CBSC Swim Hiring Committee

August 2026

To: All CBSC 2026 Leaders and Swim Coaches
From: CBSC Swim Hiring Committee Chair

The summer of 2026 was a great success! The Swim Committee thanks you for your contribution to making it a fun and safe summer for all the CBSC members!

This notice provides information if you wish to be considered as a candidate for swim coach positions for the summer of 2027. We will not be sending an email reminder of this information so please note the important dates including application deadline and contract start dates.

CBSC swim coach positions period of employment is 8 weeks, ending the day of the August Gala. For head coaches, there will be planning and meetings up to two weeks prior to Registration Day.

We have had difficulties in the past with coaches taking time off for various reasons and this is very disruptive to the swim program. **Please be prepared to commit for the full 8 weeks if applying for a swim coach position. Please inform your family regarding your 8 week commitment so they can plan summer activities accordingly.** If circumstances arise after your application is submitted which will impact your ability to meet the 8 week commitment, it is imperative that you contact us ASAP once you become aware of these circumstances. If you later request time off / an absence that we were not made aware of at the time of your application, we may be required to change the terms of your employment. All coaching positions require attendance and participation in a variety of fun volunteer events that the Club offers, including foot races and dances, in addition to scheduled shifts and meetings.

If you would like to apply for a position with CBSC for summer 2026, please send your application via email (including ALL information specified on the following page) by **January 15, 2027**, to: swimhiringchair@cbswimclub.ca

Your application will be considered based on the following criteria by the Swim Hiring Committee and will be primarily based on the following criteria:

- Qualifications;
- 2026 (and prior) coach/leader evaluations;
- Experience (CBSC and related);
- Past involvement with CBSC;
- Participation in competitive programs with CBSC and
- The number of summers previously worked with CBSC.

We are looking for energetic individuals who are enthusiastic about working with children, are skilled at teaching swimming and sportsmanship while demonstrating an ability to keep children engaged in a fun, inclusive and safe environment. CBSC Coaches should display positive role model behaviour at all times.

Please do not hesitate to email if you have any questions at all regarding your application or our upcoming 2027 summer program.

Sincerely,
Sarah Friesen

CBSC Swim Hiring Committee Chair

ALL APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2027

Your application must include:

1. A cover letter describing:
    - Your past work experience with CBSC. (Leaders should specify the club programs you have participated in and the number of years i.e. competitive swimming – 4 years).
    - Clearly specify which areas of the swim program you are interested in working in, and at what level (coach or head coach) including: volleyball, competitive or developmental swimming, diving, lifeguarding, lifesaving Bronze courses, artistic swimming, swimming lessons, triathlon and developmental or competitive water polo.
    - What experience you have outside of the Club in the areas you are applying for.
2. Current résume.
    - List all your current qualifications. At this time, please do not submit any copies of your qualifications. Copies of qualifications will be requested later in the hiring process. If you are required to upgrade your qualifications in the spring of 2027 and/or do not have current certification, please provide details as to the location and date of the upgrade courses that you will be taking.
    - Your application MUST also include the following contact information:
        - email address
        - mailing address complete with postal code
        - cell phone number.

Do not send in letters of reference. If they are needed, we will specifically request them. Please note we will not accept references from CBSC coaches.

Qualification Requirements:

- All swim coaches must have successfully completed the CBSC Swim Leaders program.
- All swim coaches must obtain the Lifesaving Society Swim for Life - Swim Instructor (S I) qualification.
- All swim coaches must have a current National Lifeguard (NL) certification.
- Lifesaving coaches (Bronze courses) must have a current Lifesaving Instructor (LSI).
- Head Competitive Swim, Head Competitive Artistic Swim and Head Competitive Water Polo Coaches must have NCCP Level One or equivalent certification. *
- All swim coaches 16 or older before August 30, 2027 must provide a criminal records check
- All BCSSA registered coaches for competitive programs must complete the NCCP Safe Sport training (multi-sport module). This is needed for Winter Maintenance and Spring Training coaching positions as well.

Please ensure you are able to complete all certifications or recertifications by June 2027. Please be mindful of when your qualifications expire.

* We are working on being in compliance with BCSSA coach certification regulations and hoping to enhance the level of training of our Head Coaches. We hope the Head Coaches of ALL programs will obtain enhanced training through the National Coaching Certification Program (http://coach.ca/).

Following are the CBSC Swim requirements/recommendations for Head Coaches in 2027:

Head Coach Comp Swimming: Required- NCCP Fundamentals Swim Coach (Swimming 101) – certified or trained and in the process of obtaining certification; Required - Make Ethical Decisions

Head Coach Comp Water Polo: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice; Community or Regional Referee Certification

Head Coach Artistic Swimming: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Developmental Swimming: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Triathlon: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Volleyball: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Developmental Water Polo: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice