



Policy title	OAS Coach Registration and Certification Policy	
Approval authority:	Board of Directors	
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Related documents:	OAS By-laws OAS Conduct Policy CAS Screening Policy	Pages: 7

I. Definitions

The following terms have these meanings in this Policy:

- “CAC” refers to the Coaching Association of Canada;
- “CAS” refers to Canada Artistic Swimming;
- “Activity” means all OAS and affiliated club business and activities;
- “Coach” means any person who instructs figures or routines on a regular basis and includes Instructor, which is a specific level of coach who teaches the AquaGO! or other recreational programming;
- “Including” means including but not limited to;
- “Minor” refers to a person under the age of 18 years;
- “NCCP” refers to the National Coaching Certification Program;
- “OAS” refers to Ontario Artistic Swimming;
- “Parents” refers to parents or guardians of minors;
- “Participants” means all persons engaged in any paid or volunteer capacity with OAS or its affiliated clubs; and
- “Vulnerable person” refers to an individual who, because of age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them. This includes children, youth and people with physical, developmental, or other disabilities.

II. Application

This Policy applies to all individuals wishing to engage in the role of a coach (as defined in Section I.) for the sport of artistic swimming in Ontario.

III. Policy and Purpose

OAS is committed to creating a safe work and sport environment in which everyone is treated with respect and dignity. Coaches are expected to conduct themselves in all matters involving or impacting OAS or an affiliated club, and where they may be seen to be representing OAS or an affiliated club, with integrity and in a manner that is consistent with OAS values and the highest standards of behaviour upon which the OAS or an affiliated club's image and reputation rests.

The purpose of this Policy is to outline the registration and certification requirements for coaching artistic swimming in Ontario.

IV. In Good Standing

A coach will be in good standing provided that the coach:

- a. Has complied with their governing by-laws, policies and rules;
- b. Has completed and submitted all required documents;
- c. Has made all required payments;
- d. Is not subject to a disciplinary action, or if subject to disciplinary action previously, has satisfied all terms; and
- e. Is not presently suspended or expelled or had other membership restrictions or sanctions imposed as a result of disciplinary action by any sport organization.

V. Screening

All coaches over the age of 18 are required to provide a valid police record check, and any other background check as prescribed in the CAS Screening Policy.

OAS and the affiliated club reserve the right to refuse a registration application or to identify a coach's status as not in good standing in the CAS registration system based on the outcome of the individual's screening.

VI. Registration

A coach will be considered registered provided that the coach:

- a. Is in good standing;
- b. Has paid the registration fees as prescribed by CAS, OAS and the affiliated club;
- c. Has registered in the manner prescribed by CAS, OAS and the affiliated club including entering accurate information about themselves in the CAS registration system by the prescribed deadline;
- d. Has provided a valid police record check and any other required background check in the manner prescribed by CAS, OAS and the affiliated club;
- e. Has met minimum coach training and certification requirements as required by the CAC, CAS and OAS;
- f. Has completed the CAC Make Ethical Decisions as required by CAS and OAS (see item IX (B) below); and
- g. Has completed the CAS Respect in Sport Activity Leader training as required by CAS and OAS (see item IX (C) below).

VII. Coach Development Pathway

CAS and OAS believe in the importance of having a nationally-respected workforce of coaches certified under the NCCP. The CAS Coach Development Pathway offers a continuous learning pathway for coaches across Canada, with the objective of establishing a standardized coach training and certification system. All coaches must follow the CAS Coach Development Pathway including minimum age eligibility for each level of certification. The Coach Development Pathway is available on the CAS website at artisticsswimming.ca.

The Coach Development Pathway is intended to be progressive and all coaches should be Competition Introduction Certified prior to beginning Competition Development course-work. Coaches are encouraged to refer to the Coach Development Pathway and ensure that all required course-work and training modules have been completed and are recorded.

A. International Coaches

Experienced foreign international artistic swimming coaches with approved training and certification working in Canada may apply for an opportunity to “challenge” an evaluation (i.e., instead of taking the required course and then completing the evaluation, the international coach would proceed directly to the evaluation). The applicant must be a resident of Canada or possess a Canadian work visa. Applications will be reviewed by the CAS Chief Sport Officer, who will determine the appropriate level of evaluation to challenge. This will be completed on a case-by-case basis.

