



# ACA-CSC Licensing Policy

ALPINE CANADA ALPIN  
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## Purpose

To promote continuous improvement and life-long learning for coaches, improving coach excellence at every stage along the athlete development pathway through the provision of safe training and competition environments.

## Application

Alpine Canada Alpin is responsible for tracking ongoing education events and licensing credits. Coaches who are actively coaching within the current season are responsible for ensuring they have completed the necessary training requirements described by Alpine Canada Coach Education.

This policy applies to all ACA-CSC accredited coaches living in Canada and who are actively coaching athletes and/or managing related activities for the current season in an Alpine Canada Alpin/Provincial/Territorial Sport Organization sanctioned program. This includes foreign coaches who must be ACA-CSC accredited coaches if they are coaching in an ACA/PTSO sanctioned program.

An ACA/PTSO sanctioned ski program is any off snow (i.e., dryland/fitness conditioning) or on snow training and/or competition related activity that is approved by ACA directly or on behalf of one of its PTSOs. This includes activities that are scheduled and operated by PTSO member clubs.

This policy does not apply to coaches:

- Not coaching during the current year
- Living and/or coaching outside of Canada
- Instructing the public in learn to ski programs and not actively coaching in an ACA/PTSO sanctioned ski program

## Definitions

“ACA” – Alpine Canada Alpin

“ACA-CSC” – Alpine Canada Alpin -Canadian Ski Coaches, accredited under Alpine Canada Coach Education

“PTSO” – Provincial/Territorial Sport Organization

“NCCP” – National Coaching Certification Program

“CSIA” – Canadian Ski Instructors Alliance

“NSO” – National Sport Organization

“UCCMS” – Universal Code of Conduct to prevent and address maltreatment in sport, version 5.1

“Licensed” – The coach has completed the minimum professional development and licensing requirements.

## Licensing Requirements

Coach licensing requirements are dependent on the coach status (active/non-active) and

- The coach level of accreditation
  - Entry, development, performance, high-performance level
    - Trained, Certified, Advanced Certified

Coach Certification Status ( <i>Accreditation</i> )	Licensing Requirements
Entry Level Trained	- Pay annual renewal dues
Level 1 Certified (old system)	- Complete 2 ongoing educational credits (ED)
	- Complete 1 risk management credits (RM)
	- Sign off on the ACA Code of Conduct (annual)
	- Complete & have a current criminal background screen on file (every 2 years)
	- Sign the release waiver (annual)
	- Sign the Rowan's Law acknowledgement form (Ontario coaches only)
	- Complete Safe Sport training (every 2 years)
Entry Level Certified	
Entry Level Advanced Certified	
Development Level Trained	- Pay annual renewal dues
Development Level Certified	- Complete 4 ongoing educational credits (ED)
Development Level Advanced Certified	- Complete 1 risk management credits (RM)
Level 2 certified (old system)	- Sign off on the ACA Code of Conduct (annual)
	- Complete & have a current criminal background screen on file (every 2 years)
	- Sign the release waiver (annual)
Performance Level Trained	- Sign the Rowan's Law acknowledgement form (Ontario coaches only)
Performance Level Certified	- Complete Safe Sport training (every 2 years)
Performance Level Advanced Certified	
Level 3 certified (old system)	
High Performance	

## Licensing Credits

- 1 Educational credit = half day, four hours (3) on snow or indoors or one (1) hour of online eLearning/webinar covering relevant athletic development topics
- 1 Risk Management credit = a minimum of one (1) hour of ski racing specific risk management content including training related to safe sport, safeguarding of athletes or implementation of the *UCCMS 5.1*.

Program updates and purely administrative training activities do not qualify for credit (i.e., reviewing club expense policies) Credits can be achieved by completing:

- Any certification or professional development events run by ACA Coach Education
- Approved ongoing education activities offered by other agencies including clubs, PTSOs, CSIA, NCCP, or other sports with some relevance to skiing or other non-sport organizations. There is a wide range of options available to help make ongoing education accessible.
- Each ongoing education activity will be assigned educational and risk management credit hours by Alpine Canada Coach Education depending on content and duration.
  - Professional development event organizers are responsible to submit a summary of educational content delivered at their event when entering their events in the ACA-CSC Interpodia SnowReg membership and event platform.
- Risk management content must be ski and coaching specific and be at least one (1) hour in duration to receive credit.

- Both coaches and facilitators receive credits for participating in a course, an evaluation or professional development activity.

## Timelines

- The annual licensing cycle is September 1 to August 31
- Credits earned between February 1 and August 31 apply to both the current cycle and to the next cycle. This provides an 18-month window in which to accumulate licensing credits for any given annual cycle.
- Coaches actively working with athletes must achieve the “Licensed” status by January 31, at the latest, to maintain ACA-CSC in “good standing” status.
- Coaches are encouraged to achieve their “licensed” status before starting to coach athletes, supervise other coaches or implement programs for the coming season. The following are suggested deadlines, depending on coaching situations:
  - **April 30** – full time coaches and program directors responsible for yearlong athlete programming
  - **September 30** – seasonal full-time club and regional head coaches responsible for seasonal full-time programming
  - **November 30** – seasonal, part time coaches – earlier if on snow before December 1
  - **December 31** – entry level program coaches – earlier if on snow before mid-December

## Online Administration

- All professional development events must be reported and managed through the ACA-CSC Interpodia® SnowReg membership and event management platform which can be accessed through the ACA LTAD 3.0 website.
- Professional development event organizers are responsible to manage their events and record coach participation in the ACA-CSC Interpodia® SnowReg membership and event management platform.
- Event hosts and/or organizers must be a responsible organization like a club, PTSO or NSO and the event host and/or organizer is responsible to post and manage their PD events in the ACA-CSC Interpodia® SnowReg membership and event management platform.
- Event hosts and/or organizers requiring access to the ACA-CSC Interpodia® SnowReg membership and event management platform should contact Alpine Canada at [coach@alpinecanada.org](mailto:coach@alpinecanada.org)
- Individual coaches can self-report personal professional development through their ACA-CSC Interpodia® SnowReg membership profile. For events outside of the scope of this policy, coaches can request approval of independent study by providing suitable documentation as proof of completion by submitting an email with the documentation attached to [coach@alpinecanada.org](mailto:coach@alpinecanada.org)
- Some events, (i.e., speed camp) may require specialized qualifications to facilitate/conduct the event to ensure the event qualifies as a professional development and/or an accreditation course.
- Coaches may incur a fee for registering for a professional development courses or events.

## Reviewing Coach Licensing Status

- Coaches can check their licensing status through their ACA-CSC member profile on the ACA-CSC Interpodia® SnowReg membership and event management platform.
- Clubs and PTSOs can check a coaches licensing status through their partner access on the ACA-CSC Interpodia® SnowReg membership and event management platform.