

Swim Ireland Teacher/Coach Licencing Scheme

On the 1st December 2009 Swim Ireland launched its new Teacher/Coach Licencing Scheme. The aim of this scheme is to help Swim Ireland raise, maintain, and regulate standards of practice (for both voluntary and paid professionals) and to reward and recognise those working within the swimming industry for their achievement of qualifications.

The aim of this document is to outline the criteria and process of licence applications and to answer any questions around licensing 'the concept'. It is hoped that the Swim Ireland Teacher/Coach licence will in the future become the recognised standard for recognition of qualifications and experience within the Aquatics Industry i.e. clubs, facilities and private providers, covering the 32 counties of Ireland.

Summary of sections:

- Section A: A Licence – What is it?
- Section B: How do I gain a licence?
- Section C: Benefits to being a licence holder
- Section D: Important dates
- Section E: What are CPD?
- Section F: How do I renew my licence?
- Section G: Other important licence information

Section A: A Licence – What is it?

A Swim Ireland Teacher/Coach licence is the *'authority/permit that allows a person to practice professionally in their selected field at the level of qualification that the licence stipulates.'*

Each licence requires holders to maintain and up-date their knowledge through attendance at accredited Continuous Professional Development (CPD) Seminars and/or through further qualifications.

N.B.: Please be advised that the 'Electives' element of your Licence renewal is no longer a requirement.

Section B - How do I gain a licence?

Licence:

A *'Teacher/Coach Licence'* can currently be gained at a Level 1 – 3, based on the qualifications that you hold and over the following different aquatics disciplines – Teaching Aquatics, Coaching Swimming, Coaching Diving, Coaching Water Polo, Coaching Synchronised Swimming and Teacher of Disabilities.

Please see the table below for clarification on what qualifications applicants must hold to gain which level of licence.

Licence Type	Qualification
Level 1 Licence	ASA/SI Assistant Teachers Qualification (old system)
	ASA/SI Assistant Teacher of Disabilities Qualification
	SI Level 1 Teaching Aquatics
	SI Level 1 Coaching Swimming
	SI Level 1 Coaching Diving
	SI Level 1 Coaching Water Polo
	SI Level 1 Coaching Synchronised Swimming
Level 2 Licence	ASA/SI Full Teachers Qualification (old system)
	ASA/SI Full Teacher of Disabilities Qualification
	SI Level 2 Teaching Aquatics
	SI Level 2 Coaching Swimming
	SI Level 2 Coaching Diving
	SI Level 2 Coaching Water Polo
Level 3 Licence	SI Level 2 Coaching Synchronised Swimming
	ASA/SI Club Coach or Coach Qualification (old system)
	SI Level 3 Coaching Swimming Qualification (new system)

(New levels of licence can/may be introduced at a later stage)

Licences in Multiple Disciplines:

Teachers and Coaches may be licenced under multiple disciplines and at multiple levels and the licence card will reflect these qualifications. To become licenced under multiple disciplines the licence application must contain evidence of having practical teaching or coaching experience within the 12 months prior to the licence application within each discipline requested.

To apply for your First Licence at any level, all applicants will be required to provide evidence of the following –

1. Membership of Swim Ireland (Club or Associate) – with fee if appropriate
2. Completion in the last 5 years of the Irish Sports Council (ISC) or the Northern Ireland Sports Council (NISC) Child Protection in Sport Awareness Training.
3. Garda Vetting through Swim Ireland or Swim Ulster for Access NI (not applicable for under 18's)
4. Hold an ASA/SI Qualification or equivalent which must be at an ASA Level 1 or SI Level 1 standard or above.
5. Evidence of practical teaching and coaching within the 12 months prior to your licence application for all disciplines indicated on the application form.
6. ***Evidence of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points within the 24 months prior to the licence application.
7. Passport Sized Photo

**** A Teacher/Coach Licence is valid for 3 years ****

***Please be aware that newly qualified Teachers/Coaches are not required to attend CPD seminars if they apply for the Full Licence within 12 months of receipt of their qualification. More information on this can be downloaded from the Swim Ireland website under 'Licensing'.

