



## PERSONAL COACH PROGRAM – PROCEDURE & RULES

### Introduction

Swimming Canada invites personal coaches of selected swimmers to all selected National teams, to participate with their athlete in camps and competitions under the following circumstances:

### Eligibility

In order to be eligible to participate in a National Team activity as a Personal Coach, the Coach is required to meet the following:

- Be a fully registered Coach and member in good standing with the Canadian Swim Coaches and Teachers Association (CSCTA) and Swimming Canada, in the A1 or B member category;
- Be a minimum NCCP Senior Coach Level 3 In-training or be a Chartered Professional Coach with the Professional Coaching Department of the Coaching Association of Canada;
- Provide a valid Vulnerable Sector Screening (VSS) to Swimming Canada;
- Provide Respect in Sport Activity Leader online course certificate (required every 5 years)
- Complete current True Sport Clean online course – tracked version
- Complete current Role of Athlete Support Personnel online training
- Hold a valid passport which expires no earlier than six months after the return to Canada date.
- Abide by the Canadian Anti-Doping Program (CADP) Agreement and World Anti-Doping Agency (WADA) Code and have never had a violation of either the CADP Agreement or WADA Code;

### Travel

- All travel and accommodation logistics shall be the responsibility of the personal coach.
- Contacts for hotels / accommodation and flight numbers etc. may be obtained upon request from Swimming Canada – Manager, High Performance Programs, Senior Manager, High Performance Para-swimming Programs or Coordinator, National Development Teams.
- **Personal Coaches must not book accommodation at the Team hotel.**
- All expenses are the responsibility of the personal coach

### Participation - Training

- The assigned selected Team Coach shall be the primary coach.
- The personal coach's role will be assigned by the Team coaches when required.
- The personal coach will be able to consult with their swimmer's assigned coach but will not be directly responsible for their swimmer.
- Personal coaches work under the authority of the assigned Team coach, the Team Head coach and the Team Leader.
- There may be closed workouts or training sessions from time to time. In such instances personal coaches (and other visitors) will not be able to attend the session.
- Meals, team meetings and other non-training sessions shall be by invitation to the personal coach only.
- All requests for outings (meals, meetings, etc.) must be approved by the Team Head coach and/or the Team Leader.



## Participation - Competition

- In some instances, the Team Leader may wish to bring the team together and focus their preparation prior to the competition. From that time forward the swimmer will be working solely under the Team coach's jurisdiction.
- During the competition the personal coach will assume observer status in the public area. From time to time the Team Leader may request the personal coach's assistance.
- Tickets / seating for competition are the personal coach's responsibility.

## Conditions

- The personal coach, is an invitee of Swimming Canada and as such is expected to conduct themselves in a respectful and professional manner. Should a personal coach's behaviour be contrary to the terms and conditions that the selected coaches are held to and which are viewed to negatively impact the team or Swimming Canada's reputation, then the personal coach's interaction with the team may be restricted at the discretion of the Team Head coach(es) and/or the Team Leader
- Personal coaches will not be provided national team outfitting.

## Declaration of intent to participate

- A personal coach planning to participate with their athlete in camps and/or competitions as outlined above must declare their intent to participate in writing, using the form attached, at least 60 days prior to the start of the tour (or immediately following selection if the competition is within 60 days).

## Team Leader Discretion

- In the interest of performance, the Team Leader at their discretion may adjust the application of the Personal Coach Program procedures and rules as needed based on the circumstances with any given tour.

The Personal Coach Program will be reviewed when required. Swimming Canada's primary interest in managing the personal coach relationship is to assist in the development of self-sufficient and independent athletes as a key component of peak performance.

Swimming Canada is committed to creating open and observable environments at all national Team events, training camps and competitions. Teams staff, including personal coaches must commit to ensuring that all interactions between an athlete and an individual who is in a position of trust should normally and wherever possible be in an environment or space that is both open and observable to others.

## APPENDIX A: Declaration of Intent to Participate



**APPENDIX A: PERSONAL COACH PROGRAM – Declaration of Intent to Participate Form**

Complete and submit by email to: [hp-programs@swimming.ca](mailto:hp-programs@swimming.ca)

Coach Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Club: \_\_\_\_\_

Athlete(s) Name(s): \_\_\_\_\_

Which event(s) do you intend to participate at?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Will you participate at the staging camp and/or the competition? (please circle the appropriate option)

*Staging Camp only*

*Competition only*

*Both staging camp and competition*

Please provide a brief description of your plans?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Personal Coach will be required to have a meeting with the Team Leader, Head Coach and Team Manager within the first day of the staging camp/competition. The date and time of the meeting will be confirmed prior to departure.

I declare that I have read, understand and accept the Personal Coach Program procedures and rules.

Signature: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Date form received by Swimming Canada: \_\_\_\_\_

Form received by: \_\_\_\_\_ Signature: \_\_\_\_\_

Participation Approved by (name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_