



Kimberley Seahorse Swim Association Board Policy #5: Novice Coach

The hiring of a Novice 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, they will recuse themselves from the process to 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 Novice Coach role will lead practices for the Novice age group during the competitive summer swim season from May - June, including the KSSC Home Meet.

The Novice Coach will need to reapply each season they are interested in coaching with priority amongst applicants based on certifications, performance and skills.

KSSC will adhere to BC Law to ensure the safety of the Novice 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 Novice Coach hired at the age of 16 or older.
- Novice Coaches will be employed at minimum wage; inline with the minimum wage set by the BC government.
- Novice 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.
- Novice Coaches age 15+ will follow standard rules for hours worked • Injuries must be reported to WorkSafeBC within 3 days

Novice Coaches will be expected to have:

- Completed Swim Instructor Program or Level 1 Swimming Coaching course
- Experience competitive swimming

- Standard First Aid, CPR-C
- Completed Bronze Cross (minimum)
- Previously and continue to present themselves professionally within the community and on any social media

The Kimberley Aquatic Centre has the following requirements regarding KSSC Novice swimmer ratios with the novice coach:

- A 4:1 swimmer to coach ratio without NLS certification or a 6:1 swimmer to coach ratio if there is a helper in the water.
- Novice Coach with NLS and has their SIP, a 6:1 swimmer to coach ratio is permitted.

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

- National Lifeguard - \$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 novice 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.

Policy created: January 30, 2026

Policy Adopted: March 10, 2026

Policy Review Date: To be reviewed Annually