



COACH REGISTRATION AND MINIMUM REQUIREMENTS POLICY

Purpose

1. Swim Alberta requires that any individual volunteering and/or working, as a coach with a Swim Club (as defined in the Swim Alberta Bylaws) shall complete specific requirements that will help ensure the protection of the athletes, Swim Clubs and Swim Alberta. Swim Alberta supports coach education and expects the highest professional standard for its coaches, whether paid or volunteer. The purpose of this Policy is to describe the rights and requirements to be a coach within Swim Alberta and its Swim Clubs.

Scope and Application

2. This policy applies to all individuals who wish to be designated as a coach within Swim Alberta and/or its Swim Clubs.

Minimum Requirements

3. All individuals must comply with the following minimum requirements to be registered as a coach:

Eligibility

- a) Be at least 15 years of age.
- b) Be registered with a Swim Alberta affiliated Swim Club or a Swim Alberta recognized provincial program.

Compliance with Policies

- c) Agree and adhere to all Swim Alberta's governing documents, including but not limited to:
 - i. Bylaws
 - ii. Code of Conduct and Ethics
 - iii. Discipline and Complaints
 - iv. Confidentiality
 - v. Screening
 - vi. Coach of Record Policy
 - vii. Social Media Guidelines for Coaches and Athletes
- d) Agree and cooperate fully with Swim Alberta in matters of discipline, appeals, selection, and other issues in connection with Swim Alberta, Swim Clubs or individual Members.

Memberships and Affiliations

- e) Be a registered and in good standing with the following three organizations*:
 - i. Alberta Coaches Council (ACC) (A committee of Swim Alberta)
 - ii. Canadian Swim Coaches and Teachers Association (CSCTA)
 - iii. Swimming Canada

*As members and/or registrants of these organizations, coaches are subject to the requirements, policies, and any discipline or sanction pursuant to those requirements or policies. For example, as a member of the CSCTA, coaches are bound by the CSCTA's Code of Professional Conduct. However, separately, coaches are also bound by Swim Alberta's policies including Swim Alberta's *Code of Conduct and Ethics*.

- f) Membership in each organization requires annual renewal. Membership is valid September 1 to August 31.

Certification

- g) First year coaches have until November 30th to complete one of the following:
 - i. The Community Sport Coach course; or
 - ii. Swimming 101 Pre-Course Workbook and be enrolled in a Swimming 101 course; or
 - iii. Complete at least one of the following applications to achieve “Swimming Teacher in-Training status”:
 - 1. Red Cross WSI; or
 - 2. I Can Swim Teacher; or
- h) A Community Sport Coach may coach two competitive seasons at this level and prior to November 30 of their third competitive season, must progress to Level 1 Fundamentals coach “in-training” status.
- i) Red Cross WSI/I Can Swim Teacher candidates have until November 30th of their second year to become, at a minimum, Swimming Teacher ‘certified”
- j) Swimming 101 Candidates have until November 30th of their second year to become, at a minimum, Level 1 Fundamentals Coach “certified”

Access to sanctioned competitions

- 4. Swim Teachers and Associate Coach Members are not eligible to coach at any Swim Alberta sanctioned competitions.
- 5. For Swimming 101 candidates, once the Swimming 101 course has been completed successfully they are then eligible to attend a sanctioned competition.
- 6. Coaches may require higher certification in order to coach at Major Games, with Tour teams, or at specific meets and competitions, including National Competitions or events sanctioned by Swimming Canada. Further procedures may be found in the Swimming Canada Membership Policy.

Application Process

- 7. Individuals wishing to be registered as a coach within Swim Alberta must comply with the following requirements:
 - a) Annually complete the Swimming Canada online registration process and provide all information requested which will at a minimum include:
 - i. Name
 - ii. Address
 - iii. Telephone and Cell Number
 - iv. Date of Birth
 - v. Gender
 - vi. Email
 - vii. Club Affiliation
 - viii. NCCP #
 - b) Maintain with Swim Alberta updated contact information.
 - c) Submit to Swim Alberta any other information requested by Swim Alberta.

Additional Submissions

- 8. In addition to complying with Swim Alberta’s policies, being a member of the three additional organizations, and having the minimum level of coach education, individuals must submit the following documentation to Swim Alberta before they will be registered as a coach:
 - a) Complete and submit the online screening questionnaire on a yearly basis as per the Swim Alberta Screening Policy
 - b) Driving abstract (if the coach will be driving athletes)
 - c) Police Information Check with Vulnerable Sector Verification (described in detail in Swim Alberta’s *Screening Policy*)

- d) At any time, Swim Alberta may request any additional information from a current coach or a prospective coach to ensure compliance with this Policy

Registration Completion

- 9. Registration is complete when the Swimming Canada, CSCTA and Swim Alberta registrations have been processed fully in the online system, the coach has met the minimum requirements as outlined in this policy and full payment has been completed.

