

Coach Compliance Policy



PURPOSE

Swim PEI's insurance provider requires that coaches be professionally 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 2024-2025 [National Registration Procedures and Rules Manual](#). This includes Safe Sport Training.
- 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 31st of each year.
- All coaches 18 years of age and older must submit to Swim PEI, a Vulnerable Sector Check (VSC) by October 31st. A VSC requires a letter from your club indicating the coaches are working with individuals from a vulnerable sector, i.e., swimmers who are minors. A sample letter is included in Appendix A.
- All coaches must be fully registered with Swim PEI, SNC and CSCA within 14 days of the start of the season or 14 days of date of hire.

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 \$125 penalty each month for each coach that is not compliant by January 15, 2025.
- If a non-compliant coach is observed coaching at a club practices or competition the club will be subject to a \$325 penalty.
- Competition sanction will not be granted to a club who has non-compliant coaches.

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 _____ 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 2024 - 2025 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]