAS registration system and the [BCAS Coach Declaration Form](#) in accordance with CAS rules; **and**
- 3.3 Has made all required payments; **and**
- 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 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 an Electronic Police Information Check (E-PIC). Team Officials required to submit an E-PIC 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 an E-PIC in accordance with the CAS Screening Policy.
- 5.3 E-PICs are valid for 5 years and must be valid through to July 31st of the current season. All E-PICs must be administered by [Sterling Talent Solutions in accordance with the BCAS Screening Policy](#).
- 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 an E-PIC 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.

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. **(New)** Completion of the NCCP [Safe Sport Training**](#); **and**

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- e. Completion of the NCCP [Making Head Way](#) training **and** BCAS-delivered Concussion Education; **and**
 - f. Completion of the NCCP [Rule of Two](#) e-learning module.***
 - g. **(New)** Completion of the [Inclusion and Diversity in Aquatics Sports](#) e-learning module.

* 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.

** Safe Sport Training is valid for 3 years after which coaches must be retrained.

*** Coaches new to the coach development pathway have one (1) year from the date they took their first NCCP course to complete the Rule of Two e-learning module,

7 Certification Requirements by Program

7.1 AquaGO! Program

Individuals must be **AquaGO! Instructor Trained** (completed Modules 1-6) to be on deck instructing AquaGO!.

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, including Masters, 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 accordance with Section 8 of this policy.

7.3 Limited Competitive & Non-Competitive Adaptive Artistic Swimming Programs

Individuals intending to coach limited competitive and non-competitive adaptive artistic swimming programs and to be on deck at a BC Artistic Swimming competition **must** demonstrate achievement of **Competition Introduction Trained**.

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

- ✦ Competition Introduction Modules 1-8 (online or in-person)
- ✦ Competition Introduction Module 9 (in-pool practical)
- ✦ 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 seasons¹ 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. An individual coach is eligible to receive one exemption in accordance with Section 8 of this policy.

7.4 Provincial Stream Programs, Competitive Masters, Competitive Adaptive Artistic Swimming & 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 seasons¹ 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. An individual coach is eligible to receive one exemption in accordance with Section 8 of this policy.

* 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 seasons¹ 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. An individual coach is eligible to receive one exemption in accordance with Section 8 of this policy.

¹ As a result of the number of in-person competitions cancelled during the 2019-20 and 2020-21 season, neither season will be counted as a competitive season for the purposes of achieving evaluation requirements.

8 Coach Certification Requirement Exemptions

8.1 All exemption requests must be submitted to BC Artistic Swimming no later than October 1 of the season for which the exemption is being requested.

8.2 A Coach may request an exemption to the coach certification requirements provided they comply with the following stipulations:

- a) Application must be made, in writing, to BC Artistic Swimming's Director of Sport with a letter of support from the club's Head Coach and Board of Directors
- b) Exemptions are valid for one season, after which, the coach must comply with the coach certification outlined herein requirements.
- c) An individual coach is eligible to receive one exemption regardless of movement to a different club. Additional extensions will not be granted.
- d) Coaches requesting an exemption must demonstrate the following minimum standards have been met:
 - ✦ Any coach 18 years or older must complete the background screening requirements outlined in Section 5.
 - ✦ The coach must be registered in a Making Ethical Decisions course – proof of registration must be submitted with the request for exemption.
 - ✦ Completion of the Canada Artistic Swimming Respect in Sport for Activity Leaders certification.
 - ✦ Completion of the NCCP Making Head Way training.

8.2.1 *Recreation Coaches*

Completion of the AquaGO! Training Pre-requisites as outlined on artisticswimmingcoach.ca:

- ✦ AquaGO! Pre-Reading Material
- ✦ Canada Artistic Swimming LTAD Framework 2.1
- ✦ Sport for Life Introduction to Physical Literacy e-learning
- ✦ NCCP Coach Initiation to Sport e-learning

8.2.2 *Competitive Coaches*

Individual Limited Competitive, Provincial Stream, National Stream, and Competitive Masters coaches are eligible to receive **one** exemption to the timeline for completing the required certification, regardless of movement to a different club, provided:

- All training requirements outlined in section 6 are complete.
- The coach demonstrates that they have begun the evaluation process within the two competitive seasons.
- The coach demonstrates that they have coached and/or furthered their coach professional development within the two competitive seasons thus applying the knowledge from the initial course.

8.3 Compliance with the stipulations outlined in 8.1 and 8.2 does not ensure an automatic exemption or guarantee an exemption will be granted.

9 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.

10 Demonstrating Eligibility

(NEW) To monitor compliance, coaches must create and maintain an account in the Sideline Learning portal.

Effective September 1 each year, it is the responsibility of each coach and their associated member Club to demonstrate that they meet the minimum training/certification requirements outlined herein **PRIOR TO** their participation in any artistic swimming activities. Coaches and their affiliated club(s) will receive written confirmation from BCAS that each coach has been cleared to coach at the start of the season.

At the request of BC Artistic Swimming, coaches must provide proof of eligibility and/or certification and training within the timelines stipulated by BC Artistic Swimming. 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

11 Failure to Comply with Coach Certification Standards

11.1 Any failure to comply with this Policy and/or the [CAS Coach Registration and Certification Policy](#) may result in disciplinary action under the BC Artistic Swimming Discipline and Complaints Policy.

11.2 At a minimum, coaches who fail to comply with this Policy will be fined \$50.00 for every day in which they participate in artistic swimming activities 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.

11.3 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.

12 International Coaches

Experienced foreign international artistic swimming coaches with approved training and certification who wish to work in British Columbia may apply to Canada Artistic Swimming for equivalencies for sport specific modules and/or training. The applicant must be a resident of Canada or possess a Canadian work visa. Applications will be reviewed by the CAS Chief Sport Officer, who will determine the appropriate level of NCCP training that is commensurate with the coach's international certification, training, and/or experience. Consideration will be given on a case-by-case basis and upon receipt of a written request to Canada Artistic Swimming that is copied to BC Artistic Swimming.

BC Artistic Swimming requires international coaches to complete additional NCCP multi-sport modules as outlined herein.

12.1 Non-Sport Specific Requirements

Once equivalencies have been granted by CAS and before being allowed on deck, the international coach must complete all requirements outlined in Section 6 b-f.

12.2 NCCP Multi-Sport Modules in Alignment with Equivalency Status

In addition to the mandatory requirements outlined in section 12.1, the coach must also complete all NCCP multi-sport modules according to their approved equivalency as outlined in the "In Training" section of the [Canada Artistic Swimming – Coach Development Pathway](#). If a coach is given equivalency further along the pathway, they must complete all previous multi-sport modules.

12.2.1 AquaGO! Equivalency Modules

- a. Emergency Action Plan (EAP) eLearning Module

12.2.2 Competition Introduction Equivalency Modules

- a. Sport Nutrition eLearning Workshop
- b. Basic Mental Skills Workshop
- c. Teaching and Learning Workshop

12.2.3 Competition Development Equivalency Modules

- a. Coaching and Leading Effectively Workshop
 - b. Leading Drug Free Sport Workshop
 - c. Managing Conflict Workshop
 - d. Prevention and Recovery Workshop
 - e. Psychology of Performance Workshop
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