



**NATIONAL REGISTRATION POLICY,
PROCEDURES AND RULES MANUAL
JULY 23, 2018**

COACH REGISTRATION POLICIES AND PROCEDURES



NATIONAL REGISTRATION PROCEDURES AND RULES – COACHES

1. Purpose:

The national registration process serves to both ensure membership compliance and to track and monitor the demographic profile of Swimming Canada for the purposes of strategic planning, reporting, risk management and programming. The registration cycle begins annually on September 1 and ends on August 31.

2. Overview:

REGISTRATION CLASS: COACH

TYPES (6):

- A1** Head Coach attending Swimming Canada National Competitions
- A2** Head Coach Provincial level events; not permitted to attend Swimming Canada National Competitions.
- B** Assistant Coach attending Swimming Canada National Competitions;
- C** Assistant Coach attending Provincial and Invitational events;
- D** Non-competitive coach, Masters coach, Triathlon coach, Summer Club coach.
- E** Associate Coach (*Swimming Canada / PS use only, see information below*)

VALID: registration valid September 1 to August 31

3. Rules and Procedures:

- 3.1. All Coaches working with registered Swimming Canada swimmers must register annually as a Coach via the Swimming Canada online registration system, prior to becoming active in a coaching position.
- 3.2. The coach registration process is initiated in the online registration system by a club Registrar and requires the coach to meet the registration requirements of Swimming Canada, the CSCTA and the Provincial Section.
- 3.3. Registration is complete when the Swimming Canada, CSCTA and Provincial Section registrations have been processed fully in the online registration system and the coach has met the minimum certification qualifications as state below and full payment has been made. The status will show in the system as *Registered*
- 3.4. All coaches must be a minimum of 15 years of age to actively coach in a Swimming Canada affiliated program.
- 3.5. The registration period for coaches is September 1 to August 31 of each competitive season.
- 3.6. Coaches working with Swimming Canada registered swimmers must be registered in the A1, A2, B, C or D type.
- 3.7. It is incumbent upon the Coach to manage their certification levels.



Minimum Certification Prerequisites for Coach Registration Types (chart)

Type	Minimum Certification Prerequisites for Coach Registration Type	Event Level
A1	<p>Senior Coach (Level 3) IN TRAINING = Complete Multi-Sport Competition Development modules – Coaching & Leading Effectively, Developing Athletic Abilities, Psychology of Performance, Managing Conflict, Prevention and Recovery, Leading Drug Free Sport and the Swimming 301 pre-course workbook https://www.swimming.ca/en/definition-training-certification/</p>	Head Coach attending Swimming Canada National Competitions *excluding Independent coaches registered in the A1 type
B	<p>Age Group Coach (Level 2) IN TRAINING = Complete Multi-Sport Competition Introduction modules – Design a Basic Sport Program, Basic Mental Skills, Teaching and Learning and the Swimming 201 pre-course workbook https://www.swimming.ca/en/definition-training-certification/</p>	Assistant Coach attending Swimming Canada National Competitions *excluding Independent coaches registered in the B type
A2	<p>Fundamentals Coach (Level 1) TRAINED (Not more than one year) = Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course https://www.swimming.ca/en/definition-training-certification/</p> <p>Fundamentals Coach (Level 1) CERTIFIED = Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements https://www.swimming.ca/en/definition-training-certification/</p>	Head Coach attending Provincial Meets. Not permitted to attend Swimming Canada National Competitions
C	<p>Fundamentals Coach (Level 1) TRAINED (Not more than one year) = Successfully complete Swimming 101 pre-course workbook AND Swimming 101 course https://www.swimming.ca/en/definition-training-certification/</p> <p>Fundamentals Coach (Level 1) CERTIFIED = Successful evaluation of all of the Fundamentals Coach (Level 1) evaluation requirements https://www.swimming.ca/en/definition-training-certification/</p>	Assistant Coach attending Provincial and Invitational Events Not permitted to attend Swimming Canada National Competitions
D	<p>Fundamentals Coach (Level 1) IN TRAINING = Successfully complete Swimming 101 pre-course workbook https://www.swimming.ca/en/definition-training-certification/ Or Swimming Teacher IN TRAINING = Red Cross Water Safety Instructor or I Can Swim Teacher or Lifesaving Instructor NCCP application has been received and Make Ethical Decisions training is complete. https://www.swimming.ca/en/definition-training-certification/ Or Community Sport TRAINED (Not more than two years) https://www.swimming.ca/content/uploads/2015/10/certification-pathway-community-sport.pdf Or (for Masters club coaches only) Complete Introduction to Masters Swimming Coaching online module and Coaching Association of Canada’s Making Ethical Decisions online module</p> <p><i>This is the default type for Coaches from other organizations such as Triathlon, Special Olympics etc., where they do not have a valid Swimming Canada NCCP certification</i></p>	Non-competitive Coach, Masters coach, Triathlon coach, Summer Club Coach.
E	<p>No minimum certification prerequisites <i>Swimming Canada and Provincial Registrar use only</i></p>	Attending only NCCP certification or other education events



