



Policy title	CAS Coach Registration and Certification Policy		
Adopted	Effective Date September 1, 2019		
Current version approved by Board of Directors	September 15, 2020	Pages: 7	
<p>Note: The changes to this version of the Policy are as a result of the interruption to completion of certification courses caused by the COVID pandemic. Normal requirements are anticipated to resume when instruction returns to its usual schedule.</p>			

I. Definitions

The following terms have these meanings in this Policy:

- “CAC” refers to the Coaching Association of Canada;
- “CAS” refers to Canada Artistic Swimming;
- “Activity” means all CAS or PTSO business and activities;
- “Coach” means any person who instructs figures or routines on a regular basis and includes Instructor, which is a specific level of coach who teaches the AquaGO! or other recreational programming;
- “Including” means including but not limited to;
- “Minor” refers to a person under the age of 18 years;
- “NCCP” refers to the National Coaching Certification Program;
- “Parent” refers to an athlete’s parent or guardian;
- “Participants” means all persons engaged in any paid or volunteer capacity with CAS or a PTSO;
- “PTSO” refers to a Provincial or Territorial Sport Organization that is responsible for the management of artistic swimming within its provincial or territorial boundaries; and
- “Vulnerable person” refers to an individual who, because of age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are 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. This includes children, youth and people with physical, developmental, or other disabilities.

II. Application

This Policy applies to all individuals wishing to engage in the role of a coach (as defined in Section I.) for the sport of artistic swimming in Canada.

III. Policy and Purpose

CAS and PTSOs are committed to creating a safe work and sport environment in which everyone is treated with respect and dignity. Coaches are expected to conduct themselves in all matters involving or impacting CAS or a PTSO, and where they may be seen to be representing CAS or a PTSO, with integrity and in a manner that is consistent with CAS and PTSO values and the highest standards of behaviour upon which CAS or a PTSO's image and reputation rests.

The purpose of this Policy is to outline the registration and certification requirements for coaching artistic swimming in Canada.

IV. In Good Standing

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

- a. Has complied with their governing by-laws, policies and rules;
- b. Has completed and submitted all required documents;
- c. Has made all required payments;
- d. Is not subject to a disciplinary action, or if subject to disciplinary action previously, has satisfied all terms; and
- e. Is not presently suspended or expelled or had other membership restrictions or sanctions imposed as a result of disciplinary action by any sport organization.

V. Screening

All coaches over the age of 18 are required to provide a valid police record check, and any other background check as prescribed in the CAS Screening Policy.

CAS and the PTSO reserve 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.

VI. Registration

A coach will be considered registered provided that the coach:

- a. Is in good standing;
- b. Has paid the registration fees as prescribed by CAS and the PTSO;
- c. Has registered in the manner prescribed by CAS and the PTSO including entering information about themselves in the CAS registration system by the prescribed deadline;
- d. Has provided a valid police record check and any other required background check in the manner prescribed by CAS and the PTSO;
- e. Has met minimum coach training and certification requirements as required by the CAC, CAS and the PTSO;
- f. Has successfully completed CAC Make Ethical Decisions Training and the online evaluation as required by CAS and the PTSO (see item IX(B) below); and
- g. Has completed the CAS Respect in Sport Activity Leader training as required by CAS and the PTSO (see item IX(C) below).

VII. CAS Coach Development Pathway

CAS and PTSOs believe in the importance of having a nationally-respected workforce of coaches certified under the NCCP. The CAS Coach Development Pathway offers a continuous learning pathway for coaches across Canada, with the objective of establishing a standardized coach training and certification system. All coaches must follow the CAS Coach Development Pathway including minimum age eligibility for each level of certification. The Coach Development Pathway is available on the CAS website at artisticsswimming.ca.

The Coach Development Pathway is intended to be progressive and all coaches should be Competition Introduction Certified prior to beginning Competition Development course-work. Coaches are encouraged to refer to the Coach Development Pathway and ensure that all required course-work and training modules have been completed and are recorded.

