

# Coach Compliance Policy



## PURPOSE

Swim PEI's insurance provider requires that coaches be properly trained and screened to reduce the risk of harm to the swimmers under their supervision. Failure by Swim PEI or a member club to register and screen coaches will void insurance coverage. This policy details the requirements to be a fully registered and screened coach permitted to participate in Swim PEI sanctioned activities.

## REQUIREMENTS

All Coaches in Prince Edward Island must:

- Be fully registered and compliant with Swimming Canada (SNC) in accordance with the 2021-2022 [National Registration Procedures and Rules Manual](#).
- Be fully registered and complete the Canadian Swimming Coaches Association's (CSCA) required screening.
- All Coaches 18 years of age and older must submit to Swim PEI, a Criminal Records Check by October 31<sup>st</sup> of each year.
- All coaches 18 years of age and older must submit to Swim PEI, a Vulnerable Sector Check (VSC) by October 31<sup>st</sup> of each year. A VSC requires a letter from your club indicating the coaches is working with individuals from a vulnerable sector, i.e. minors swimmers. A sample letter is included in Appendix A.
- All coaches must be fully registered with Swim PEI, SNC and CSCA by October 31<sup>st</sup> annually. If a coach joins a club after October 31<sup>st</sup>, they will have 30 days to complete their Coach registration.

## Non-Compliance:

If a coach does not complete the registration requirements of Swim PEI, SNC and CSCA by the prescribed date they are non-compliant. The following penalties will be applied to the coach and their club:

- Non-compliant coaches will be made inactive in the registration system and will not be eligible to be on deck during sanctioned activities including club practices and competitions.
- Non-compliant coaches' club is subject to a \$100 penalty each month for each coach that is not in compliant.
- If a non-compliant coach is observed coaching at a club practices or competition the club will be subject to a \$250 penalty.
- Competition sanction will not be granted to a club who has non-compliant coaches.

Classification: Board Policy

Review Period: Bi-annually

Approved: September 15, 2021

Reviewed:

## Appendix A

(INSERT NAME/LOGO OF CLUB)

### Criminal Record Check and Vulnerable Sector Check Request Form

#### Swim Club Information

Swim Club Name: \_\_\_\_\_

Swim Club President: \_\_\_\_\_

Swim Club Head Coach: \_\_\_\_\_

Swim Club Address: \_\_\_\_\_

Swim Club Phone Number: \_\_\_\_\_

*According to the Swim Canada National Registration Policy, Procedures and Rules Manual as well as the Swim PEI Coach Compliance Policy, all swim coaches who provide instruction to a child require a Criminal Record Check and a Vulnerable Sector Check.*

*As such, the Charlottetown Bluephins Aquatic Club requires a vulnerable sector check, name only, and Criminal Record Check for [COACH NAME]. [COACH NAME] will coach swimmers under the age of [SPECIFY YEARS] with the swim club for the 2021 - 2022 swim season. This includes coaching swim practices while standing on deck and if required, in the water to demonstrate stroke technique.*

*Club Representative*

*[original signature]*

*[Club representative Name]*

*[Club representative position]*