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- 3.8. Swimming Canada National Competitions include:
- TRIALS for Olympic, World, Commonwealth, Pan Pacific, Pan American Games;
 - TRIALS for Paralympic, World Para Swimming, Para Pan Pacific, Para Pan American Games;
 - Canadian Swimming Championships;
 - Speedo Eastern Championships and Speedo Western Championships
 - Canadian Junior Swimming Championships;
 - Can Am Para-swimming Championships;
- 3.9. All returning Coaches (all types) have until November 30th to become at a minimum Swimming Teacher CERTIFIED or Fundamentals Coach Level 1 CERTIFIED.
- 3.10. First year Coaches (all types) have until November 30th to complete the following:
- a) Community Sport Coach course to achieve Community Sport Coach IN-TRAINING status OR
 - b) Be registered in a Swimming 101 course and complete the Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach (Level 1) IN-TRAINING status OR
 - c) Complete at least one of the following: Red Cross WSI / I Can Swim Teacher/Lifesaving Society Swim Instructor and Lifesaving Instructor application to achieve 'Swimming Teacher in-training' status.
- 3.11. First year coaches referred to in the previous point (3.10) are not eligible to coach at any sanctioned competition unless they are being mentored and accompanied by a coach certified at a higher level.
- 3.12. Community Sport Coaches and Swimming Teacher IN-TRAINING coaches are not eligible to attend any sanctioned competition unless being supervised and accompanied by a mentor coach certified at a higher level.
- 3.13. Swimming 101 candidates are eligible to attend sanctioned competitions once the Swimming 101 course has been completed.
- 3.14. A Community Sport Coach may coach two swimming seasons at this level, and prior to November 30 of their third swimming season must progress to Fundamental Coach (level 1) IN-TRAINING status.
- 3.15. Red Cross WSI / I Can Swim Teacher/Lifesaving Society Swim Instructor and Lifesaving Instructor candidates have until November 30th of their second year to become, at a minimum, Swimming Teacher CERTIFIED.
- 3.16. Swimming 101 Candidates have until November 30th of their second year to become, at a minimum, Level 1 Fundamentals Coach CERTIFIED.
- 3.17. First year coaches beginning after November 30th have 30 days to complete the Community Sport Coach course to achieve Community Coach IN-TRAINING status OR Swimming 101 Pre-Course Workbook to achieve Fundamentals Coach IN-TRAINING status OR complete the Red Cross WSI / I Can Swim/Lifesaving Society Swim Instructor and Lifesaving Instructor application to achieve Swimming Teacher IN-TRAINING status.
- 3.18. It is recommended that Community Sport Coaches and Swimming Teacher IN-TRAINING coaches not attend sanctioned competitions unless being supervised by a mentor coach certified at least one level above.
- 3.19. Coaches who plan to challenge an NCCP certification must submit all of the requirements as part of the challenge process and pay the appropriate challenge fee before November 30th in order to register with Swimming Canada. Coaches starting work with a Club for the first time after November 30th have 30 days to complete, submit and pay the appropriate Challenge fee.



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- 3.20. Coaches who have completed the Coach Challenge process and have been granted IN-TRAINING or TRAINED status at a given level, will, for the purposes of this policy be considered CERTIFIED at the level below.
- 3.21. In the case of extraordinary circumstances, a coach that doesn't meet any of the aforementioned requirements may appeal to Swimming Canada for temporary access to a Swimming Canada national competition.
- 3.22. A coach who does not meet any of the aforementioned requirements may appeal to their Provincial Section office for temporary access to Provincial Level meets.
- 3.23. Independent coaches who are not affiliated with any one club, may apply for registration directly to the Provincial Section or National Office. If approved, the PS or NSO registrar can proceed with registration in registration type A1, A2, B, C, D for the purposes of this Independent Coach acting as a mentor Coach, or a consultant to Coaches, or a temporary substitute coach in the daily training environment of an affiliated club. An Independent Coach may also enroll in certification courses or professional development opportunities. A registered Independent coach will be limited to the following:
- An Independent Coach may serve as a substitute Coach or a mentor Coach, or a consultant to coaches in a daily training environment of an affiliated club within the province of their registration.
 - An Independent coach may take NCCP courses and professional development offered by Swimming Canada or the Provincial Sections.
 - An Independent Coach, may only attend Club level meets where the club Head Coach is present.
 - An Independent Coach, may attend Provincial meets as defined by the Provincial Sections.
 - An Independent Coach, registered in any type, may not attend and coach swimmers at a Swimming Canada National Competition.
 - Should an Independent Coach wish to attend and coach swimmers at a Swimming Canada National Competition they must become registered with a club or transfer their registration to a club.
 - Should an Independent Coach, wish to provide coaching services outside of the province of their current registration, they must become registered as an Independent coach with the new Provincial Section in the appropriate type.
- 3.24. A Provincial section may have registration requirements in addition to the Swimming Canada requirements, which the coach is required to meet in order to become fully registered. A Provincial Section will register an Independent or Associate coach in the provincial Non-Club Coach entity which has been activated by the Provincial Registrar for this purpose as outlined in *Procedures and Rules - Club Code*, in this document (e.g. BCNCC, NBNCC; *Province Non-Club Coach*)
- 3.25. Provincial Coaches will be registered by the Provincial Registrar using the entity set up for this purpose as outlined in the *Procedures and Rules – Club Code*. Choose the registration type which matches the individual's duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)
- 3.26. NCCP Master Coach Developers, Learning Facilitators and Coach Evaluators who are not affiliated with a club will be registered by the Provincial Registrar in the entity set up for staff and Provincial coaches as outlined in the *Procedures and Rules – Club Code*. Choose the registration type which matches the individual's duties and responsibilities. (registration entity example: SWIMBC, SWIMNL, FNQ)
- 3.27. An Associate Coach is an individual/coach who is not affiliated or registered with any one club but who applies to the Provincial Section to become registered solely for the purposes of enrolling in coach education opportunities or receiving coach related communications from CSCTA, a PS or Swimming Canada. Only a Provincial or National Registrar can process an Associate coach registration and only in registration type E.
- An Associate Coach shall not actively coach Swimmers, competitive or non-competitive, outside of the coach education opportunity.
 - An Associate Coach must register with a club if there is a need for interaction with Swimmers in order to further their coach education.