

REGISTRATION PROCESS

Coaches must register themselves and pay their registration fee on the H2O Reg database. **DO NOT REGISTER ON THE CAS DATABASE.**

The online registration process will take you through all necessary forms and require you to meet the following requirements:

- Acceptance of adherence to all AAS and CAS Policies – Please read through them.
- Minimum NCCP requirements as per section VIII of the Registration and Certification Policy.
 - Further information can be found in the Coach Development Pathway on the [Artistic Swimming Coach Website](#).
 - *NEW: coaches taking training for the first time must take the AquaGO! course (must be 15) as a prerequisite to the Competition Introduction Course (must be 16).
- Complete a background check if you are 18 or older
- Complete the [Respect in Sport online module](#).

Registration is completed once your fees have been paid on through H2OREG. Coaches will receive an auto generated email confirming registration and their status. For coaches who do not have an 'issued' status on their profile or 'pending requirements' it is your responsibility to complete missing requirements. Use the above list as a reference. **YOU ARE NOT ELIGIBLE TO COACH IF YOU HAVE ANY PENDING REQUIREMENT**

- CAS Screening Forms – these have to be reviewed by AAS. Once reviewed and the form is clear AAS will manually update the status.
- Respect in Sport – these have to be manually reviewed by AAS. Once completion is confirmed AAS will manually update the status.
- **PLEASE DO NOT SEND FORMS TO AAS**

REGISTRATION INFORMATION

Polices

Information regarding CAS's policies can be found on their website.

- [Coach Certification and Registration Policy](#)
- [CAS's Screening Policy](#)

NCCP Requirements

A coach must minimally have 'trained status on their NCCP transcript.

- AquaGo!: minimally 'trained as an AquaGo! instructor
- Recreational programs: minimally 'trained as an AquaGo! instructor, Artistic Swimming Instructor or Competition Introduction
- Competitive programs: minimally 'trained' as a Competitive Coach

To check your NCCP credentials to ensure they meet the Coach Certification and Registration Policy, go to the [Coaching Association of Canada](#) (CAC) website and click on 'The Locker' link on the top right corner. Click on Certification and then on the small 'i'. In the new window choose 'trained' and look at

option 2. If you have issues logging into The Locker, contact the CAC at coach@coach.ca. Make sure you only have one NCCP number/profile. AAS will only verify information via one account.

Coach Training

Coach course, training and certification information, including information regarding the Make Ethical Decisions Course and online evaluation can be found on our Coach page on the website under [Course Dates & Registration](#), [NCCP Training](#) and [NCCP Certification](#).

- Make Ethical Decisions (MED) online Evaluation. **As per the Coach Development Pathway, the MED course MUST be completed prior to taking the evaluation.** MED Course dates can be [found here](#).
- Making Headway in Sport – via [The Locker](#) > E-Learning.
- NCCP Emergency Action Plan - via [The Locker](#) > E-Learning

*Individuals who are new to coaching can create a profile on the Coaching Association of Canada (CAC) website through [The Locker](#) prior to registering for a course. Individuals must be minimally 14 to register with the CAC but minimum ages to take the courses are as outlined above.

AquaGo! and Competition Introduction prerequisite information can be found on the Artistic Swimming Coach Website within the coaches profile. To create a profile visit the [Artistic Swimming Coach website](#)

Coaches MUST receive confirmation of membership to participate in any coaching (in-person or virtual) with an AAS member club or any AAS sanctioned activity.