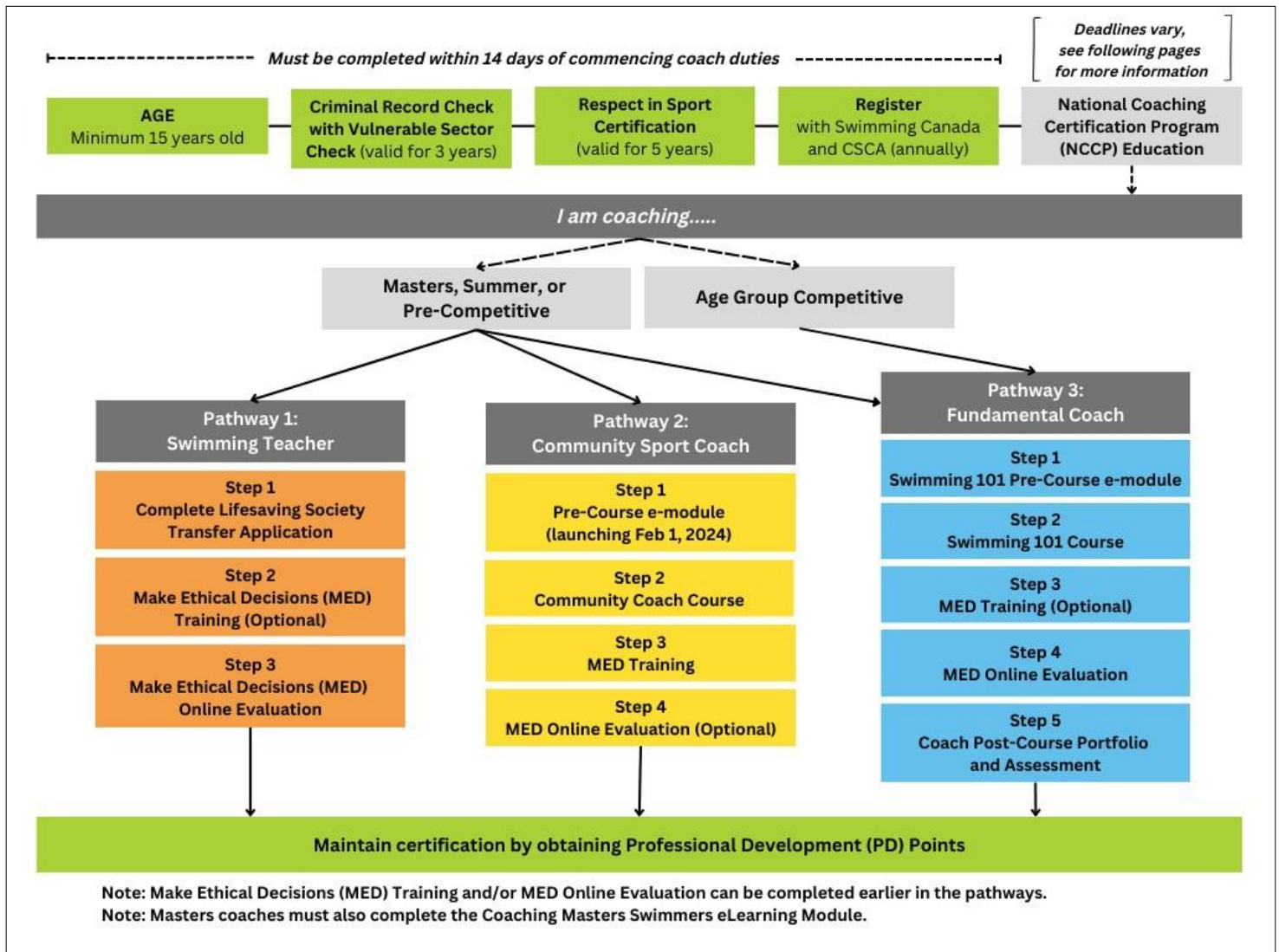


## Steps to Become a Swim Coach

*This document is to be used electronically as it includes many hyperlinks.*

Clubs and coaches must be aware of the [Swim Sask](#) and [Swimming Canada](#) requirements to become a registered coach and ensure that these items are agreed to and understood before entering into an employment or volunteer contract. **All the items below are Conditions of Employment, whether paid or volunteer, to be a swim coach with any Swim Saskatchewan affiliated club.**



### REQUIREMENTS CHECKLIST:

A	Must be a minimum of 15 years old
B	Submit a Criminal Record Check with Vulnerable Sector Check
C	Complete Respect in Sport certification
D	Complete registration with Swimming Canada and Canadian Swimming Coaches Association (CSCA)
E	Meet and maintain National Coaching Certification Program (NCCP) requirements

## Section A: Age

- All coaches must be a minimum of 15 years of age to actively coach with an affiliated club in Canada.

