



Registration Steps for Coaches

Coach Registration is going to look different this upcoming season. There are important new procedures in place to meet Swimming Canada registration requirements and to ensure the BC Swimming Community is in line with current Safe Sport mandates. As a coach, you will need to take responsibility for your own registration. This guide was developed to help coaches navigate the process. If any questions arise during the registration process, please speak with your Head Coach, Club Registrar or Swim BC.

Steps to registering with Swim BC:

1. Ensure your current NCCP Certification meets the minimum requirement for your coaching category;
2. Submit a Criminal Record Check through the Criminal Records Review Program;
3. Complete the Safe Sport training;
4. Complete the CSCA Screening Questionnaire;
5. Sign the Acknowledgment and Assumption of Risk Form;
6. Ensure your RTR profile is up to date and includes your NCCP number;

Coaching Certificate Requirements

It is the responsibility of the coaches to manage their certification level. You can review your current certification status through [The Locker](#) (Coaching Association of Canada). Swim BC will be reviewing all transcripts through this portal. You will need to ensure that all the information on your transcript is up to date and properly reflects all the training you have taken. The Minimum Certificate Requirements for each registration category is listed in the table below. If you do not know what category you are register in, please reach out to your Head Coach. More detailed information about Coach Registration can be found in the Swim BC Registration Manual.

| Registration Category | Event Level | Minimum Certification Requirements | |
|-----------------------|---|---|---|
| | | First Year Coaches | Returning Coaches |
| A1 | Head Coach attending Swimming Canada National Competitions | N/A | Senior Coach in Training <u>and</u> at minimum either Fundamentals Coach Certified or Swimming Teacher Certified |
| A2 | Head Coach attending Provincial Meets | Fundamentals Coach Trained | Fundamentals Coach Certified <u>or</u> Swimming Teacher Certified |
| B | Assistant Coach attending Swimming Canada National Competitions | N/A | Age Group Coach in Training <u>and</u> at minimum either Fundamentals Coach Certified or Swimming Teacher Certified |
| C | Assistant Coach attending Provincial Meets | Fundamentals Coach Trained | Fundamentals Coach Certified <u>or</u> Swimming Teacher Certified |
| D | Pre-Competitive Coach not attending meets, Masters Coach | Community Coach in Training <u>or</u> Fundamentals Coach in Training <u>or</u> Swimming Teacher in Training | Fundamentals Coach Certified <u>or</u> Swimming Teacher Certified <u>or</u> Community Sport Coach Trained** |

** Returning Category D coaches who are Community Sport Trained, can only be Community Sport Trained for 2 years. After that time, they will need to progress to Fundamentals Coach In-Training. A first-year coach is a coach that is registered with a club for the first time in their career. If at any point in the past the coach was registered as a coach with any club, they are not considered a first-year coach.



Criminal Record Checks

All registered coaches must submit a Criminal Record Check through the Criminal Records Review Program (CRRP). Criminal Record Checks will be valid for 5 years. To access the CRRP use the following link: <https://justice.gov.bc.ca/eCRC/home.htm>. You will require a Swim BC access code, which will be distributed to Head Coaches and Club Registrars before the start of the 2020-2021 season. You may not post this access code publicly or shared with anyone outside of Swim BC.

This process can take 2 weeks or more depending on the volume of requests. Please ensure that you take processing time into account. If you have previously had a Criminal Record Check done through the CRRP in the last 3 years, you can share that Criminal Record Check with Swim BC by selecting the “Share Results of a Completed Criminal Record Check” button.

Safe Sport Training

Coaches are required to take Safe Sport Training. This training is to be completed once every 5 years. There are 2 options for Safe Sport training, they are as follows:

- [Respect in Sport for Activity Leaders/Coach](#)
Cost - \$30
PD Points – 3
The Respect in Sport course will automatically be registered in the RTR system upon completion. Please ensure it is associated with your NCCP Number to allow for proper communication between the systems.
- [Coaching Association of Canada’s Safe Sport Training](#)
Cost – Free
PD Points – 2
The CAC Safe Sport training does not automatically register in the RTR system. To ensure credit for this course is recorded you will need to login to the [Swimming Canada Learning Management System \(LMS\)](#) and confirm completion.

CSCA Screening Questionnaire

Coaches will need to complete the CSCA Screening Questionnaire. You will receive an email from the CSCA with a direct link to your Screening Questionnaire once the Club Registrar has generated an invoice for you in the RTR system. If you do not receive the email, make sure your email is up to date in your Coach RTR Profile or you can access it directly through your CSCA profile.

Coach RTR Profile

Please ensure you log into your Coach RTR Profile and ensure your information is up to date. You can access the RTR system here: <https://registration.swimming.ca/Login.aspx>. If you have issues with login, use the “Forgotten Username/Password” link under the login button to reset your credentials. When resetting a Coach Profile, please ensure in the dropdown where it says PSO you select Coach Account.

All coaches are required to sign the Acknowledgement and Assumption of Risk form. It is done digitally through the RTR system. Once logged into your coach profile, select the “Consent” tab in the menu. This will bring you to the Coach Consent page and the form will be available in the table. The form will guide you through the steps and you must hit Submit once all the fields are completed. Both you and Swimming Canada will receive a copy of the signed form.

To make the Certification Verification process quicker, please include your NCCP Number in your RTR profile. If it is not included, Swim BC will have to request a transcript which will delay your registration. If any personal information changes throughout the year, please make sure the change is reflected in the RTR system.