Probationary Licence:

As from Monday 2nd December 2013 Probationary Licences are no longer issued and now all newly qualified Teachers and Coaches are no longer required to attend CPD Seminars if they apply for their Licence within 12 months of receipt of their qualification. Level 1 Teachers/Coaches who applied between 1st January 2013 and 2nd December 2013 will be allowed to carry over the 6 CPD points - initially used for the first Licence - for their renewal.

Section C – Benefits to being a licence holder

Benefits of the Swim Ireland Licencing Scheme for Teachers and Coaches:

- Promotes the achievements of Teachers/Coaches with regards to qualifications and training to clubs and facilities.
- If not already an Associate Member, access to membership, insurance and information about courses and CPD around the 32 counties.
- Helps to promote professionalism to future employers of the candidate.

Benefits of the Swim Ireland Licencing Scheme for the Aquatics Industry:

- Promotes the raising of standards within the Teaching and Coaching community.
- Promotes the achievements of Teachers/Coaches with regards to qualifications and training that may be taking place through a Swim Ireland Accredited Centre.
- Helps facility managers, employers and clubs select and target the most appropriately qualified Teachers/Coaches to work within their organisation.

Licencing Authority:

Swim Ireland is the Licencing Authority for the 32 counties of Ireland.

Section D – Important Dates

1st July 2011 licencing became **MANDATORY** for all **ASSOCIATE MEMBERS***

What this means in practice!

1. As from 1st July 2011 to maintain **ASSOCIATE MEMBERSHIP*** with the National Governing Body all current **ASSOCIATE MEMBERS** must be licenced.
2. All Teachers/Coaches wishing to gain access to Associate Membership* will be required to apply for a licence as part of their associate membership application.

Since 1st January 2013 Swim Ireland has been working with Clubs to licence all **SWIM IRELAND (CLUB BASED) TEACHERS AND COACHES**

What this means in practice!

1. Swim Ireland will be working with Clubs to help licence there Teachers' and Coaches if they haven't already done so from the 1st January 2013. The aim is to have all Teachers and Coaches licensed by the Club Membership Renewal period in October 2013.
2. If your club would like any help with this process please contact the Swim Ireland Education Team on 01 625 1101 or via email at edmanager@swimireland.ie to discuss options.

As the National Governing Body for Swimming across the 32 counties Swim Ireland does recommend that all Teachers/Coaches operating in the industry apply for a licence irrespective of membership within the organisation i.e. Club membership or Associate Membership. The Teacher Coach Licence will be valid for a 3 year period and the same criterion applies for those based in clubs as those within the associate membership.

The licencing scheme will apply to all disciplines associated with Swim Ireland i.e. enforced across the clubs for swimming, water polo, diving, and Synchronised swimming.

Cost for a Licence:

Current Swim Ireland Associate Member -	Free of charge
Current Swim Ireland Club Member -	Free of Charge
Non Swim Ireland Member -	€70/£59 (Included - Associate Membership and Licence)
Licence Renewal -	€5/£4

Section E – What are CPDs?

Workshops and seminars delivered by Swim Ireland approved centres and tutors are the means by which an individual can maintain, improve and broaden their knowledge and skills and develop the personal qualities required for their roles as teachers, coaches, tutors, officials, team managers etc. The benefits of these seminars and workshops or Continuous Professional Development (CPD) include: up to date knowledge on all current teaching and coaching practices, allows a sharing of knowledge and an opportunity to network, CPD's can be delivered in clubs and regionally, CPD points count towards teachers and coaches obtaining their Swim Ireland License. CPD Seminars must be accredited with Swim Ireland to gain CPD points (1 point per hour of contact learning time) and seminars will usually last for between 3 – 8 hours.

A list of all Swim Ireland Accredited Seminars and workshops can be found on the Swim Ireland website www.swimireland.ie under 'Education – Qualification Information – CPD Details'. An up-to-date list of CPD courses running across the 32 counties is also available under **Courses** on the Swim Ireland website.

