



Memo: All CAS registered coaches  
From: J. Buckingham, CEO, Canada Artistic Swimming  
Date: February 13, 2020  
Reference: CAS Coach Registration and Certification Policy

---

On behalf of Canada Artistic Swimming, our Board of Directors and our Members, I wish you a very happy and inspiring New Year!

I am taking this opportunity to thank you for your continued efforts to grow and develop the sport of artistic swimming and to remind you about some minimum training and certification requirements contained within the national Coach Registration and Certification Policy (CRCP) that was approved last March and became effective September 1, 2019. (Your PTSO may require additional conditions based on their own policy and legislative commitments).

The policy introduced the requirement for all coaches at or above the Competition Introduction trained level to complete the Respect Group's Activity Leader (RIS) on-line training program (valid for three years). Additionally, every coach 18 years and over is required to have a completed criminal record/screening check on file - either through Sterling Backcheck or from a local police department dated prior to September 1, 2019, that was less than five years old on September 1.

In coordination with our provincial members, CAS has been tracking these two requirements and uploading their certification and renewal dates on your on-line CAS registration profile, accessible through the [artisticswimming.ca](http://artisticswimming.ca) website. Most coaches have completed both of these new requirements and are actively registered for the competitive season - congratulations!

Please take a moment to log onto your CAS registration profile to double check that your RIS, Screening and 2019-2020 season coaching registration information is up to date. While there, it would be extremely beneficial if you would ensure that your NCCP number is entered in the appropriate field in your profile, as well as indicating which CAS member clubs you are currently coaching at.

The CRCP also contains some certification requirements, which are listed below.

## **Minimum Coach Certification Requirements effective now**

The minimum coaching certification requirements outlined below are effective for all CAS registered coaches in all provinces (note some provincial members' individual requirements are more than the minimum):

- A coach must be AquaGo! Instructor trained to be on deck instructing AquaGo! (effective date: September 1, 2019) or Synchro Instructor **trained** or higher to be on deck instructing any other recreational club program (effective date: January 1, 2020)
- CAS requires that all coaches Competition Introduction Trained or higher will complete the CAC Making Head Way Concussion eLearning Module for Sport (effective date January 1, 2020).
- CAS requires that all coaches AquaGO! Instructor level or higher successfully complete the CAC Make Ethical Decisions eLearning Module. And please note that all coaches, even those who were grandfathered this module needed to have successfully completed the Make Ethical Decisions Online Evaluation.
- A coach must be a minimum of Competition Introduction **trained** to be on deck instructing any competitive program
- In addition, all coaches must be a minimum of Competition Introduction **certified** to participate at any PTSO competition
- All coaches must follow CAS Rule 3.1.9 with respect to participating at all National competitions

Coaches are encouraged to log onto their CAC locker account and confirm that all of these requirements are listed. Your PTSO course administrators will also be confirming these requirements are met.

**CAC Certification Requirements – PD Points:** January 1, 2020 was also the end of the first 5-year period of the professional development points requirement. If you didn't complete your PD Points on time for your highest level of certification, there will be a notice in your CAC locker that says "certification not renewed" in red. To be up to date you simply just need to get your PD points done and recorded in your locker.

A further head's up about one more coaching pathway change coming next year:

Effective April 1, 2021, all coaches must be AquaGO! Instructor **trained** prior to beginning Competition Introduction course-work (ie the AquaGO! Instructor training course will be a pre-requisite to the Competition Introduction course).

These requirements will protect coaches and the profession of coaching by ensuring that our coaches have the highest level of technical knowledge and awareness of current issues and trends in Canadian sport which in turn will inspire the confidence of our registrants and participants.

Are you up to date? Here is a complete checklist:

- ✓ **Register** with CAS by October 15, 2019 (acknowledge the **CAS Conduct Policy**)
- ✓ Complete **Respect in Sport Activity Leader Training** by September 1, 2019 (if you are Competition Introduction trained or higher)
- ✓ Obtain clear **Police Record Check** through Sterling Backcheck if you do not already have one that is less than 5 years old and make sure your club contact has seen it and it has been shared with your PTSO coaching administrator.
- ✓ Read and follow the **CAS Concussion Policy and Concussion Management Protocol** requirements and complete the **CAC Making Headway** on-line module if you are trained at the Competition Introduction level or higher
- ✓ Ensure the **MED Online Evaluation** is completed and included in your CAC locker.
- ✓ Ensure you are fully **NCCP trained/certified** for the programs you are instructing as per the CRCP policy

If you have any questions about any of these requirements, which will begin to take effect this year at Provincial Championships and the National Qualifier, please do not hesitate to reach out to your provincial coaching administrator or to the National Office at [coaching@artisticswimming.ca](mailto:coaching@artisticswimming.ca).

Again, please accept our best wishes for a successful and rewarding 2020 coaching and competition season.