

**Swim Saskatchewan Inc.**

**BOARD OF DIRECTORS POLICIES**

<b>Type:</b>	Membership	<b>Policy Number:</b>	M-2.1
<b>Name:</b>	Coach Registration, NCCP Training & Certification and Compliancy	<b>Date Approved:</b>	June 2013 (previously part of M-2)
<b>Authority:</b>	Board of Directors	<b>Date Revised:</b>	June 2014, Nov 2015, Jan 2017, June 2018, June 2019 (hyperlink fixed Jan 2021)

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**Reference:** SSI Bylaws Article 2, SSI Screening Policy G-10, Sask Sport Policies, Swimming Canada National Registration Procedures and Screening and Safe Sport policy.

**Purpose:** Swim Sask is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect.

All Coaches in Saskatchewan must meet the following minimum requirements and standards:

1. All coaches must be a minimum of 15 years of age to actively coach with an affiliated club in Canada.
2. All coaches must register annually as a Coach with Swim Sask, Swimming Canada and the CSCTA, through the Swimming Canada Registration, Tracking and Results (RTR) system, prior to becoming active in a coaching position. The registration period is from September 1 to August 31.
3. All coaches must complete the CSCTA Screening questions on a yearly basis within 14 days of commencing coach duties.

**Each of the following must be completed for all coaches in Saskatchewan within 14 days of commencing coaching duties:**

4. All coaches aged 18 and older must submit a Police/Criminal Record Check **and** a Vulnerable Sector Search to Swim Sask every 3 years.
5. All coaches must have completed the online Respect in Sport (RiS) certification as required by Sask Sport Inc.
6. All Winter and Masters club coaches must meet the minimum NCCP training and certification requirements as outlined in the most current version of the Swimming Canada document titled: "[National Registration Procedures and Rules Manual.](#)"

*Summer Club coaches minimum NCCP Training and Certification requirements can be found on page 3*

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## **Enforcement:**

- Coaches that are not registered or have not completed any of the requirements listed above by the deadlines, and are therefore not compliant, are not eligible to act in a coaching capacity, which includes club practices and competitions (sanctioned or unsanctioned.)
- Swim Saskatchewan Executive Director and/or Program Coordinator will advise clubs of coaches that are not compliant.
- Clubs will remove any coach not meeting the requirements until such time that the necessary course or requirements are completed and verified by Swim Saskatchewan.
- Any affiliated club's non-compliance with this policy may result in further discipline as determined by the Board of Directors or in accordance with Swim Sask policy.

## **NCCP and RiS Administration:**

Swim Sask Executive Director and Program Coordinator have administrative access to the NCCP Database; called "The Locker" and to the RiS database to oversee functions such as report generation and monitoring.

## **Clubs have the duty to ensure that:**

- a) All coaches are members of Swim Sask, Swimming Canada and Canadian Swim Coaches and Teachers Association (CSCTA)
- b) That all coaches meet the minimum NCCP Training and certification requirements as outlined in the most current version of the Swimming Canada document titled: "[\*National Registration Policy Procedures and Rules Manual\*](#)".
- c) That all coaches hold a valid Respect in Sport (RiS) certification within 14 days of commencing coaching duties.
- d) Swim Sask highly encourage that clubs have a contract/agreement with all coaches and that all of the minimum requirements and standards are included.

Board Policy M-2.1 continued.....

### **Summer Swimming NCCP Training and Certification Requirements**

<b>Summer Coaches</b>
<ul style="list-style-type: none"><li>• Summer Club Coaches that have taken the Swimming 101 course are eligible to coach at sanctioned competitions on his/her own.</li></ul>
<ul style="list-style-type: none"><li>• Coaches that have taken the Community Coach Course or have completed one of the Swimming Teacher Applications, may only attend sanctioned competitions while being supervised at the competition by a certified coach that is Fundamentals coach certified or above.</li></ul>
<b>Summer Club Requirements for First Year Coaches</b>
<p style="text-align: center;"><u>Summer Cubs with a Swimming 101 Trained Coach</u></p> <ul style="list-style-type: none"><li>• first year Summer club coaches have until June 15<sup>th</sup> or the date of the first swim meet, whichever is earlier, to complete the Community Coach Course, <u>OR</u> Swimming 101 Pre-Course workbook <u>OR</u> complete the Swimming Teacher Red Cross WSI Application <u>OR</u> I Can Swim Teacher Application.</li></ul>
<p style="text-align: center;"><u>Summer Clubs without a minimum Trained Swimming 101 Coach</u></p> <ul style="list-style-type: none"><li>• first year Summer Club coaches must complete the Community Coach Course, <u>OR</u> Swimming 101 Pre-Course workbook <u>OR</u> complete the Swimming Teacher Red Cross WSI Application <u>OR</u> I Can Swim Teacher Application by May 1<sup>st</sup></li></ul>
<b>Summer Club Requirements for Returning Coaches</b>
<ul style="list-style-type: none"><li>• Returning Summer Club coaches that are Swimming Teacher candidates must be fully certified by June 15<sup>th</sup> of their 2<sup>nd</sup> year.</li></ul>
<ul style="list-style-type: none"><li>• Returning Summer Club coaches that are Swimming 101 Candidates must take the Swimming 101 course by May 31<sup>st</sup> of their 2<sup>nd</sup> year and during their 2<sup>nd</sup> season, must work on their post course tasks and have their on-deck assessment done. They must then be fully certified by May 1<sup>st</sup> of their 3<sup>rd</sup> year (i.e. a coach that starts coaching in the 2014 summer season must complete the Swimming 101 pre-course workbook by June 14, 2014. Then take the Swimming 101 course by May 31, 2015 and then must be fully Level 1 Fundamentals Coach 'certified' by May 1, 2016).</li></ul>