A. International Coaches

Experienced foreign international artistic swimming coaches with approved training and certification working in Canada may apply for an opportunity to “challenge” an evaluation (i.e., instead of taking the required course and then completing the evaluation, the international coach would proceed directly to the evaluation). 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 evaluation to challenge. This will be completed on a case-by-case basis.

VIII. Minimum Coach Certification Requirements

The CAS minimum coach certification requirements are as follows:

A. Daily Training Environment

1. A coach must be AquaGO! Instructor in-training, which at a minimum shall be the completion of AquaGo! modules 1, 2, and 3 to be on deck instructing AquaGO! or Synchro Instructor trained or higher to be on deck instructing any other recreational program (effective date January 1, 2020); and
2. A coach must be a minimum of Competition Introduction in-training, which at a minimum shall be the completion of the Making Ethical Decisions Multi-Sport Module Training, the Making Headway in Sport eLearning Training, the Emergency Action Plan eLearning Training and the Teaching and Learning Multi-Sport Module training and have successfully completed CAC Make Ethical Decisions online evaluation to be on deck instructing any competitive program.

B. Competition Environment

PTSO hosted competitions

1. A coach must meet coach eligibility requirements as described by the applicable PTSO for the current year to be on deck at any PTSO hosted competition. At a minimum, coaches at any PTSO hosted competition must be at least Competition Introduction Certified and registered and in good standing as defined in this Policy;
2. Coaches who are Competition Introduction Trained (i.e. have completed the Competition Introduction course and the required multi-sport modules) and are registered and in good standing and have successfully completed CAC Make Ethical Decisions Training and the online evaluation have two competitive seasons from the first day of their Competition Introduction Course to complete their certification, after which they will not be permitted on the deck at any PTSO hosted competition.

CAS hosted competitions

1. All coaches at Canadian Qualifier and Canadian Championships must be Competition Development Certified or NCCP Level 3 Certified and registered and in good standing as defined in this Policy. Any coach that does not meet these requirements by the entry deadline for Canadian Qualifier and Canadian Championships, as applicable, will not be permitted on the deck at the event.

2. Coaches who are Competition Development Trained and registered and in good standing as defined in this Policy have two competitive seasons from the first day of their Competition Development course to complete their certification, after which they will not be permitted on the deck at any CAS hosted competition. Specific requirements for this allowance are outlined below:
 - i. In the first competitive season following completion of the Competition Development course, a coach must have successfully completed the following to be permitted on deck at any CAS hosted competition:
 - Make Ethical Decisions Training and the online evaluation;
 - Managing Conflict Training and the online evaluation;
 - Leading Drug-free Sport Training and the online evaluation; and
 - Making Head Way in Sport
 - ii. In the second competitive season following completion of the Competition Development course, a coach must have successfully completed all of the required Competition Development multisport modules including the online evaluations to be permitted on deck at any CAS hosted competition.
3. Coaches may attend Canadian Qualifier and Canadian Championships as an "Apprentice Coach" for one competitive season only. The Apprentice Coach's name must be included in the meet entry package with the name of the supervising coach. A supervising coach may supervise no more than two apprentice coaches at an event. Specific requirements for Apprentice Coaches are outlined below:
 - i. An Apprentice Coach must be Competition Introduction Trained (i.e. have completed the Competition Introduction course and the multi-sport modules) and are registered and in good standing and have successfully completed CAC Make Ethical Decisions Training and the online evaluation; and
 - ii. An Apprentice Coach may coach on deck at Canadian Qualifier and Canadian Championships only under the supervision of a coach who is Competition Development Certified or NCCP Level 3 Certified and registered and in good standing as defined in this Policy.
4. Coaches at CAS hosted Masters competitions must be Competition Introduction Certified and registered and in good standing as defined in this Policy.

C. Evaluations

Due to the number of cancelled events provincially and nationally during the 2019-20 competition season, the 2019-20 season will not count as a “competitive season” for the purpose of meeting evaluation requirements set out in section VIII. B.

D. International Entries

Coaches of international entries are exempt from the coach certification requirements for CAS and PTSO hosted competitions.