## Section B: Criminal Record Check with Vulnerable Sector Check

- All coaches aged 18 and older must submit a Criminal Record Check and a Vulnerable Sector Check.
- Coaches who turn 18 years old during the season will be required to submit a CRC/VSC within 30 days of their 18th birthday.
- Coach or club to keep original document and provide copy to Swim Sask.
- Valid for 3 years from date on document; a new CRC/VSC must be submitted once expiry date has passed.
- Due Date: within 14 days of commencing coach duties. However, Clubs are encouraged to have this requirement as a condition of employment and must be received prior to the first day of coaching.

## Section C: Respect in Sport (RiS) Certification

- As required by the Government of Sask and Sask Sport Inc, all coaches must complete the online Respect in Sport (RiS) certification: [Respect in Sport for Activity Leaders - Getting Started \(respectgroupinc.com\)](https://respectgroupinc.com).
- There is no charge to take this online training using the link above.
- If a coach is already certified with another sport, they need login to their RiS profile/account and add Swim Saskatchewan as one of their member organizations.
- Must re-certify every 5 years.
- Due Date: within 14 days of commencing coach duties. However, Clubs are encouraged to have this requirement as a condition of employment and must be received prior to the first day of coaching.

## Section D: Complete Registration

- All coaches must register annually as a Coach with Swim Sask, Swimming Canada, and the Canadian Swimming Coaches Association (CSCA) through the Swimming Canada Registration, Tracking, and Results (RTR) system. Coach registration process is initiated by the Club Registrar.
- Registration period is September 1 to August 31.
- Through the RTR, coaches must complete the following within 14 days of commencing coaching duties:
  - Consent to Swimming Canada Privacy Policy
  - Consent to Swimming Canada Code of Conduct and Policies
  - Consent to Swimming Canada Acknowledgement and Assumption of Risk Form
  - Complete the CSCA screening questions

Note: Coaches are sent the CSCA link to complete screening questions after the Club Registrar initiates the coach registration in the Swimming Canada Registration system AND the invoice to the CSCA is marked as paid. Payment to Swim Sask and the CSCA from the Club is required for a coach to reach a status of “Registered”.

## Section E: National Coaching Certification Program (NCCP) Requirements

- **Age Group and Masters’ Club Coaches: Deadline to meet NCCP requirements is November 30th.**
  - Coaches who register on or after December 1 will have 60 days to complete the NCCP requirements.
  - All Masters Coaches must also complete the Introduction to Masters Swimming Coaching online module by November 30<sup>th</sup> of their first year (or within 60 days if registered on or after December 1)
- **Summer Club Coaches: Deadline to meet NCCP requirements is May 31<sup>st</sup>.**
  - Coaches who register on or after June 1 will have until June 15<sup>th</sup> or the date of the first swim meet to complete the NCCP requirements.

There are 3 paths a new coach can choose and are listed here: [NCCP Programs – Swimming Canada](#). Coaches must meet the progressing requirements within each path.

**Path 1:** Swimming Teacher

**Path 2:** Community Sport Coach

**Path 3:** Fundamentals Coach

**What path is the right path for you?** It is important to know what role you will have as a coach within the club as this will help determine the best path. Paths can be changed. Please note the following when considering the best path:

### **Attendance at Sanctioned Competitions**

First year coaches, must be accompanied by a Certified Fundamental, Age Group, or Senior Coach to coach at sanctioned competitions, except for the following situations:

- Age Group Coaches: Swimming 101 candidates can attend sanctioned competitions once they have completed the Swimming 101 course.
- Summer Coaches, Category D Coaches: may attend Summer sanctioned competitions without supervision if they are Swimming Teacher Trained or Certified, Community Sport Coach Trained, or have completed the Swimming 101 course. (NOTE: To be “Trained” must have completed Making Ethical Decisions Training)
- Masters Coaches, Category D: may attend Masters sanctioned competitions without supervision once they have completed the Introduction to Masters Swimming Coaching online module and the Making Ethical Decisions (MED) Training.

