

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

Type:	Membership	Policy Number:	M-2.1
Name:	Coach Registration, NCCP Training & Certification and Compliancy	Date Approved:	June 2013
Authority:	Board of Directors	Date Revised:	June 2014, Nov 2015, Jan 2017, June 2018, June 2019, Sept 203

Reference: Swim Sask Bylaws Article 2, Swim Sask 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 CSCA, 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 all consents and forms in the RTR, as well as the CSCA 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 coaches must meet the minimum NCCP training and certification requirements as **outlined in Appendix A** of the most current version of the Swimming Canada document titled: "*National Registration Procedures and Rules Manual.*" Found at: [Registration – Swimming Canada](#) and additional requirements found the Swim Sask document: "Steps to Become a Swim Coach" found [here](#)
7. **All Coaches are responsible to maintain their certification by obtaining the necessary professional development (PD) points every 5 years.**

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 registered to become members of Swim Sask, Swimming Canada and Canadian Swimming Coaches Association (CSCA)
- b) Ensure that all coach registration fees are paid to both Swim Sask and CSCA
- c) 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.*" Found at: [Registration – Swimming Canada](#)
- d) All coaches hold a valid Respect in Sport (RiS) certification within 14 days of commencing coaching duties.
- e) Swim Sask highly encourages that clubs have a contract/agreement with all coaches and that all the minimum requirements and standards are included as a condition of employment and that they must be received prior to the first day of coaching.