

	<p style="text-align: center;">Coach Compliance Policy</p> 
<p style="text-align: right;">Policy:</p>	
<p style="text-align: right;">Adopted:</p>	<p style="text-align: center;">January 19, 2026</p>
<p style="text-align: right;">Current Board Approved Version:</p>	<p style="text-align: center;">New Policy</p>

Policy Notes:

This is a **new policy**.

Effective Date: Effective immediately once approved by AAS Board of Directors.

Date Approved by GRMC: Approved via e-vote January 13, 2026.

Date Approved by AAS Board: Approved at the January 19, 2026 AAS Board Meeting.

Actions Required:

- 1) Add Coach Compliance Policy to AAS Policy Registry document.
Assigned to: B. Cipywnyk **Completed:** February 5, 2026
- 2) Upload updated policy to SharePoint site for AAS.
Assigned to: B. Cipywnyk **Completed:** February 5, 2026
- 3) Add Coach Compliance Policy to AAS website.
Assigned to: B. Cipywnyk **Completed:** February 5, 2026
- 4) Distribute notification of the policy and its effective date to Member Club Presidents and Coaches.
Assigned to: B. Cipywnyk **Completed:** February 5, 2026

Definitions

1. The following terms have these meanings in this Policy:
 - a. "AAS" means Alberta Artistic Swimming.
 - b. "AAS Executive Director" means the Executive Director of Alberta Artistic Swimming.
 - c. "AAS Insurance Policy" means the insurance policy(ies) that Alberta Artistic Swimming has acquired for all members and member clubs.
 - d. "AAS Member" as per the definitions and requirements of Article 3, Section 2, Qualification for Membership, sub-sections a and b of the AAS By-laws, and all Members in Good Standing with Alberta Artistic Swimming.
 - e. "AAS Member Club" means any club offering the sport of artistic swimming and registered with AAS.
 - f. "AAS Sanctioned Event" means all events and activities that Alberta Artistic Swimming has sanctioned as compliant with Alberta Artistic Swimming policies.
 - g. "Athlete" means any individual participating in the sport of artistic swimming who is registered with Alberta Artistic Swimming.
 - h. "CAS" means Canada Artistic Swimming.

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- i. "CAS Coach and Registration Certification Policy" means the applicable (e.g., most recent) version of the Coach and Registration Certification Policy as approved by the Canada Artistic Swimming Board.
- j. "Cease to be in Good Standing" as per Article 3, Section 5 b of AAS By-laws.
- k. "Coach" means an individual certified by the Coaching Association of Canada and registered with Alberta Artistic Swimming as an artistic swimming coach.
- l. "Meet" means an Alberta Artistic Swimming sanctioned artistic swimming competition.
- m. "Members in Good Standing" as per Article 3, Section 5 of the AAS By-laws.

Purpose

2. AAS requires any individual volunteering and/or working, as a Coach with an AAS Member Club(s) (as defined in the AAS By-laws) shall complete specific requirements, certification, and registration requirements. All Coaches – whether paid or volunteer – must comply with the requirements of the CAS Coach Registration and Certification policy and register with AAS through the designated registration platform. This policy supplements the CAS Coach Registration and Certification policy by outlining Alberta-specific requirements and ensuring all Coaches are properly registered within the province. Proper coach registration helps provide the highest level of protection for AAS and AAS Members, including Athletes, AAS Member Clubs, and Coaches. AAS supports and encourages coach education and expects a high professional standard for all AAS Coaches.

