

In order to ensure the process of evaluations and payment of evaluations is consistent, the following process will be put into place, effective as of September 1, 2016.

1. Registration Process: Candidates must register with Alberta Artistic Swimming in order to be evaluated. There is a \$50 fee to register.
 - Fill out the on-line registration form on the NCCP Certification from the Coach drop down menu on the AAS website. <https://albertaartisticswimming.ca/nccp-certification/>
 - The Coach Portfolio must be submitted with your registration form and your MED completion date is also required.
 - Payment instructions are outlined in the on-line registration form. We accept PayPal (with a 4% service fee), E-transfers or cheques – payable to Alberta Artistic Swimming.
 - If all requirements are met, the candidate will be approved to be evaluated and shortly thereafter will be contacted by an evaluator.
 2. Evaluators: Alberta Artistic Swimming will assign you an evaluator or evaluators.
 - Ideally you will have the same evaluator for all evaluations. AAS will do it's best to assign an evaluator that is not in conflict with you (ie, coaching at the same club). If this is not possible, AAS may assign more than one evaluator so that at least one of your evaluations is done by an evaluator who is not in conflict with you.
 - AAS will forward your portfolio to the evaluator.
 - The evaluator(s) will coordinate your deck evaluations.
 - Candidates and evaluators will agree on dates, format and time frames for the evaluations.
 - Candidates who are in locations where there is no local evaluator may submit their practice and/or performance evaluation via video, format subject to the evaluator.
 - Candidates may be asked to redo or correct portions of the portfolio.
 - Evaluators are only marking outcomes, they are not available for help to complete your outcomes.
 - Candidates must complete all evaluations within one year of registration or be engaged in the final evaluation at the deadline. If the candidate does not meet the deadline they may be asked to re-register and a new evaluator may be assigned.
 3. Payments for Outcomes:
 - Candidates will pay the evaluator directly prior to the start of each evaluation. Competition Introduction Evaluations are \$50 each. **Evaluators will NOT begin the evaluation until the payment has been received.**
 - Payments will be made by E-transfers. If the candidate is unable to do an E-transfer a cheque or cash will be accepted. The coach will be responsible for an NSF charges incurred by the evaluator.
 - Evaluations **must** be completed within four weeks of payment.
 - If an evaluator does not complete the evaluation within the four weeks, the evaluator will be fined \$25 payable to Alberta Artistic Swimming and the evaluator will be removed from that evaluation. The evaluator will be required to refund the candidate's fee for the missed evaluation. If the evaluator has other pending evaluations with the same coach, the coach can choose to remain with this evaluator or be assigned another evaluator for the remaining evaluations.
 - If the coach does not complete the evaluation within the four-week timeline, the evaluator will inform Alberta Artistic Swimming that the evaluation deadline was not met for completion. The evaluator assigned may set up another date with the coach however, the coach will be required to pay an additional fee for the new evaluation date. If the evaluator does not continue, Alberta Artistic Swimming will find a new evaluator for the coach as per the process.
-

- Candidates are responsible for all expenses incurred for their evaluations. This includes but is not limited to postage to and from the evaluation, travel expenses (mileage, accommodation, per diems, as applicable) for practice and/or competition evaluations.

4. Certification Status:

- The evaluator will submit a *Course Completion* report to Alberta Artistic Swimming which will include the grades for each outcome, once outcomes are completed to the evaluator's satisfaction.
- Alberta Artistic Swimming will submit and update coach's information to the Coaching Association of Canada (CAC) database.

Alberta Artistic Swimming reserves the right to withhold registration with the CAC for candidates who do not follow this process.