N.B.: Please be advised that the 'Electives' element of your Licence renewal is no longer a requirement and that gaining a new Swim Ireland qualification is another way of fulfilling your Continuous Professional Development (e.g. a Level 1 Swimming Teacher who qualifies as a Level 1 Swimming Coach within the 3 years of the Licence duration will not be required to attend any CPDs for his/her Licence renewal). *Please see appendix.*

Section F - How do I renew my licence?

Licence renewal occurs every 3 years from the date issue. Teachers and Coaches are required to update their licence:

- To stay up-to-date with changes in techniques and teaching/coaching methods
- To make sure they are up-to-date with Child Protection training and maintaining a safe environment for their swimmers.
- To make sure they are taking an active role in their own personal development as a teacher/coach.
- Maintaining appropriate insurance cover should this be needed?

Licence holders will be notified 3-6 months prior to their licence expiry date and evidence must be provided for all mandatory criteria to renew. Details for the licence renewal requirements for each level of licence can be found in Appendix 1, 2 and 3 at the back of the document.

When renewing a licence, those holding multiple qualifications will only be required to provide evidence from their highest level of licence. For example –

Joe Blogs Level 1 Coaching Swimming Licence
 Level 2 Teaching Aquatics Licence

Joe will work towards the Level 2 only – however must be practically working in both a teaching and coaching environment.

Section G - Other Important Licence Information!

Exceptions to the Licence period: Exceptions to the licencing period can be offered for things such as illness, working overseas and major changes in personal circumstances however these exceptions will be at the discretion of Swim Ireland and must be put in writing to the Swim Ireland Education Manager.

Overseas Qualifications: If Teachers and Coaches apply for a licence based on international or other qualifications they must have first received recognition of equivalency from Swim Ireland. Information on how this can be achieved can be found on the Swim Ireland website at www.swimireland.ie under 'Education' and 'Awarding Body' or by contacting the Swim Ireland Education Team on 01-625 1158.

Up-dating of Licences Due to Changes in Qualifications: Teachers and Coaches will be eligible to up-date their licence if they achieve new qualifications during their licencing period. Teachers and Coaches will need to return their licence with evidence of having achieved their new qualification i.e. a copy of their certificate or certificate number. Their licence will be up-dated and re-issued at no cost.

Sanctions: Suspending or removing a licence is an option that is only available to the Licencing Authority, in this case Swim Ireland. Suspension will normally occur in situations where an issue has been raised of a serious nature, which requires further investigation.

Removing a licence may follow on from the initial suspension or will be activated when the holder of a licence fails to meet the requirements for 3 year licence renewal or their annual Associate Membership renewal. If a license holder does not meet the requirements for the renewal of their licence within the stipulated time frame then they will have their licence removed.

Once removed anyone wishing to reapply for a licence at a later stage may do so; however they will be required to achieve all mandatory criteria as outlined under the licence application and all evidence must be no older than 3 years from the date of application unless otherwise notified. In the case of a suspension or removal of a licence, this will occur once SI has exhausted all support methods for the licenced person (where we are able, however this will depend on the nature of the concerns or issued raised).

Teachers/Coaches Under 18: Teachers/Coaches under the age of 18 applying for their licence will not be required to undergo Garda Vetting or Access NI checks. However they will be required to submit evidence of having done so once they have turned 18 to maintain their licenced status.

Teachers/Coaches under the age of 18 in the ROI are eligible to attend the ISC/Sport NI Child Protection Training Course when run through Swim Ireland. They will receive a certificate of attendance as evidence. If there are any issues in this area please contact the Swim Ireland Education Manager direct on 01 625 1101 or edmanager@swimireland.ie

If any Teachers or Coaches have suggestions for new CPDs that could be added to the current list then please let us know and, whenever this is considered relevant and appropriate, we will work on their development in the near future.

Swim Ireland Teacher/Coach Licence Application Form

All Teachers/Coaches submitting an application for a licence are required to provide evidence of the achievement of all mandatory licence requirements listed below or provide the requested qualifications information as indicated, at the time of application. Licence applications will not be accepted if the appropriate supporting documents are not submitted.

