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June 7, 2016

Dear Colleagues:

As you know, ACA is responsible for the accreditation of qualified Canadian coaches in the Canadian ski racing system. This includes coaches employed at both the provincial and club level across the country.

ACA, through its Coach Education department, requires that all accredited coaches meet minimum standards related to education, code of conduct and other important qualifications. All of our policies related to Coach accreditation can be found online at [www.canskicoach.org](http://www.canskicoach.org). We have also included links to several of the key policies at the end of this document.

Attached you will find our enhanced policy for ACA coach screening. This policy applies to all coaches employed or contracted directly by ACA.

In addition, evidence of adherence to this policy is required for coaches participating in ACA directed initiatives including, but not limited to, the following:

- Rising Stars Camps
- Whistler Cup – Team Canada
- Topolino
- ACA top 10 Coach Program
- ACA Talent ID Camps
- Other initiatives as determined by ACA, from time to time.

On May 9<sup>th</sup>, 2016 the Chairs of the Board of Directors of each Provincial & Territory Sport Organization met in Calgary, as part of our ongoing Committee work to ensure that we maximize the collaboration between all key stakeholders in our sport. During this meeting, the ACA senior management team discussed with your Chairs two important initiatives, that we believe should be supported across our system.

First, ACA **strongly encourages** that for all ski coaches employed or contracted by your respective organizations, you adopt this policy, or a comparable policy, to assist in your hiring practices. We would appreciate your confirmation, as soon as practicable, that your Organization has or will be complying with this or a comparable policy.

Second, we **strongly encourage** all PTSO's to communicate with their clubs, encouraging adoption of this or a comparable policy in their hiring practices. ACA representatives would be very pleased to attend member meetings or similar forums to answer any questions about the CSCF accreditation standards and process.

In order to meet enhanced standards for hiring, the following ACA resources are available for PTSOs and clubs:

- Criminal Record Check – ACA has partnered with the Coaching Association of Canada to offer a criminal record check service through Sterling Backcheck. The turnaround time is 24-48 hours at a cost of \$25.00. ACA receives a copy of the results.

To access this service, go to:

[SterlingBackcheck-Coaching Association of Canada landing page.](#)

- Online Verification – Canadian employers are able to verify online, “member in good standing” status for ACA-CSCF accredited coaches through the [Partner Services section](#) on the CSCF web site.

Only recognized organizations (e.g. clubs, PTSOs, ski schools) have access to Partner Services. All organizations need an account. ACA will be happy to assist clubs to set up accounts. Please contact the Manager, Membership Services for additional information.

- Related ACA Policies:
  - [CSCF-ACA Coach Code of Conduct Policy;](#)
  - [ACA Policy for Coach Accreditation;](#)
  - [ACA Policy for Integrating Foreign Coaches;](#)
  - [ACA Policy for Ongoing Coach Education and Licensing](#)

We will be reaching out to each of our Members directly, to ensure that we can achieve our mutual goal of ensuring that we have the best coaches in our system, properly accredited, to support a safe and productive environment for our athletes at all levels of our system.

Thank you for your ongoing dedication to Canadian ski racing

Sincerely,

*Mark Rubinstein*

Mark Rubinstein  
President & CEO  
Alpine Canada Alpin