Scope of Application

3. This Policy applies to all individuals who wish to be designated as a Coach within AAS and/or AAS Member Clubs.

Coaching Requirements

4. All Coaches are required to satisfy the Coaching Pathway Requirements as outlined in Appendix II of the CAS Coach and Registration Certification Policy.
5. All relevant documentation to support completion of the necessary requirements and support compliance with the CAS Coach and Registration Certification Policy are to be submitted to their AAS Member Club, whether the Coach is paid or a volunteer.
6. All Coaches are required to ensure their coach certifications are current and not expired.
 - a. All certifications must be compliant with the most recent CAS requirements, as described on both the CAS and AAS policies and websites.
7. All Coaches are to register with AAS through the required registration platform.
8. AAS requires all required documentation be submitted before a Coach's registration is finalized for the respective season. Coaches and/or their Member Clubs are required to submit this required documentation to AAS no later than September 30th and pay the relevant membership fee(s).
9. Coaches are required to submit active background checks, date prior to the September 30th deadline, to AAS every two years as per the CAS Screening Policy.

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Cease to be in Good Standing

10. Coaches who are non-compliant with the CAS Coach and Registration Certification Policy or have outstanding documentation with AAS after the September 30th registration deadline will be considered Cease to be in Good Standing.
11. Coaches who are non-compliant with other requirements as detailed in Members in Good Standing, will be considered Cease to be in Good Standing.
12. Coaches who Cease to be in Good Standing may have their privileges suspended and may not be entitled to the benefits and privileges of membership (see Article III of AAS By-laws) until such time as the AAS Board is satisfied that the member has met the definition of Members in Good Standing, compliant with the CAS Coach and Registration Certification Policy, and/or all required documents are submitted to AAS.
13. Coaches who Cease to be in Good Standing are not covered by the AAS insurance policy.
14. Coaches who Cease to be in Good Standing cannot be on the pool deck or coaching with any AAS Member Clubs and participate in any AAS Member Club's sanctioned activities.
15. Coaches who Cease to be in Good Standing will not be permitted to participate in any AAS Sanctioned Events and sanctioned Meets.

Club Requirements

16. All AAS Member Clubs are required to ensure all Coaches coaching within their clubs – whether volunteer or paid – have the necessary and appropriate documentation and certifications as outlined in the CAS Coach and Registration Certification Policy and relevant CAS and AAS policies (e.g., screening, etc.).
17. All AAS Member Clubs are required to ensure that all Coaches coaching within their clubs – whether volunteer or paid – are registered with AAS through the registration system by September 30th.
18. All AAS Member Clubs are required to notify AAS immediately about any changes in its coaching staff once the coach registration process is completed via the registration system.
 - a. Any fines issued to an AAS Member Club for a Coach who has left that respective Club will not be waived and are due immediately.
19. Any AAS Club Member that retains a non-compliant Coach and/or a Coach who does not satisfy the requirements of this Policy and/or the CAS Coach Registration and Certification Policy, will be a member who Cease to be in Good Standing with AAS and not entitled to the benefits and privileges of membership (e.g., insurance coverage, participation in sanctioned meets, etc.).

Fines

19. AAS Member Clubs will be fined on specific dates for every Coach within their club that is registered through the registration system, but Cease to be in Good Standing:
 - a. October 1: \$100.00 per Coach
 - b. November 1: \$150.00 per Coach
 - c. December 1: \$200.00 per Coach
 - d. January 1: \$250.00 per Coach
 - e. The first of every month from that point on at \$250.00 per Coach

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Non-compliance

20. Any AAS Coach who does not comply with this Policy and does not complete all the requirements within the timelines shall be considered non-compliant and Cease to be in Good Standing with AAS.
21. AAS Member Clubs that do not comply with this Policy shall be considered non-compliant and Cease to be in Good Standing with AAS.

Exceptions

22. In the event of extenuating circumstances, an AAS Club Member may petition the AAS Board, in writing, for a Coach who Cease to be in Good Standing to coach and/or be on the pool deck. The written petition must be forwarded to the AAS Executive Director.

Interpretation

23. All applicable CAS and AAS policies shall take precedence if any of this Policy conflicts or contradicts those policies.
24. The AAS By-laws shall take precedence if any of this Policy conflicts or contradicts the AAS By-laws.