



Policy title	CAS Coach Registration and Certification Policy		
Adopted	Effective Date September 1, 2019; Revised December 4, 2021		
Current version approved by Board of Directors	December 5, 2022	Pages: 7	

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” means a person under the age of 18 years or, where applicable, a person who is under the age of majority and meets the definition of a child for the purposes of protection in the applicable province or territory.;
- “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/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

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. 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 required by CAS and the PTSO;
- c. Has registered in the manner required by CAS and the PTSO including entering information about themselves in the CAS/PTSO registration system by the registration deadline;
- d. Has provided a valid Enhanced Police Check (E-PIC) and any other required background check in the manner required 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 NCCP Make Ethical Decisions Workshop and the online evaluation as required by CAS and the PTSO (see item IX(B) below); and
- g. Has completed the Respect in Sport Activity Leader training as required by CAS (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 artisticswimmingcoach.ca

The Coach Development Pathway is progressive, and all coaches are required to be Instructor Beginner (AquaGO!) trained (completed modules 1-6 and required NCCP multi-sport modules, effective September 1, 2021), prior to beginning Competition Introduction course-work. Coaches are required to be Competition Introduction Trained effective July 1, 2020, 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.

See Appendix II below for a Coaching Development Pathway requirements summary

A. International Coaches

Experienced foreign international artistic swimming coaches with approved training and certification working in Canada may apply for equivalencies for sport specific modules/training (i.e., instead of taking the required course and then completing the evaluation, the international coach would proceed directly to the evaluation). CAS cannot grant equivalencies for NCCP multi-sport modules, please check with your Provincial/Territorial Coaching Representative (PTCR) for an applicable process. 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 Instructor Beginner (AquaGO!) trained (having completed AquaGO! modules 1-6, NCCP Make Ethical Decisions Workshop and online evaluation, and NCCP Emergency Action Plan e-learning module) 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 is defined as having completed Competition modules 1-8, and completed the following multi-sport modules: Making Headway in Sport, Make Ethical Decisions Workshop and online evaluation and Emergency Action Planning, to be on deck instructing any competitive program.
 - i. A coach must complete Competition Introduction training within their first season of competitive coaching and competition introduction evaluation within two calendar years after taking the Competition Introduction modules 1-8 workshop. In training coaches should be under the supervision of a coach who is at minimum Competition Introduction Certified and registered and in good standing as defined in this Policy.

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 modules 1-9 and the required multi-sport modules) and are registered and in good standing have two calendar years from the completion of their Competition Introduction module 1-8 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, which is defined as completing Competition Development modules 1-6 and the following 7 NCCP multi-sport modules: Coaching & Leading Effectively, Leading Drug Free Sport, Make Ethical Decisions, Making Headway, Managing Conflict, Prevention & Recovery, and Psychology of Performance, and registered and in good standing as defined in this Policy have two calendar years from the completion of their Competition Development modules 1-6 course to complete their certification, after which they will not be permitted on the deck at any CAS hosted competition. Specific requirements are outlined below:
 - i. In the first calendar year following completion of the Competition Development modules 1-6 course, a coach must have successfully completed the following to be permitted on deck at any CAS hosted competition:
 - NCCP Make Ethical Decisions Workshop and the online evaluation;
 - NCCP Managing Conflict Workshop and the online evaluation;
 - NCCP Leading Drug-free Sport Workshop and the online evaluation; and
 - NCCP Making Head Way in Sport
 - ii. In the second calendar year following completion of the Competition Development course, a coach must have successfully completed the remaining required Competition Development multisport modules including the online evaluations to be permitted on deck at any CAS hosted competition:
 - NCCP Prevention & Recovery;
 - NCCP Coaching & Leading Effectively; and
 - NCCP Psychology of Performance
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:

- ii. 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 NCCP Make Ethical Decisions Workshop and the online evaluation; and
 - iii. 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 in training, which is defined as having completed Competition modules 1-8, and completed the following multi-sport modules: Making Headway in Sport, Make Ethical Decisions Workshop and online evaluation and Emergency Action Planning and registered and in good standing as defined in this Policy. Participants who are self-coached must have a valid Enhanced Police Check (E-PIC) and have completed Respect in Sport for Activity Leaders.

C. Evaluations

Due to the number of cancelled events provincially and nationally during the 2019-2020, 2020-2021, and 2021-2022 competition season, those seasons 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 NCCP Maintenance of Certification Policy as issued by the CAC.

IX. Safeguarding

CAS has committed to implementing policies and processes to make our sport safer and more welcoming for everyone involved in artistic swimming in Canada. As part of this commitment, CAS requires the following from its coaches:

A. Acknowledgement of the CAS Safe & Welcoming Sport Policy Suite

CAS requires that all coaches acknowledge they are aware of and will adhere to the CAS Safe & Welcoming Sport Policy Suite when registering with CAS for the current year.

