

# ACA Policy for Integrating Foreign Coaches

Last revised October 15, 2020

## 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-CSC 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 LTAD 3.0.
- 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-CSC 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 ACA-CSC 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-CSC 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 ACA LTAD 3.0 web site at <https://ltad.alpinecanada.org/page/coaching-program>

**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 ACA LTAD 3.0 website: <https://ltad.alpinecanada.org/coaches/coach-education>
- 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 ACA-CSC 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

2020-2021

**ALPINE CANADA ALPIN – CANADIAN SKI COACHES  
CODE OF CONDUCT AGREEMENT**

**As an ACA-CSC registered participant coach, I agree to:**

1. Adhere to all International, Canadian, Provincial, Municipal or host country laws.
2. Treat all individuals with dignity:
  - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status or disability.
  - b. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct including:
    - i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
    - ii. Acting to prevent or correct practices that are unjustly discriminatory.
    - iii. Consistently treating individuals fairly and reasonably.
    - iv. Show concern, empathy and caution towards others that may be sick or injured.
3. Agree to follow the NCCP Code of Ethics (Version 6.1; January 2020) by acting with integrity and professionalism by:
  - a. Being ethical, considerate, fair, courteous and honest in all dealings with people and organizations
  - b. Accepting responsibility for your actions
4. Operate within the rules and spirit of the sport including:
  - a. Following the national and international guidelines, that govern Alpine Canada.
  - b. Being aware of and complying, always, with Alpine Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended.
5. Refrain from any form of abuse, harassment or discrimination towards others.
  - a. Harassment: comment or conduct, directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive
  - b. Sexual Harassment: unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
  - c. Abuse: A misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable.
  - d. Discrimination: is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability.
6. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.

7. Refrain from any romantic relationship including sexual activity with any athlete, both during the period the athlete is being coached and for a period afterwards where there exists an imbalance of power and I understand, such activities are strictly prohibited and will be the subject of zero tolerance.
8. Abstain from the use, possession, and the supply of banned substances and practices.
  - a. Alpine Canada adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
  - b. Alpine Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Alpine Canada or any other sport organization.
9. Refrain from consuming alcohol or tobacco products while participating in Alpine Canada programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Alpine Canada events.
10. Use social media responsibly, modeling appropriate behavior that is expected of representatives of Alpine Canada Alpin – Canadian Ski Coaches.
11. Respect the property of others and not willfully cause damage.
12. Everyone has a duty to report child abuse and neglect under Canadian child welfare laws. I understand my legal duty to report is mandated by law, and the requirement varies by province depending on provincial legislation.
13. I understand coaches have a duty to report concerns of inappropriate conduct of other Individuals to uphold the ethical standards and values of Canadian sport
14. Report any alleged infractions of this code of conduct.

I understand and agree to this legal declaration to abide by the 2020-2021 ACA-CSC Code of Conduct and will do so to the best of my ability whilst participating in Alpine Canada's events or attending Alpine Canada's workplace facilities. I understand that if I am found to be in breach of the ACA-CSC Code of Conduct, I will be subject to disciplinary action as outlined in the ACA-CSC Code of Conduct and I have access and the right to appeal the disciplinary action.

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

Appendix B



### Application for ACA-CSC TEMPORARY AFFILIATE Coach Status

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

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

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

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

**Application Fee: \$ 237.00 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 ACA-CSC Coach Code of Conduct Agreement

**Send Applications by:**

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

OR

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