



Swim Nova Scotia Coach Membership Requirements

All Coaches in Nova Scotia must meet the following minimum standards:

- All Coaches (18 and older) must submit a Criminal Records Check and a Vulnerable Sectors Search to Swim Nova Scotia by July 1st (Summer Coaches) November 1st (Year Round Coaches) if there is not one on file, or if requested by Swim Nova Scotia. *
- Must be fully registered with Swim Nova Scotia, Swimming Canada and the Canadian Swim Coaches and Teachers Association no later than July 1st (Summer Coaches) November 1st (Year Round Coaches) annually. If a Coach joins a team after July 1st (Summer Coaches) November 1st (Year Round Coaches) they will have one week to complete their Coach registration.
- All Coaches must meet the minimum NCCP Swim Coach Education and membership requirements as outlined in the Swimming Canada Procedures and Rules (pp. 23-26)
- Coaches that are not registered by the above deadlines are not eligible to be on deck during sanctioned competitions or swim practices.

*All Criminal Records Checks must include a Vulnerable Sector Search and both checks must be clear. Swim Nova Scotia may request additional checks at any time. Criminal Records Checks may be done through www.mybackcheck.com or through your local police or RCMP station. Coaches that are employed by the Nova Scotia School Board may submit a letter to Swim Nova Scotia with proof of employment in lieu of submitting a Criminal Records Check.

All year round Coaches must be registered in the Swimming Canada National database by their Club Registrar; all Summer and Masters Coaches must email the Swim Nova Scotia office to ensure registration.

Non-Compliance:

- Coaches that are not in compliance are subject to a \$100 penalty to Swim Nova Scotia and will be required to leave the pool deck.

Swimming Canada Procedures and Rules - Coaches (pp 23-25):

- 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 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.
- 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 A1, A2, B, C or D category.
- 3.7. It is incumbent upon the Coach to manage their certification levels.



Registration Category	Minimum Certification Prerequisites for Coach Registration Category	Event Level
A1	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/	Head Coach attending National Level Events
B	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/	Assistant Coach attending National Level Events
A2	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/ 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/	Head Coach attending Provincial Meets. Not permitted to attend National Level Events
C	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/ 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/	Assistant Coach attending Provincial and Invitational Events Not permitted to attend National Level Events
D	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 Decision 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 <i>This is the default category for Coaches from other organizations such as Triathlon, Special Olympics etc., where they do not have a valid Swimming Canada NCCP certification</i>	Non-competitive Coach, Masters coach, Triathlon coach, Swimming Canada affiliated Summer Club Coach.
E	No minimum certification prerequisites <i>Swimming Canada and Provincial Registrar use only</i>	Attending only NCCP certification or other education events



3.8 Swimming Canada National Level Events (SNC Designated events) include:

- Olympic, World, Commonwealth, Pan Pacific, Pan American TRIALS;
- Paralympic, Para Pan Pacific, Para Pan American TRIALS;
- Canadian Swimming Championships;
- Eastern Open and Western Open;
- Canadian Age Group Swimming Championships;
- Can Am Para-swimming Championships;

3.9. All returning Coaches (all categories) have until November 30th to become at a minimum Swimming Teacher CERTIFIED or Fundamentals Coach Level 1 CERTIFIED.

3.10. First year Coaches (all categories) 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 application to achieve 'Swimming Teacher in-training' status.

3.11. First year coaches referred to in the previous point (3.11) 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 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 Teacher 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.

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 the Swimming Canada Sport Director or their designate for temporary access to a Swimming Canada designated meet.

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.