Name:			
Address:			
Tel			
E-mail:			
SI Associate Membership No.:		SI Club Membership No.:	

Please fill in the appropriate level of licence and discipline

Level of Licence:		Discipline:	
Level of Licence:		Discipline:	
Level of Licence:		Discipline:	

Licence Requirements

Please mark the boxes (with a Tick) next to the mandatory licence requirements to indicate that the relevant supporting documents or information have been enclosed with the application.

1. Have completed in the last 5 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. Date: _____ Location: _____ Cert. No (ROI): _____
(Please provide a copy of the certificate if applying from Northern Ireland)

2. Been Vetted through Swim Ireland either through Garda Vetting or Access NI.
(Please provide a copy of the certificate if applying from Northern Ireland)

3. Hold an **ASA/SI Qualification** which must be at an ASA Level 1 or SI Level 1 standard or above.
 Qualification: _____ Date: _____ Cert. No: _____
 Qualification: _____ Date: _____ Cert. No: _____
 Qualification: _____ Date: _____ Cert. No: _____
(If applying with an overseas or equivalent qualification please provide a copy of the Swim Ireland equivalency letter.)

4. Evidence of having practical teaching or coaching experience within the 12 months prior to the licence application.
(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)

5. Evidence of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points within the 24 months prior to the licence application (Not applicable to newly qualified Teachers/Coaches applying within 12 months of their qualification being issued).
 Name of Seminar: _____ Location: _____ Date: _____ CPD Points: _____
 Name of Seminar: _____ Location: _____ Date: _____ CPD Points: _____

6. Passport Sized Photo

**** If not currently a Swim Ireland Associate or Club Member please submit the following documents along with your licence application –**

- 1. Associate Member Application form**
- 2. A signed copy of the Swim Ireland Teachers/Coaches Code of Conduct**
- 3. Completed Garda Vetting /Access NI forms and ID form**
- 4. €70/£59 fee**

Above forms can be found at www.swimireland.ie under **How to Join**

Declaration

The signature is confirmation that I have read the licencing documentation and that all evidence included with this application is my own. I understand that to provide any evidence that is not my own or to omit any relevant evidence from my application may result in Swim Ireland not processing my application.

In signing this declaration I am also acknowledging receipt of and agree to abide by the Swim Ireland Teachers/Coaches Code of Conduct (contained within the Licencing documentation.) I also acknowledge that Swim Ireland may take disciplinary action against me if I breach the Code of Conduct and that this may include suspension or removal of my Teacher/Coach licence.

Signature _____ Date __/__/__

Signature of Parent/Guardian if under 18 _____ Date __/__/__

Please return your application to:

**Education Manager
Swim Ireland,
Irish Sport HQ,
National Sports Campus,
Blanchardstown,
Dublin 15**

Appendix 1 – Licence Renewal Criteria Level 1

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 15 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	Have compiled at least 9 CPD points or have achieved any other Swim Ireland qualification over the 3 years of the licence

Appendix 2 – Licence Renewal Criteria Level 2

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 30 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	One of the following: <ol style="list-style-type: none"> 1) Have compiled at least 12 CPD points over the 3 years of the licence. 2) Have compiled at least 3 CPD points plus have achieved any other Swim Ireland qualification at Level 1 over the 3 years of the licence. 3) Have achieved any other Swim Ireland qualification at Level 2 or above.

Appendix 3 – Licence Renewal Criteria Level 3

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 30 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	One of the following: <ol style="list-style-type: none"> 1) Have compiled at least 15 CPD points over the 3 years of the licence. 2) Have compiled at least 6 CPD points plus have achieved a new Swim Ireland qualification at Level 1 over the 3 years of the licence. 3) Have compiled at least 3 CPD points plus have achieved a new Swim Ireland qualification at Level 2 over the 3 years of the licence. 4) Have achieved a new Swim Ireland qualification at Level 3 or at Tutor Level.