VIII. Minimum Coach Certification Requirements

The CAS and OAS minimum coach certification requirements are as follows:

- a. A coach must be AquaGO! Instructor Trained to be on deck instructing AquaGO! or Synchro Instructor certified or higher to be on deck instructing any other recreational program;
- b. A coach must be a minimum of Competition Introduction trained to be on deck instructing any competitive program;
- c. A coach must meet coach eligibility requirements as described in the CAS and OAS Rulebooks for the current year to be on deck at any CAS or OAS hosted competition; and
- d. At a minimum, a coach at any OAS hosted competition must be at least Competition Introduction Certified:
 - Coaches who are Competition Introduction Trained (i.e. have completed the Competition Introduction course) have two competitive seasons from the first day of their Competition Introduction Course to complete their certification, after which they will not be permitted on the deck at any OAS hosted competition.

A. International Entries

Coaches of international entries are exempt from the coach certification requirements for OAS hosted competitions.

B. Maintenance of Certification

All coaches are required to maintain their certification and participate in professional development and training activities in accordance with the CAS Coach Development Pathway and CAC Maintenance of Certification Policy.

IX. Safeguarding

CAS and OAS have committed to implementing policies and processes to make our sport safer for children and other vulnerable persons. As part of this commitment, OAS requires the following from its coaches:

A. Acknowledgement of Conduct Policy

OAS requires that all coaches acknowledge they are aware of and will adhere to the OAS Conduct Policy when registering with OAS for the current year.

B. Make Ethical Decisions

OAS requires that all coaches AquaGO! Instructor level or higher successfully complete the CAC Make Ethical Decisions.

C. Respect in Sport Training

OAS requires that all coaches Competition Introduction Trained or higher will complete the CAS Respect in Sport Activity Leader Training. A coach must be re-certified in this training every three (3) years.

D. Duty to Report

Where a coach believes another coach has failed to adhere to CAS, OAS and affiliated club values and expected standards of behaviour including those outlined in Appendix I below, he or she has a responsibility to inform their Head Coach or another person in leadership such as the OAS Executive Director, CAS CEO or Chief Sport Officer or any CAS or OAS board member. Failure to report such misconduct may result in disciplinary action.

X. Violations of the Coach Registration and Certification Policy

Any failure to comply with this Policy may result in disciplinary action under the OAS Complaint Process, which can be found within the OAS Conduct Policy. Coaches may be subject to disciplinary or corrective action ranging from a verbal or written warning to termination of employment or expulsion from the organization.

APPENDIX I – Safeguarding Best Practices

I. One-on-one Interactions

A coach may not be alone with a minor or other vulnerable person:

- a. In a private setting; and
- b. In any place that is inappropriate to the professional relationship (e.g., a social setting outside the training or competition environment).

Sport activity conducted in an open and observable environment or within the view or earshot of another adult is not considered a one-on-one interaction if there is a reasonable opportunity for interruption.

II. Communication and Social Media

Coaches must adhere to the following best practices when communicating with athletes:

- a. Model professional behaviour with athletes including respectful language, tone and attitude;
- b. Maintain appropriate physical and emotional boundaries with athletes, especially minors or other vulnerable persons:
 - Coaches should never ask an athlete to keep secrets or confide in or share overly personal information;
- c. Ensure all interactions and activities with athletes are:
 - Transparent;
 - Accountable;
 - For artistic swimming-related purposes; and
 - In response to meeting the athlete's needs.
- d. Ensure all online dialogue and interactions with athletes are directly tied to coaching duties:
 - It is recommended that all one-on-one online dialogue and interactions with minor athletes be eliminated;
 - Only send personal texts, direct messages on social media or emails to minors when absolutely necessary and always ensure another registered coach or the athlete's parent is included in the communication; and
- e. Use group messages, group emails or team pages as the primary method of communication with athletes:
 - Most social networking sites including Facebook, Instagram and Snapchat require users to be at least 13 years of age to access and use their services. Such sites should not be used as the method of communication with athletes under 13 years of age.

III. Travel

Coaches must adhere to the following best practices when travelling with minors or other vulnerable persons:

- a. Coaches should educate young or first-time travellers on appropriate boundaries and conduct between coaches, chaperones and athletes;
- b. Coaches should review safety protocols including using the “buddy” system;
- c. For overnight travel, coaches should assign athletes to hotel rooms with age-appropriate (i.e., within three (3) years of age) teammates; and
- d. A coach should never allow an unrelated adult to be alone in a hotel or dorm room with a minor or other vulnerable person.

IV. Change Rooms

Interactions (e.g., a conversation) between coaches and athletes should not occur in any room where there is a reasonable expectation of privacy, such as a change room or washroom. A second adult must always be present for any necessary interaction between a coach and a minor or other vulnerable person in any such room.

Additional coach behaviour expectations and standards are set out in the CAS Conduct Policy, which is available on the CAS website at artisticswimming.ca.