

APPENDIX W

COACHES CERTIFICATION POLICY

Amendments to this Appendix W are the responsibility of the Coaches' Education Committee. The Coaches' Education Committee can modify this Appendix by recommending changes to the USAAS 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.

Coach Certification Requirements: 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 artistic swimming coaches to be on deck at any land training, water training or sanctioned competition.
 - **Exception:** Skills Specialists as defined in [USAAS Membership and Fee Schedule](#) (Appendix C).
2. CCP Levels 1 and 2 – Required for all coaches to be on deck at any Regional or Zone Championship.
 - **Exception:** A one-time emergency waiver may be allowed at the discretion of the Education Director.
3. CCP Levels 1, 2 and 3 – Required for all coaches to be on deck at any National Championship.
 - **Exception:** A one-time emergency waiver may be allowed at the discretion of the Education Director.
4. Current CPR, First Aid Certification, National Center for Safety Initiatives ("NCSI") Background Check (parental consent required for minors under 18 years of age) and SafeSport training.

ARTICLE 1

1.01 All Coaches must be members of USAAS at the appropriate level. Refer to 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.

A. CCP Level 1 Requirements:

1. Minimum Age: 15 years of age.
2. USAAS Membership: Youth or Adult Instructor, Youth or Adult Professional, Youth or Adult Competitive Athlete, Youth or Adult Athlete or Youth or Adult Life Membership required.
3. Requirements: Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
4. Training Materials: Online course materials.
5. Training Course and Fees: Training Course and Test fees are set by and payable to USAAS.
6. Electronic Test: Open book, 85% passing score.

B. CCP Level 2 Requirements:

1. Minimum Age: 16 years of age.
2. USAAS Membership: Youth or Adult Professional or Youth or Adult Life Membership required
3. Prerequisite: Current CCP Level 1.
4. Requirements: Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
5. Training Materials: Online course materials.
6. Training Course and Fees: Level 2A Training Course and Test fees are set by and payable to an outside source. Level 2B Training Course and Test fees are set by and payable to USAAS.
7. Electronic Test: Open book, 85% passing score.

C. CCP Level 3 Requirements:

1. Minimum Age: 18 years of age.
2. USAAS Membership: Adult Professional or Adult Life Membership required.
3. Prerequisite: Current CCP Level 2.
4. Requirements: Current CPR, First Aid Certification, NCSI Background Check and SafeSport training.
5. Training Materials: Online course materials.
6. Training Course and Fees: Training Course and Test fees are set by and payable to USAAS.
7. Electronic Test: Open book, 85% passing score.

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

1.04 Requirements, Maintenance and Expiration of CCP Certification:

A. All coaches must be current in:

1. CPR;
2. First Aid Certification;
3. NCSI Background Check (parental consent required for minors under 18 years of age); and
4. SafeSport training.

B. To maintain the CCP certification, the coach must complete at least:

1. One (1) CCP course (current level or higher per requirements); or

2. Attend a Coaches College every four (4) years; or
 3. Any other requirement/event approved by the USAAS Education Director.
- C. Expiration of CCP Certification:
1. Each certification is good for four (4) years.
 2. The date certification is obtained is the date the CCP level test was passed.
 3. Certification expires on the last day of the month that the certification was completed. For example, if the certification was completed on March 15th, the certification expires on March 31st, four (4) years after successful completion of the certification test.
 - This includes any “grandfathered” coaches. If the coach fails to complete their renewal four (4) years from the date certification was completed, 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 with Level 1.
 4. A coach may extend the expiration date of their CCP Certification by attending a Coaches College or any other approved requirement/event as above in 1.04 B. The certification expiration date will be extended by one (1) year from the completion of the Coaches College or approved requirement/event. Expiration occurs month end four (4) years from the completion of the Coaches College or approved requirement/event.
- D. For USAAS Certifications List, see <https://www.usaartisticswim.org/coaching-certification-programs>.

1.05 Certified Coaches from Other Federations: International coaches wishing to coach in the United States may present their credentials to the Coaches’ Education Committee 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](#).

- 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 [USAAS Athlete Safety Policy](#) (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.