



## Minutes

### Board of Directors-Extraordinary Meeting Monday, February 27, 2023

**Board Members in Attendance:** Denise Shively, Irene Hawes, Ashley Johnson, Chris Leahy, Jocilyn Sayler, Kimberly Kohut (non-voting; Secretary), Emmanuella Tchakmakjian (AEC President), Stacey Chapman, Kerhyl Gantt, Jennell Lynch, Jennifer Jarboe, Claire Barton (Athlete At-Large), Mariya Koroleva (AAC Athlete Representative), Bill May (General Athlete Representative), Natalia Vega (General Athlete Representative), Monica Velazquez-Stiak (AAC alternate; non-voting), Morgan Fuller Kolsrud (USOPC AAC leadership team; non-voting)

**Staff Members in Attendance:** Adam Andrasko, Kelly Premo

**Others:**

**Excused:** Joanne Pasternack,

**Called to Order At:** 8:04 PM EST

**BY:** Denise Shively. A quorum was declared.

<b>Topic</b>	Declaration of Conflicts of Interest	<b>Presented by</b>	Denise Shively
<b>Discussion</b>	Denise Shively called for any additional conflicts of interest to be declared. No additional conflicts of interest were declared.		

<b>Topic</b>	Appendix W	<b>Presented by</b>	Jocilyn Sayler
<b>Discussion</b>	<p><b>Motion:</b> Jocilyn Sayler motioned to approve the changes to Appendix W.</p> <p><b>Seconded by:</b> Irene Hawes</p> <p>-Housekeeping 1.04 C 3; the certification expires on December 31<sup>st</sup> four years from completion of the coaches college or approve requirement/event.</p> <p><b>Motion approved.</b></p> <p><b>Vote: Yes-10 No-0 Abstain-0</b></p>		

<b>Topic</b>	Gender Inclusion Policy	<b>Presented by</b>	Ashley Johnson
<b>Discussion</b>	<p><b>Motion:</b> Ashley Johnson motioned to approve the USAAS Gender Inclusion Policy.</p> <p><b>Seconded by:</b> Jocilyn Sayler</p> <p>-There was a concern about instituting it mid-season</p> <p>-Discussion occurred about the policy in general</p> <p>-Discussion occurred about the title of the inclusive category.</p> <p><b>Motion:</b> Irene motioned to table this motion until March 13, 2023.</p>		

	<p><b>Seconded by:</b> Chris Leahy</p> <p>-Discussed having the sub-committee work through some of the discussion points with a target to vote on this at the March 13, 2023 board of directors special meeting.</p> <p><b>Motion approved.</b></p> <p><b>Vote: Yes-12 No-0 Abstain-0</b></p>
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<b>Adjournment at</b> 9:29 PM EST		
<b>Moved to adjourn by:</b> Chris Leahy	<b>Seconded by:</b> Irene Hawes/Stacey Chapman	<b>Motion Approved</b> <b>unanimously</b>

Respectfully Submitted,



Kimberly A. Kohut  
Secretary

Attachments: Appendix W

## 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 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 Appendix C.**
2. CCP Levels 1 and 2 – Required for all coaches to be on deck at any **Regional or Zone Championship**, unless the coach was certified at CCP Level 1 less than one year prior to the relevant **Regional or Zone Championship**.
3. CCP Levels 1, 2 and 3 – Required for all coaches to be on deck at any **National Championship**, **unless the coach was certified at CCP Level 1 or 2 less than one year prior to the relevant National Championship**.
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.
- 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.**
- 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 (parental consent required for minors under 18 years of age) 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.

**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. Certification expires on December 31<sup>st</sup>, four (4) years from the completion of the test.
    - This includes any “grandfathered” coaches. If the coach fails to complete their renewal by **December 31<sup>st</sup> of the posted expiration year**, 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**.
  3. 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

expiration date will be extended another four (4) years from the date of the Coaches College or approved requirement/event.

- D. For USAAS Certifications List, see [www.teamusa.org/USA-Artistic-Swimming/Resources/Certifications-List](http://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](http://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 (4<sup>th</sup>) 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.