



## **Kimberley Seahorse Swim Association Board Policy #2: Junior Coach**

The hiring of a junior coach will be made by the Kimberley Seahorse Swim Association (KSSC)'s Board of Directors when an opening in the position is required to be filled. If a candidate is a child of the Board of Directors, their position will be filled by an alternate board member for the hiring process.

The posting of a position will be posted on any KSSC social media accounts.

The junior coach role will be a mentorship placement for the coach to gain experience and skills under the advisement of the assistant and head coach. This role will be a 2-3 year (maximum); with the next step moving into an assistant coach role within the club if they choose to apply.

Junior coaches will need to reapply each session they are interested in coaching with priority amongst applicants based on performance and skills.

KSSC will adhere to BC law to ensure the safety of the junior coach; these laws include:

- KSSC will obtain in writing parent permission for any junior coach hired between the ages of 14 and 15.
- KSSC will obtain a working permit for any junior coach hired at the age of 16 or older.
- Junior Coaches will be employed at minimum wage; inline with the minimum wage set by the BC government.
- Junior coaches at age 14 will not be asked to work more than
  - 4 hours on school days, 7 hours on non-school days, 20 hours a week when school is in session, 35 hours a week during school breaks.
- Junior coaches age 15+ will follow standard rules for hours worked
- Injuries must be reported to WorkSafeBC within 3 days

Junior Coaches will be expected to have:

- experience competitive swimming
- Standard First Aid, CPR-C
- Completed Bronze Cross (minimum)

*Policy created: January 6, 2026*

*Policy Adopted: March 10, 2026*

*Policy Review Date: To be reviewed Annually*



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- previously and continue to present themselves professionally within the community and on any social media

Wage increases will be determined based on the completion of the following courses:

- National Lifeguard - \$1.00
- Swimming Instructor - \$1.00
- NCCP level 1 - \$1.00

If a Novice Coach would like to competitively swim and train with the club, an incentive to do this will be provided in the manner of a 20% reduction of club fees for that current season of competition.

Termination of a junior coach will be discussed with the Kimberley Seahorse Swim Association (KSSC)'s Board of Directors (removal of parent(s) if on the board of directors) alongside the head and assistant coaches.

Exceptions to this policy, in an emergency situation when the board is unable to convene, may be agreed upon by at least 3 board members, with documentation; otherwise will be determined by a majority vote.

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