



ACA POLICY FOR ONGOING COACH EDUCATION & LICENSING

Revised September 2017.

Purpose

To promote continuous improvement and life-long learning for coaches, therefor helping reduce the risk of accidents, whilst also improving coach excellence at every level of development.

Definitions

The following terms shall have the following meanings:

- **“ACA”** – Refers to Alpine Canada Alpin
- **“CSC”** – means Canadian Ski Coaches, accredited under Alpine Canada Coach Education.
- **“PTSO”** – refers to Provincial/Territorial Sport Organization
- **“NCCP”** – Refers to National Coaching Certification Program
- **“CSIA”** – Refers to Canadian Ski Instructors Alliance
- **“NSO”** – National Sport Organization
- **“Licensed”** - means that minimum professional development requirements have been met. Professional development requirements vary depending on:
 - coach accreditation
 - active coaching status.

Overview

It is the coach’s responsibility if they are actively coaching within the current season to ensure they complete the necessary licensing requirements described by ACA Coach Education.

Operational Detail

This policy applies to:

- CSC accredited coaches living in Canada and coaching, referring to actively coaching athletes and/or managing related activities for the current season in an ACA/PTSO sanctioned program. This includes foreign coaches who must be CSC accredited coaches.



*** An ACA/PTSO sanctioned ski program is any off snow (e.g. dry land training) or on snow training or competition related activity that is approved by ACA directly or on behalf of one of its provincial/territorial sport organizations (PTSO). This includes activities that are scheduled and operated by PTSO member clubs.*

This policy does not apply to:

- Not coaching during the current year.
- Living and/or coaching outside of Canada.
- Instructing the public in learn to ski programs and not actively coaching.

Licensing requirements depend on your coach accreditation as follows:

Coach Certification Status (for active coaches)	Licensing Requirements
Entry Level: Trained Level 1 Certified (old system)	- Complete 2 Ongoing Education (ED) credits - Complete 1 Risk Management (RM) credit - Sign off on the ACA Coaching Code of Conduct - Sign off on ACA Background Screening policy - Pay Alpine Canada Coach Education annual membership dues
Entry Level: Certified and Advanced Certified Development Level: Trained, Certified and Adv. Certified Performance Level: Trained, Certified and Adv. Certified Level 2, 3, 4 Certified (old system)	- Complete 4 Ongoing Education (ED) credits - Complete 1 Risk Management (RM) credit - Sign off on the ACA Coach Code of Conduct Sign off on ACA Background Screening policy - Pay Alpine Canada Coach Education annual membership dues

Alpine Canada is responsible to track ongoing education events and licensing credits.



Coaches can check their licensing status via www.canskicoach.org and by going to “Services” → “My Personal Page” and then logging in.

Clubs, regions and PTSOs can check coach licensing status by going to www.canskicoach.org and logging in to their Partner Services account. Registration is required for access to Partner Services.

Licensing Credits

- 1 ED credit = half a day on snow or indoors on relevant topics.
- 1 RM credit = a minimum of 1 hour of ski racing specific risk management content

Note: purely administrative and/or program updates do not qualify for credit.

Credits can be achieved by completing:

- Any certification or professional development events run by Alpine Canada Coach Education or;
- Approved ongoing education activities offered by other agencies including clubs, PTSOs, CSIA, NCCP, or, other sports with some relevance to skiing or other non-sport organizations. There is a wide range of options available to help make ongoing education accessible.
- Each ongoing education activity will be assigned ED and/or RM credits by Alpine Canada depending on content and duration.
- Risk Management content must be ski and coaching specific and be at least 1 hour in duration to receive credit. One of the best ways to achieve this credit is by completing the Alpine Canada Coach Education Online Risk Management for Coaches module available at www.canskicoach.org
- Both coaches and facilitators receive credits for participating in or leading an activity.

Time Lines

- The annual license cycle is August 1 to July 31.



- Credits earned between February 1 and July 31 apply to both the current cycle and to the next cycle. This provides an 18-month window in which to accumulate licensing credits for any given annual cycle.
- **“Licensed” status for active coaches must be achieved by January 31, at the latest, to maintain CSC “in good standing” status. See suggested time lines below.**
- **Coaches are encouraged to achieve “licensed” status** before starting to coach athletes, supervise other coaches or implement programs for the coming season. The following are suggested deadlines, depending on coaching situations:
 - April 30 – full time coaches and program directors responsible for year-long athlete programming
 - September 30 – seasonal full-time club and regional head coaches responsible for seasonal full-time programming
 - November 30 – seasonal, part time coaches - earlier if on snow earlier
 - December 31 – Entry Level program coaches - earlier if on snow earlier

Online Administration

- All professional development events must be reported and managed through **“Partner Services” on the Alpine Canada Coach Education web site.**
- The event host or organizer is responsible to post and manage their PD events.
- The event host or organizer must be a responsible organization like a club, PTSO or NSO.
- Event hosts or organizers need an on-line account to log in to **“Partner Services”**. Accounts are available by contacting Alpine Canada at coach@alpinecanada.org
- Individual coaches can request approval of independent study by providing suitable documentation as proof of completion. Contact Alpine Canada at coach@alpinecanada.org
- Event facilitators may require special qualifications to conduct an event (e.g. Speed Camp for coaches etc.).



- There may be a small administrative fee for registering an ongoing education event.

Reporting Coach License Status

- **Coaches can check their licensing status by going to “Services” ... “My Personal Page”** through www.canskicoach.org
- **Clubs and PTSOs can check coach license status by using “Partner Services”** after logging in.