

Coach Registration and Certification Policy

of the Coast Sirens Artistic Swimming Club

Policy Number	CRC-001
Version	1.0
Adopted by	Board Resolution
Adoption date	May 14 th , 2026
Review cycle	Annually, and whenever CAS or BCAS update upstream policy
Owner	Board of Directors

1. Purpose

Coast Sirens Artistic Swimming Club (the “Society” or “CSAS”) is committed to delivering its programs through coaches who are duly registered with Canada Artistic Swimming (CAS) and BC Artistic Swimming (BCAS), and who hold the National Coaching Certification Program (NCCP) qualifications appropriate to the programs they coach. This Policy sets out how the Society complies with the CAS Coach Registration and Certification Policy and the BCAS Coach Certification Policy.

2. Adoption by Reference

The Society hereby adopts, as if set out in full in the governance of the Society, the following documents, as amended or replaced from time to time by the authoring bodies:

- Canada Artistic Swimming Coach Registration and Certification Policy.
- BC Artistic Swimming Coach Certification Policy and any supporting BCAS coach-related policies.
- The National Coaching Certification Program (NCCP) standards published by the Coaching Association of Canada, as applied to artistic swimming.

In the event of any inconsistency between this Policy and a document adopted by reference, the adopted document prevails to the extent of the inconsistency.

3. Scope

This Policy applies to every coach and instructor working on behalf of the Society, whether paid or volunteer, and to anyone identified to BCAS as a coach for purposes of registration or insurance.

4. Registration

Every coach must, before any on-deck or program activity in a given season, be registered as a coach in the CAS RAMP registration system for that season, in the correct registration category, and pay the applicable CAS and BCAS coach fees. Coaches register themselves directly in RAMP; the Society does not register coaches on their behalf.

5. Certification

Every coach must hold the NCCP certification level required for the programs they coach, as set out in the CAS Coach Registration and Certification Policy and the BCAS Coach Certification Policy. At a minimum:



- Coaches working on deck at BCAS-sanctioned competitions (including Provincial Stream and Limited Competitive entries) must hold Competition Introduction certification.
- Coaches working on deck at National Championships (typically National Stream athletes) must hold Competition Development certification.
- Coaches working in AquaGO! or in the Recreational program (where the program does not include BCAS-sanctioned competition entry) must hold the AquaGO! Trained status (or equivalent) as required by CAS.
- Coaches of Limited Competitive athletes must meet the certification requirements set out in section 7.3 of the CAS Coach Registration Policy.

6. Mandatory Training

In addition to NCCP certification, every coach must hold current completion of:

- The Coaching Association of Canada Safe Sport Training module, as required by the BCAS Coach Certification Policy.
- The NCCP Making Head Way concussion e-learning series.
- Respect in Sport — Activity Leader (or equivalent, as required by BCAS).
- Any other training required by CAS or BCAS from time to time.

7. Screening

Every coach is subject to the Society's Screening Policy and must hold a current vulnerable-sector criminal record check before any on-deck activity. Screening is operationalized in the Society's Screening Policy (SCR-001).

8. Verification by the Society

The Head Coach (or, if there is no Head Coach, the Director designated by the Board) is responsible for verifying, before each season and before any new coach takes the deck, that the coach is duly registered in RAMP, holds the required NCCP certification, has current mandatory training, and has completed screening. A coach roster recording these confirmations will be maintained for each season and made available to BCAS on request.

9. On-Deck Eligibility

No coach is permitted on deck at any Society practice, training, or sanctioned event until the verification in Section 8 is complete for the current season. A coach whose registration, certification, training, or screening lapses must be immediately stood down from on-deck duties until the lapse is remedied.

10. Records

Certification and training records collected under this Policy are personal information governed by the Society's Privacy Policy. Records will be retained for the duration of the coach's engagement with the Society plus seven (7) years, and then securely destroyed.

11. Review

This Policy will be reviewed by the Board at least annually, and immediately upon notification that CAS or BCAS has updated the upstream coach registration or certification policy.