

APPENDIX W

COACHES CERTIFICATION POLICY (Housekeeping – January 30, 2022)

Amendments to this Appendix W are the responsibility of the Coaches' Board. The Coaches' Board can modify this Appendix by recommending changes to the Board of Directors for approval.

Any coach participating in a USA Artistic Swimming ("USAAS") sanctioned event must be current in all credentials and must have a minimum of Coaches Certification Program ("CCP") Level 1.

Effective January 1, 2017: Any coach participating or serving in a coaching capacity, with a desire to be permitted on the pool deck, must have obtained a minimum of the following requirements:

1. CCP Level 1 – Required for all coaches to be on deck at any sanctioned competition.
2. CCP Level 2 – Required for all coaches to be on deck at any Regional, Zone or National Championship (including the U.S. Collegiate Championship and the U.S. Masters Championship), unless the coach was certified at CCP Level 1 less than one year prior to the relevant Regional, Zone or National Championship.
3. CCP Level 3 – Required for all coaches to be on deck at any Zone or National Championship.
4. Properly submitted safety credentials (Current CPR/First Aid).
5. National Center for Safety Initiatives ("NCSI") Background Check (parental consent required for minors under 18 years of age) and current SafeSport training – Required for all coaches to be on deck at any sanctioned competition.

ARTICLE 1

1.01 All Coaches must be members of USAAS at the appropriate level. See Appendix C.

Levels of Coaches Certification:

- A. **CCP Level 1:** The Level 1 course is intended as a starting point for coaches. It confirms to the organization, other coaches, judges and athletes that all coaches have had exposure to a general coaching curriculum. It covers specific artistic swimming fundamentals, safety/risk management, ethics and general training. The Level 1 course creates a common base for all coaches including a new coach just starting out up to the most experienced national level coach.
- B. **CCP Level 2:** The Level 2 course is intended to give coaches an overall exposure to the sport of artistic swimming. The coach will be able to instruct basic fundamentals, provide teaching progressions, create daily lesson plans, write and teach routines and establish an initial coaching philosophy. In addition to this artistic swimming specific information, general coaching and coaching duties that are less prevalent will be covered. The Level 2 course provides valuable information that will continue the coach's development and allow the coach to manage a team.
- C. **CCP Level 3:** The Level 3 course is intended to give coaches the opportunity to learn about very specific topics that will continue to develop the knowledge of the coach in the sport of artistic swimming.

1.02 Testing Policies: In order to obtain the specified levels, the following procedures are required. Candidates who fail written tests must retest. Each certification is good for four (4) years. Certification expires on December 31st, four (4) years from the completion of the test.

A. **CCP Level 1 Requirements:**

1. Minimum: 16 years of age.
2. Fees: Training Course and Test fees are set by and payable to USAAS.

3. Membership: USAAS Youth or Adult Instructor, Youth or Adult Professional, Youth or Adult Competitive Athlete, Youth or Adult Athlete or Youth or Adult Life Membership required.
 4. Training Materials: USAAS Rulebook in addition to online course materials.
 5. Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
- B. CCP Level 2 Requirements:**
1. Minimum: 16 years of age.
 2. Fees: Training Course and Test fees are set by and payable to USAAS.
 3. Membership: USAAS Youth or Adult Professional or Youth or Adult Life Membership required.
 4. Training Materials: USAAS Rulebook in addition to online course materials.
 5. Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
 6. Current CCP Level 1.
- C. CCP Level 3 Requirements:**
1. Minimum: 18 years of age.
 2. Fees: Training Course and Test fees are set by and payable to USAAS.
 3. Membership: USAAS Adult Professional or Adult Life Membership required.
 4. Training Materials: Online course materials.
 5. Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
 6. Current CCP Level 2.

1.03 Administration of Tests: Levels 1, 2 & 3 will be offered online and supported by the National Office.

1.04 Maintenance of Specific Rating: To maintain the CCP certification, the coach must complete at least:

- One (1) CCP course (current level or higher); or
- Attend a Coaches College every four (4) years; or
- Any other requirement approved by the USAAS Education Director.

This includes any “grandfathered” coaches. If the coach fails to complete this, the certification will become invalid and the coach will have one (1) year to complete the requirements and maintain their level. If the coach fails to complete their renewal by this date, their certification will lapse. If that occurs, and the individual wishes to be an active coach again, they will need to start from the beginning.

- A. All coaches must be current in NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
- B. All coaches must be current in CPR and First Aid Certification.
- C. USAAS maintains and publishes a list of persons on its website who are certified. For USAAS Certifications List, see www.teamusa.org/USA-Artistic-Swimming/Resources/Certifications-List.

1.05 Certified Coaches from Other Federations: International coaches wishing to coach in the United States may present their credentials to the Coaches’ Board to apply for a waiver. Such coaches must have current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.

1.06 SafeSport: SafeSport is a course that has been designed by the U.S. Center for SafeSport in order to raise awareness about prevention of abuse in sports. The initial course must be completed for an individual to be considered certified. Registration information for SafeSport training is forwarded to individuals upon registration with USAAS and can also be found on the USAAS website (www.teamusa.org/USA-Artistic-Swimming).

- A. SafeSport training is valid for one (1) year from completion of the course.

- B. A full initial course is required in year one (1), refresher courses in years two (2) through four (4), then repeat.
- C. SafeSport training is required for all individuals identified as Participants in Appendix Q, Section 1.01 A.
- D. Compliance with SafeSport Training and Background Checks is maintained in the USAAS member database.

1.07 Athlete Safety Policy (Appendix Q): USAAS requires SafeSport training concerning the key elements of the Athlete Safety Policy for USAAS Participants including, but not limited to, USAAS members who USAAS formally authorizes, approves or appoints to a position of authority over athletes or who has regular contact with athletes and/or USAAS staff. Refer to Appendix Q, Article 3, Section 3.01 B.

- A. **SafeSport Trained Core Course: Required for all Adult Participants:**
 - 1. before regular contact with an athlete and within the first forty-five (45) days of either initial membership; or
 - 2. upon beginning a new role subjecting the individual to the Minor Athlete Abuse Prevention Policy (“MAAPP”); and
 - 3. every fourth (4th) year.

Exception: Adult Participants who are recognized by USAAS as USAAS medical providers may elect to take the Health Professionals Course in lieu of the SafeSport Trained Core Course.