Timelines and Deadlines

- 10. Individuals must adhere to the following annual timelines and deadlines:
 - a) August 15 – apply for police checks
 - b) September 1 – update memberships with Swimming Canada, the CT CSA, and the ACC
 - c) September 1 – update coach education, as necessary, by enrolling in coach education courses identified by Swim Alberta
 - d) November 30 – coaches hired by a club must have completed all requirements
- 11. A coach hired by a club after November 30th has 30 days to complete all of the above requirements.
- 12. Coaches within the Alberta Summer Swimming Association (ASSA) must adhere to the annual timelines and deadlines as set out by ASSA but at a minimum all ASSA Coaches must be registered by June 1st of each season. Where June 1st falls on a weekend, they must be fully registered by the first Wednesday in the month of June.

Club Responsibilities

- 13. Each Swim Club is responsible for immediately informing Swim Alberta about changes in its coaching staff.
- 14. A Swim Club will immediately identify, to Swim Alberta, its coaches who are registered with the CSCTA and/or Swimming Canada but who are not coaching with a competitive program.
- 15. A Swim Club will ensure that all coaches are registered and listed on the Swim Club's coach roster on the online national registration system.

Coaches not affiliated with a Swim Alberta affiliated Swim Club (Independent Coaches)

- 16. Independent coaches that are not affiliated and registered with a recognized Swim Club may apply to register directly with Swim Alberta, as a category E (Associate Coach) only. Independent/associate coaches are not permitted to actively coach at any Swim Alberta sanctioned activity including competitions, provincial competitions or club training. Independent/associate coaches can receive information distributed by Swim Alberta, Swimming Canada and the CSCTA. Associate Coaches are not entitled to be voting members of the Alberta Coaches Council.
- 17. Should an independent Coach wish to attend Swim Alberta sanctioned activities (including club training/activities or sanctioned competitions), they must become registered with a Swim Alberta Swim Club or transfer their registration to a Swim Alberta recognized Swim club.

Non-Compliance

- 18. Any individual or Swim Club who does not comply with this Policy and complete all the requirements within the timelines shall be considered non-compliant and subject to discipline described below.
- 19. Swim Alberta will suspend a Swim Club that retains a non-compliant coach or a coach who does not meet the requirements of this Policy, and that Swim Club will no longer be a member in good standing with Swim Alberta or be entitled to the benefits of membership, which may include insurance coverage, participation in competitions, training camps, etc.

20. Furthermore, any Swim Club that enters competitions while under suspension will be fined \$100.00 per athlete entered in meets. Fines will accumulate until the Swim Club's sanctioned status has been removed; which shall only occur when non-compliant coaches become compliant or when the Swim Club no longer uses them as a coach
21. Further discipline or sanctions may be applied in accordance with Swim Alberta's Discipline Policy and/or Bylaws.

Discipline and Complaints of Coaches

22. Any complaints, problems or concerns with coaches shall be addressed under Swim Alberta's *Discipline and Complaints Policy*.
23. Swim Alberta reserves the right to suspend a coach should the coach not submit the required documentation, refuse to comply with Swim Alberta's policies, no longer be a member in good standing with any of the three organizations in the **Minimum Requirements** section of this Policy, or for any other reason as determined by Swim Alberta's Board of Directors.
24. A suspended coach shall cease to be a member in good standing with Swim Alberta, as described in section 2.27 of Swim Alberta's *Bylaws*.

Replacement/Fill-in Coaches

25. Swim Alberta will not accept any replacement or fill-in coaches who do not meet the requirements stated in this Policy.
26. All coaches must be listed on the Swim Club's coaching roster in the Swimming Canada online registration system to be eligible to coach. Any coaches, who are filling in or substituting for another Swim Club, must ensure that they are listed on the applicable Swim Club's coaching roster.

Interpretation

27. In the event that this Policy conflicts or contradicts the Bylaws of Swim Alberta, the Bylaws shall take precedence.

Amendments

28. Swim Alberta reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or procedures, if it deems that waiving or making modifications to this Policy is in the best interests of swimming in the province of Alberta.