



Alberta Schools' Athletic Association
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Memo

To: ASAA Member Schools
Date: October 5, 2023
From: Brad Van Raalte, Assistant Executive Director
cc: John Paton, Executive Director
Re: Course Requirements

ASAA Member Schools,

We are pleased to announce that the new ASAA Coach Information Course has been finalized and is published! This course replaces the old Bylaws and Policy Course. Each registered team must include one team official who has completed this course; it is free.

For clarity, here are all of the course requirements* in the ASAA Online Coach Education policy:

1. Every team official (coach, assistant coach, teacher sponsor or team support staff member) must complete the Making Head Way concussion course and be registered in the SRS by the respective coach registration deadline for that sport.
 - a. Team officials can complete any of the versions of Making Head Way.
 - b. A \$50 penalty will apply for every team official not in compliance.
 - c. Team officials who are high school students are exempt from the above course requirement but are encouraged to complete the course.
2. Each registered school team must include at least one team official (coach, assistant coach, teacher sponsor or team support staff member) who completes the ASAA Coach Information Course prior to any interschool sport being played.
 - a. This requirement will not be in effect for golf, cross country, football and volleyball.
3. Safe Sport Training – one team official (head coach, assistant coach, teacher sponsor, or other) on every team must complete the course prior to any interschool sport being played.



4. A member school must include at least one school staff member (i.e. teacher coach or support staff designated as an “Agent of the Board”) who completes Coaching School Sport: Redefining Winning by October 10th of the current school year.
 - a. Outreach Schools are exempt from this course requirement.

Please use [this Instruction document](#) for assistance in taking these courses.

* Note that our developers are working on a data connector between the ASAA and the Coaching Association of Canada; when it is in place, schools will not be able to register coaches and/or teams who do not meet our course requirements. In the meantime, we are expecting schools in good faith to fulfill these requirements. Once this data connector is in place, the ASAA will be collecting late fees for courses not taken. Registration deadlines can be found in the [Policy Handbook](#) pages 39-40.

All coaches will need to be registered with the Coaching Association of Canada to take these courses. Courses are available at [coach.ca](#) in “the Locker”. Here is what you will see at the top right on your screen:

coach.ca
Coaching Association of Canada
Association canadienne des entraîneurs

The Locker

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Welcome to The Locker

The Coaching Association of Canada welcomes you to the Locker, the central location to easily access, manage, and maintain your coach training and records.

The Locker maintains the records of a growing community of over 2 million coaches in Canada of coach training offered through the National Coaches Certification Program(NCCP) and its partners.

The Locker is also where your affiliated sport organization will confirm your completed training and coaching certifications, offer sport - specific eLearning, schedule events, and generate reports.

[How to get started:](#)

Note: The Redefining Winning Course is \$53.95, the other three required courses are free of charge.

Athletic Directors should obtain NCCP numbers from coaches and then use the [Coach Transcript](#) feature to check which courses that coach has completed.

If you have any questions, please contact the ASAA office.