

*To be completed annually by May 15 or within 7 days of new hires, whichever is earlier.*

BCSSA requires that criminal record checks (vulnerable sector) are completed for any new coach or every three (3) years for returning coaches. A copy of coach criminal record checks (CRC-V) must be kept in a protected and secure swim club file to prevent against risks such as unauthorized access, collection, use, disclosure, copying, modification, or disposal in accordance with the BCSSA Privacy Policy.

**Do NOT send a copy of the completed CRC-V to the BCSSA Office unless specifically requested to do so by staff or Board Executive.**

**CLUB DECLARATION**

I have completed the below BCSSA Coaches’ Roster Form to the best of my ability. For each coach, paid or volunteer, I have verified their proof of age, have a copy of each coach’s completed criminal record check (vulnerable sector) stored in a protected and secure file, and hereby confirm that all coaches have read and signed the BCSSA Coach Code of Ethics.

**Club Name & Region:** \_\_\_\_\_ **Club Executive Name & Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date (DD/MM/YYYY):** \_\_\_\_\_

Coach Position	First and Last Name	Safe Sport (Date complete)	NCCP # and highest level of qual	19+ years (yes/no)	New hire (yes/no)	Date of last CRC-V (if 19+ years) DD/MM/YYYY	I have read and understand the Coach Code of Ethics. (signature)



BC Summer Swimming Association  
SWIMMING | DIVING | WATER POLO | ARTISTIC

### BCSSA Coaches Roster and Code of Ethics Form

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