**Note: To coach at multi-sport games, such as Saskatchewan Summer Games, NAIG, Canada Games, etc. and Swimming Canada competitions, coaches may be required to be Fundamental Certified at a minimum; Community Sport Coaches and Swimming Teachers may not be eligible. For specific requirements, see the applicable Games Technical Package.**

### **PATH 1: Swimming Teacher**

[Swimming Teacher – I Can Swim & Lifesaving Society – Swimming Canada](#)

Coaches who are an I Can Swim or Lifesaving Society Swim Instructor, Swim for Life Instructor, or Lifesaving Instructor can apply to be an NCCP Swimming Teacher and receive equivalency status.

- **Step 1:** Become “**Swimming Teacher - In-Training**” by completing transfer application form: [Lifesaving Society Swim Instructor, Swim for Life Instructor, and Lifesaving Instructor Application – Swimming Canada](#)
  - There is no charge to complete this application and takes approximately 2 minutes to complete. Do not delay submitting your request as application processing is not immediate.
  - Submission must be reflected in “The Locker” before *November 30 of their first season* for Age Groups and Masters’ coaches or before *May 31 of their first season* for Summer coaches.
- **Step 2 and 3:** Become “**Swimming Teacher – Certified**” before *November 30 of their second season* for Age Groups and Masters’ coaches or before *May 31 of their second season* for Summer coaches by completing the Making Ethical Decisions (MED) ONLINE EVALUATION. There are two ways to do this:
  - **Option 1:** Take the MED TRAINING at an approx. cost of \$50 then complete the MED Online Evaluation for free. To enroll, go to: [Upcoming Courses - Coaches Association of Saskatchewan](#)
  - **Option 2:** Go straight to the MED Online Evaluation and pay \$85. This is done via their account in the NCCP database called “The Locker” at: [www.coach.ca](http://www.coach.ca). A coach needs their NCCP # to login to do this. Swim Sask can look up their number but cannot provide the number to the club unless the coach gives us permission to do so.
- **Step 4:** Maintain certification by completing PD points - see “Certification Maintenance” for more information.

## **PATH 2: Community Sport Coach (must be 15 years)**

### Community Sport Coach – Swimming Canada

- **NEW: Step 1:** Become “**Community Sport Coach – In-Training**” by completing the Community Sport Coach Pre-Course eLearning Module
  - To register, see [Online pre-course workbooks – Swimming Canada](#)
  - Pre-Course module must be completed before registering for a Community Sport Coach course.
- **Step 2:** Become “**Community Sport Coach – In-Training**” by completing Community Sport Coach Course before *November 30 of their first season* for Age Groups and Masters’ coaches or before *May 31 of their first season* for Summer Coaches.
  - To register see: [Coach Courses – Swimming Canada](#)
  - Coaches can register for any course across the country, in-person or online.
  - If the course runs over several days, Coach must attend all dates and times listed for the course.
- **Step 3:** Become “**Community Sport Coach – Trained**” by completing NCCP Making Ethical Decisions (MED) TRAINING course before *November 30 of their first season* for Age Groups and Masters’ coaches or before *May 31 of their first season* for Summer Coaches.
  - To register see: [Upcoming Courses – Coaches Association of Saskatchewan](#)
- **Step 4:** Coaches are encouraged to complete the optional MED Online Evaluation following the MED Training.
- **Step 5:** Maintain certification by completing PD points - see “Certification Maintenance” for more information.