E. Maintenance of Certification

All coaches are required to maintain their certification and participate in professional development and training activities in accordance with the CAS Coach Development Pathway and CAC Maintenance of Certification Policy.

IX. Safeguarding

CAS has committed to implementing policies and processes to make our sport safer for children and other vulnerable persons. As part of this commitment, CAS requires the following from its coaches:

A. Acknowledgement of Conduct Policy

CAS requires that all coaches acknowledge they are aware of and will adhere to the CAS Conduct Policy when registering with CAS for the current year.

B. Make Ethical Decisions

CAS requires that all coaches AquaGO! Instructor level or higher successfully complete the CAC Make Ethical Decisions Training and the online evaluation.

C. Respect in Sport Training

CAS requires that all coaches Competition Introduction Trained or higher will complete the CAS Respect in Sport Activity Leader Training. A coach must be re-certified in this training every three (3) years.

D. Duty to Report

Where a coach believes another coach has failed to adhere to CAS values and expected standards of behaviour including those outlined in Appendix I below, he or she has a responsibility to inform their Head Coach or another person in leadership such as the PTSO Executive Director, CAS CEO or Chief Sport Officer or any PTSO or CAS board member. Failure to report such misconduct may result in disciplinary action.

X. Violations of the Coach Registration and Certification Policy

Any failure to comply with this Policy may result in disciplinary action under the CAS Complaint Process, which can be found within the CAS Conduct Policy. Coaches may be subject to disciplinary or corrective action ranging from a verbal or written warning to termination of employment or expulsion from the organization.

APPENDIX I – Safeguarding Best Practices

I. One-on-one Interactions

A coach may not be alone with a minor or other vulnerable person:

- a. In a private setting; and
- b. In any place that is inappropriate to the professional relationship (e.g., a social setting outside the training or competition environment).

Sport activity conducted in an open and observable environment or within the view or earshot of another adult is not considered a one-on-one interaction if there is a reasonable opportunity for interruption.

II. Intimate or Sexual Relationships

Coaches must not engage in an intimate or sexual relationship with an athlete when in a position of power, trust or authority over the athlete, even if both the athlete and coach are consenting adults.

III. Communication and Social Media

Coaches must adhere to the following best practices when communicating with athletes:

- a. Model professional behaviour with athletes including respectful language, tone and attitude;
- b. Maintain appropriate physical and emotional boundaries with athletes, especially minors or other vulnerable persons:
 - Coaches should never ask an athlete to keep secrets or confide in or share overly personal information;
- c. Ensure all interactions and activities with athletes are:
 - Transparent;
 - Accountable;
 - For artistic swimming-related purposes; and
 - In response to meeting the athlete's needs.

- d. Ensure all online dialogue and interactions with athletes are directly tied to coaching duties:
 - It is recommended that all one-on-one online dialogue and interactions with minor athletes be eliminated;
 - Only send personal texts, direct messages on social media or emails to minors when absolutely necessary and always ensure another registered coach or the athlete's parent is included in the communication; and
- e. Use group messages, group emails or team pages as the primary method of communication with athletes:
 - Most social networking sites including Facebook, Instagram and Snapchat require users to be at least 13 years of age to access and use their services. Such sites should not be used as the method of communication with athletes under 13 years of age.

IV. Travel

Coaches must adhere to the following best practices when travelling with minors or other vulnerable persons:

- a. Coaches should educate young or first-time travellers on appropriate boundaries and conduct between coaches, chaperones and athletes;
- b. Coaches should review safety protocols including using the "buddy" system;
- c. For overnight travel, coaches should assign athletes to hotel rooms with age-appropriate (i.e., within three (3) years of age) teammates; and
- d. A coach should never allow an unrelated adult to be alone in a hotel or dorm room with a minor or other vulnerable person.

V. Change Rooms

Interactions (e.g., a conversation) between coaches and athletes should not occur in any room where there is a reasonable expectation of privacy, such as a change room or washroom. A second adult must always be present for any necessary interaction between a coach and a minor or other vulnerable person in any such room.

Additional coach behaviour expectations and standards are set out in the CAS Conduct Policy, which is available on the CAS website at artisticswimming.ca.