B. NCCP Make Ethical Decisions

CAS requires that all coaches Instructor Beginner (AquaGO!) level or higher successfully complete the NCCP Make Ethical Decisions Workshop and the online evaluation.

C. Respect in Sport Activity Leader Training

CAS requires that all coaches Instructor Beginner (AquaGO!) level 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 a registrant of CAS has failed to adhere to the CAS Safe & Welcoming Sport Policy Suite they have a responsibility to make a formal report with the independent complaint mechanism, as defined in the CAS Discipline and Complaint Policy & Procedure. Failure to report such misconduct may result in disciplinary action.

See also Appendix I below.

X. Violations of the Coach Registration and Certification Policy

Any failure to comply with this Policy may result in disciplinary action under the [CAS Discipline and Complaint Policy & Procedure](#).

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 www.artisticswimming.ca.

Appendix II – Coaching Pathway Requirements Summary

A) REGISTRATION	
Is in good standing (see page 2)	
Registered in CAS / PTSO registration system	
Enhanced Police Check (E-PIC)	
NCCP Make Ethical Decisions Workshop	
NCCP Make Ethical Decisions Online Evaluation	
Respect in Sport Activity Leader training (re-cert required every 3 years)	
Acknowledgement of the CAS Safe & Welcoming Sport Policy Suite (via registration system)	
B) DAILY TRAINING ENVIRONMENT – RECREATIONAL (INSTRUCTING AQUAGO!)	
Instructor Beginner (AquaGO!) trained:	
AquaGO! modules 1-6	
NCCP Make Ethical Decisions Workshop and online evaluation	
NCCP Emergency Action Plan e-learning module	
C) DAILY TRAINING ENVIRONMENT – RECREATIONAL (INSTRUCTING ANY OTHER REC PROGRAM)	
Synchro Instructor trained or higher	
NCCP Make Ethical Decisions Workshop and online evaluation	
NCCP Emergency Action Plan e-learning module	
D) DAILY TRAINING ENVIRONMENT – COMPETITIVE PROGRAM	
Minimum of Competition Introduction In-Training:	
Competition Introduction modules 1-8	
NCCP Making Headway in Sport	
NCCP Make Ethical Decisions Workshop and online evaluation	
NCCP Emergency Action Plan e-learning module	
<i>*Note: A coach must complete Competition Introduction training within their first season of competitive coaching and competition introduction evaluation within two calendar years after taking the Competition Introduction modules 1-8 workshop.</i>	
E) COMPETITION ENVIRONMENT – PTSO HOSTED COMPETITIONS	
Coach eligibility requirements as described by the applicable PTSO	
Registered and in good standing	
Competition Introduction Certified or higher, or	
If within two calendar years of completing Competition Introduction Module 1-8 course may attend as a Competition Introduction Trained coach:	
Competition Introduction modules 1-9	
NCCP Make Ethical Decisions	
NCCP Making Head Way in Sport	
NCCP Emergency Action Plan e-learning module	
NCCP Teaching and Learning	
NCCP Basic Mental Skills	
NCCP Sport Nutrition	
F) COMPETITION ENVIRONMENT – CAS HOSTED COMPETITIONS (NQ and CASC)	
Registered and in good standing	
Competition Development Certified or NCCP Level 3 Certified, or	
If within two calendar years of completing a Comp Dev Module 1-6 course may attend as a Competition Development Trained coach:	
Competition Development modules 1-6	
NCCP Coaching & Leading Effectively	
NCCP Leading Drug Free Sport	
NCCP Make Ethical Decisions	

NCCP Making Head Way in Sport	
NCCP Managing Conflict	
NCCP Prevention & Recovery	
NCCP Psychology of Performance	
If within one calendar year of completing a Comp Dev Module 1-6 course may attend as a Competition Development In-Training coach:	
Competition Development modules 1-6	
NCCP Leading Drug Free Sport	
NCCP Make Ethical Decisions	
NCCP Making Head Way in Sport	
NCCP Managing Conflict	
If above requirements are not met a coach in good standing who is at minimum Competition Introduction Trained (see section E in this table) and has completed, Make Ethical Decisions Workshop and Online Evaluation may attend a CAS hosted competition as an "Apprentice Coach" for one competitive season only with a supervising coach who is Comp Dev or L3 Certified.	
G) COMPETITION ENVIRONMENT - CAS HOSTED COMPETITIONS (Masters)	
Registered and in good standing	
Enhanced Police Check (E-PIC)	
Respect in Sport for Activity Leaders	
NCCP Make Ethical Decisions workshop and online evaluation	
At minimum Competition Introduction In-Training status (Competition Introduction Modules 1-8, Making Head Way in Sport and Emergency Action Plan)	