

# ACA Policy for Integrating Foreign Coaches

Last revised June 30, 2016

## Introduction

Alpine Canada Alpin (ACA) will consider granting recognition in the Canadian coach accreditation system to foreign coaches who wish to work in Canada or who wish to register for ACA-CSCF coaching courses.

ACA aims to deliver excellence in coaching at every level. All Canadian athletes deserve coaching that respects Canadian cultural and ethical values. The coaching program is based on:

- long term athlete development principles outlined in ACA's AIM 2 WIN long term skier development guidelines
- agreed on ski racing terminology and
- respect for individuals and organizations in the system.

## Objectives

The objective of this policy is to establish a procedure for integrating foreign coaches into the Canadian coaching system for the benefit of Canadian athletes. It is important that coaches:

- receive recognition for coaching credentials already achieved in their home country
- meet ACA and National Coaching Certification Program (NCCP) minimum standards
- meet ACA annual professional development "licensing" requirements
- advance their coach certification WITHIN the Canadian system.

## Application Procedure

Complete the application form in Appendix B. Applications must include:

1. an up to date coach curriculum vitae
2. a covering letter indicating
  - the coach situation and **employment offer** in Canada

*or*

  - a request to register for an ACA-CSCF certification course.

**Note: Without a documented employment offer or a request to register for a course, no application will be considered.**

3. proof of foreign certification and documentation of the curriculum from a foreign national certifying body (in English or French).
4. a reference or letter of support from the Provincial Sport Organization (PSO)
5. a signed CSCF-ACA Coach Code of Conduct agreement (Appendix A)

On successful application review, ACA will confirm in writing to the coach, the following:

**STEP 1 – AFFILIATE Status** – ACA will grant temporary ACA-CSCF AFFILIATE status to the foreign coach.

- This ensures the coach is covered by mandatory liability insurance coverage required to work in an ACA sanctioned ski racing program or take a coach education course.

**STEP 2 – Licensing Integration Tasks** – ACA will identify specific activities and/or modules that the coach must complete in order to meet annual professional development requirement to be “licensed”.

- Integration tasks will also ensure that ACA and NCCP coaching education and accreditation minimum standards are met.
- The coach has a maximum of 1 year, or by January 31st if actively coaching to complete this step. It is the **responsibility of the coach** to report completion of tasks for integration purposes.
- More information on annual coach professional development and licensing requirements can be found on the CSCF web site at [www.canskicoach.org/en/home](http://www.canskicoach.org/en/home).

**STEP 3 - Accreditation Course(s)** – To advance Canadian coach accreditation, ACA will assess foreign accreditation and establish an access course into the appropriate Canadian pathway.

- Evaluation will be done on a case by case basis considering documented foreign qualifications and certification achieved and the need to meet minimum NCCP/ACA curriculum standards. ACA reserves the right to grant immediate accreditation status (STEP 4).
- The coach has **one (1) year**, after STEP 2 is completed, to complete STEP 3 subject to availability of required courses.
- It is the **responsibility of the coach** to report course/module completion for integration purposes.
- More information on the coach education and accreditation programs can be found on the CSCF web site at [www.canskicoach.org/en/home](http://www.canskicoach.org/en/home).
- If steps 2 and 3 are not completed within 2 years, the coach will be required to re-apply.

**STEP 4 – Grant of PERMANENT REGULAR Status** – on completion of Step 2 & 3, ACA will grant “Permanent REGULAR CSCF Accredited Coach” status.

### **Canadian Coaches**

Canadians who have been working in Canada will not be considered under this policy based on experience or job function. Canadians are expected to participate in the coach education and accreditation system according to rules and regulations established from time to time by ACA.

## Appendix A

**CSCF / Alpine Canada Alpin - Coach Code of Conduct Policy**

September 2015

**Preamble**

The coach/athlete relationship is a privileged one. Coaches play a pivotal role in the personal and athletic development of their athletes. An understanding of the inherent power that coaches can exert over athletes is an extremely important notion. Coaches must recognise that they are role models through which the values and goals of the sport, and the sport organizations they represent, are channelled. The ACA Coach Code of Conduct represents minimum standards of professional conduct for Coaches to become accredited through the Canadian Ski Coaches Federation (CSCF), an operating division of Alpine Canada Alpin (ACA).

**Coach Code of Conduct****Sexual Activity**

CSCF Accredited Coaches acknowledge the significant power imbalance inherent in a coach/athlete relationship. Accordingly, every accredited coach must avoid sexual activity with an athlete he/she is professionally coaching, both during the period of time the athlete is being coached by and for that period of time afterwards where there exists an imbalance of power with respect to the CSCF accredited coach which could reasonably jeopardize the athlete's effective decision making. This provision applies regardless of whether the Athlete and/or Coach consents to any form of sexual relationship.

**Sexual Harassment**

CSCF Accredited Coaches shall refrain from all forms of sexual harassment. For the purposes of this Coach Code of Conduct sexual harassment includes either or both of the following:

- a. the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance;
- b. engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching, that:
  - i. are offensive and unwelcome,
  - ii. create an offensive, hostile or intimidating environment, and can be reasonably expected to be harmful to the recipient and or team-mates.

**Doping**

CSCF Accredited Coaches shall be aware of and strictly comply with the Canadian Anti-Doping Program (CADP) in effect from time to time. Coaches shall not commit any anti-doping rule violation or condone the conduct of others in contravention of the CADP. Coaches shall at all times actively encourage his/her athletes to engage in drug free sport and shall support their efforts to compete drug free. A copy of the CADP, in force as of the date of this amended Code, is available by following this link : <http://www.cces.ca/files/pdfs/CCES-POLICY-CADP-2015-E.pdf>.

**Rules of the Sport**

CSCF Accredited Coaches shall at all times conduct themselves with complete honesty and integrity with respect to the rules, regulations and policies of the sport.

**Conflict of Interest**

CSCF Accredited Coaches must always place the best interests of the athletes he/she is coaching ahead of personal interests.

*By signing below, I agree to abide by this code of conduct. I also understand that a breach of this code of conduct may result in my membership in the CSCF being revoked.*

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 Name (print)

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 Signature

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 Date

Appendix B



**Application for ACA-CSCF TEMPORARY AFFILIATE Coach Status**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Email \_\_\_\_\_

**Application Fee: \$ 210.00 CDN** (plus taxes – contact ACA for applicable taxes)

**Payment:**

Credit Card Payment       Money Order enclosed: (payable to **Alpine Canada Alpin**)

Card Number: \_\_\_\_\_ Expiry Date: mm \_\_\_\_ yyyy \_\_\_\_\_

CVV Number (3 -digits beside signature line on back): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Please include **ALL documentation and information**. Incomplete applications will **NOT** be processed.

- Curriculum vitae
- Covering letter
- Proof of foreign certification and documentation of curriculum
- Reference from PSO
- Signed CSCF-ACA Coach Code of Conduct

**Send Applications by:**

**Mail to:** Alpine Canada Alpin  
 Attention: Manager, Coach Education Administration  
 151 Canada Olympic Rd. S.W., suite 302  
 Calgary, AB, T3B 6B7

OR

**Email to:** [coach@alpinecanada.org](mailto:coach@alpinecanada.org)