

APPENDIX W

COACHES CERTIFICATION POLICY

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 USSS 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. Properly submitted safety credentials (Current CPR/First Aid).
2. CCP Level 1 – Required for all coaches to be on deck at any competition.
3. 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.
4. CCP Level 3 – Required for all coaches to be on deck at any Zone or National Championship.
5. CCP Level 4 – Available, not required.
6. SafeSport – Required for all coaches to be on deck at any competition.

ARTICLE 1

1.01 All Coaches must be members of USSS 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 synchronized 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 synchronized 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 synchro 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 in the sport of synchronized swimming. The coach will be able to choose from a library of topics that include information about injury prevention and nutrition. The Level 3 course provides very specific information that will continue to develop the knowledge of the coach.

1.02 Testing Policies: In order to obtain the specified levels, the following procedures are required. Candidates who fail written tests may be retested. 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 age of 16 years old.
2. Fees: Training Course and Test fees are set by and payable to USSS.
3. Membership: USSS Instructor or Professional Membership required.
4. Training Materials: USSS Rulebook in addition to course materials for each level.
5. Current CPR, First Aid Certification and SafeSport.

B. CCP Level 2 Requirements:

1. Minimum age of 16 years old.
2. Fees: Training Course and Test fees are set by and payable to USSS.
3. Membership: USSS Professional Membership required.
4. Training Materials: "Successful Coaching" by Rainer Martins provided.
5. Current CPR, First Aid Certification and SafeSport.
6. Current CCP Level 1.

C. CCP Level 3 Requirements:

1. Minimum age of 18 years old.
2. Fees: Training Course and Test fees are set by and payable to USSS.
3. Membership: USSS Professional Membership required.
4. Complete 3 different Level 3 topics (on-line).
5. Current CPR, First Aid Certification and SafeSport.
6. Current CCP Level 2.

D. CCP Level 4, 5, 6:

Coming soon.

1.03 Administration of Tests: Levels 1 & 3 will be offered on-line and supported by the USSS National Office. Other course levels that are offered on-site will be arranged through the USSS National Office.

1.04 Maintenance of Specific Rating: To maintain the CCP certification, the coach must complete at least one CCP course or attend a Coaches College every four (4) years, and this includes any "grandfathered" coaches. If the coach fails to complete this, the certification will become invalid and the coach will have 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.

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 and SafeSport.

1.06 Athlete Safety Policy: USSS requires training concerning the key elements of the Athlete Safety Policy for members who USSS formally authorizes, approves or appoints to a position of authority over athletes or who has frequent contact with athletes and USSS staff.

- A. USSS recommends Athlete Safety Policy training to be completed before contact with athletes begins, and in any event, must be completed within 60 days of initial contact.
- B. USSS tracks compliance and implements periodic checks for compliance to its Athlete Safety Policy.

1.07 SafeSport: SafeSport is a FREE course that has been designed by the US Olympic Committee (USOC) in order to raise awareness about prevention of abuse in sports. The training was produced by the USOC and is comprised of 3-30 minute video segments that take approximately 30 minutes each to complete. All three (3) segments must be completed for an individual to be considered certified. Registration information for SafeSport training can be found on the USA Synchro website (www.usasynchro.org).

- A. SafeSport training is valid for two (2) years from completion of the course.
- B. After completion of the initial course, a refresher course will be required the following year. Thus, a full course or refresher course will be required each year.
- C. SafeSport training is required for the following individuals:
 1. USSS employees, all members of the Board of Directors, support staff and consultants;
 2. All National Team Coaches, consultants, volunteers and chaperones;
 3. All National Talent, Olympic Development and Elite Camp Coaches, consultants, volunteers and chaperones;
 4. All National Team athletes currently listed in the USADA Registered Testing Pool;

5. All members (18 years old and over) of all USSS committees, subcommittees and boards;
 6. All USSS club volunteers, employed and contract coaches, chaperones and support staff, which includes Dance, Acrobatics, Flexibility, Swimming, etc at any Training Facility;
 - a. Optional, but highly recommended: USSS club board members and coaches 15-17 years of age.
 7. All judges (Levels 1 through FINA “A” & Emeritus); and
 8. All staff, including coaches, managers and adults, traveling with athletes for the Club Option, Private Invitation, or International Club Exchange (ICE) Programs.
- D. USSS maintains and publishes a list of persons on its website who are compliant with the SafeSport Training. See Appendix Q.