**NEW:** Community Coach course no longer has an “expiry date”; coaches are not required to advance to Swimming 101.

## **PATH 3: Fundamentals Coach (must be 16 years)**

### Fundamentals Coach (Level 1) – Swimming Canada

- **Step 1:** Become “**Fundamentals Coach – In-Training**” by completing the Swimming 101 Pre-Course eLearning Module before *November 30 of their first season* for Age Groups and Masters’ coaches or before *May 31 of their first season* for Summer Coaches.
  - To register, see [Online pre-course workbooks – Swimming Canada](#)
  - Pre-Course module must be completed before registering for a Swimming 101 course.
- **Step 2:** Complete Swimming 101 Course.
  - To register see: [Coach Courses – Swimming Canada](#)
  - Coaches can register for any course across the country, in-person or online.
  - If the course runs over several days, Coach must attend all dates and times listed for the course.
- **Step 3 and 4:** Completing the Making Ethical Decisions ONLINE EVALUATION.
  - Follow instructions on Page 3 for the 2 options to complete this - either take the MED Training then the MED Online Evaluation or skip the Training and challenge the Online Evaluation.
  - Note: Steps 3 and 4 can be completed at the same time as Steps 1, 2 or 5.
- **Step 5:** Become “**Fundamentals Swimming 101 – Certified**” by completing the Fundamental Coach Post-Course Portfolio, including assessments.
- **Step 6:** Maintain certification by completing PD points - see “Certification Maintenance” for more information.

**Note:** Fundamentals Age Group and Masters’ coaches must complete Steps 2 – 5 by November 30<sup>th</sup> of *their second season*. Summer coaches must complete Steps 2 – 5 by *May 31 of their second season*.

## NCCP CERTIFICATION REQUIREMENTS: SUMMARY TABLE

Pathway	First Season *	Second Season *
#1: Swimming Teacher	Step 1: Approved Application for Lifesaving Instructor	Step 2: MED Training (Optional) Step 3: MED Online Evaluation Step 4: Complete PD points over next 5 years
#2: Community Sport Coach	Step 1: Community Sport Coach Pre-Course eLearning Module Step 2: Community Sport Coach Course Step 3: MED Training Step 4: MED Online Evaluation (Optional) Step 5: Complete PD points over next 5 years	<b><i>No Change from First Season – continue collecting PD points</i></b>
#3: Fundamental Coach	Step 1: Swimming 101 Pre-Course eLearning Module	Step 2: Swimming 101 Course Step 3: MED Training (Optional) Step 4: MED Online Evaluation Step 5: Post-course portfolio and assessment Step 6: Complete PD points over next 5 years
Masters Coaches	In addition to one of the above, complete Introduction to Masters Swimming Coaching online module	NA

***\*Deadline for Age Group and Masters Coaches is November 30. Deadline for Summer Coaches is May 31.***

## NCCP CERTIFICATION MAINTENANCE

To maintain training and certification coaches must continue their Professional Development (PD) and earn a certain number of PD points every 5 years. The number of points varies depending on the certification level:

[Maintenance of Training & Certification – Swimming Canada](#)

## ENFORCEMENT

Clubs have the duties to ensure all coaches meet the requirements. Any coach who has not met the requirements by the timelines as identified in this document will be considered non-compliant and are not eligible to act in coaching capacity, which includes club practices and competitions (sanctioned or unsanctioned).

Swim Saskatchewan will advise clubs of coaches who are not compliant. Clubs will remove any coach 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.

## IMPORTANT LINKS

[Canadian Swim Coaches Association \(CSCA\)](#): access to PD opportunities, employment opportunities, grants, etc.

[Coaches Association of Saskatchewan \(CAS\)](#): access local PD opportunities, grants, MED Training, etc.

[Coaches Association of Canada \(CAC\)](#): PD opportunities, grants, etc.

[The Locker \(NCCP\)](#) through CAC: login to access your current training, PD opportunities, MED online evaluation.

[Swimming Canada RTR](#): sign consent forms and access your coach account for Swim Meets and Swimmer list)

[Swimming Canada Learning Management System \(LMS\)](#): To register for NCCP Courses.

[Swim Sask Coach Information](#)

[Swimming Canada Registration Manual](#)



**Swimmer Level:** Non-competitive novice swimmer  
**Athlete Development Stage:** Active Start - Fundamentals



**Swimmer Level:** Pre-competitive Swimmer  
**Athlete Development Stage:** Fundamentals



**Swimmer Level:** Entry Level & Regional Swimmer  
**Athlete Development Stage:** Fundamentals & Learn to Train



**Swimmer Level:** Developing Provincial qualifier to Age National & East/West swimmer  
**Athlete Development Stage:** Train to Train



**Swimmer Level:** Eastern/Western Championship qualifier, U-Sport qualifier, Canadian Junior Championship qualifier, Senior National qualifier, Para CAN-AM qualifier  
**Athlete Development Stage:** Train to Train & Train to Compete