



**SWIMMING SOUTH AFRICA 2024
CONTINUOUS PROFESSIONAL
DEVELOPMENT RULES AND
REGULATIONS**

Table of Contents

SWIMMING SOUTH AFRICA 2024 CONTINUOUS PROFESSIONAL DEVELOPMENT RULES AND REGULATIONS	3
1.1 Principles underlying Continuous Professional Development (CPD)	3
1.2 Continuous Professional Development in context	3
1.3 Application of these rules to registered persons	4
1.4 Objectives and Benefits of the CPD system	4
1.5 The role of Swimming South Africa in the Administration of CPD	5
1.6 Role of employers of accredited instructors/coaches	6
1.7 Exemptions from the CPD Rules	6
1.8 The CPD Allocation and Measurement	7
1.9 Recording of CPD activities for Registered Persons	9
1.10 Monitoring of CPD activities	9
1.11 Non-Compliance with these rules	9
1.12 Refusal by Registered person to comply with these rules:	10
1.13 Service providers	10
1.14 Verification of CPD Providers	10
1.15 Validation of CPD activities	11
1.16 Amendment of the rules	11
1.17 Additional Information	12

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Swimming South Africa is recognized by the National Department of Sports, Arts, Culture and Recreation as the body responsible for swimming, water polo, artistic swimming, diving and open water swimming. Swimming South Africa operates under the banner of South Africa Sports Confederation & Olympic Committee (SASCOC), which is the body in charge of Sports in South Africa.

1.1 Principles underlying Continuous Professional Development (CPD)

1.1.1 Swimming South Africa is responsible for ensuring that all the five aquatic disciplines comply with the continuous professional development requirements. Swimming South Africa is supported by SASCOC to serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills of accredited and registered persons in the country as well as to establish and maintain standards of professional ethics amongst them.

1.1.2 Accredited and registered instructors and coaches are required by the SSA Constitution to practice within their area of competence, to maintain and enhance their competence. They therefore have the responsibility to keep abreast with developments and knowledge in their area of expertise to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge in which they practice and to the aquatic's environment in general.

1.1.3 The competencies needed to function effectively as an accredited and registered instructor/coach (in all aquatic disciplines): is to continue to evolve, change and expand their aquatic knowledge. Accredited and registered instructors/coaches in all aquatic disciplines face increased expectations to display professional knowledge and skills in this ever-changing environment. Therefore, maintaining and continuously developing professional competence is critical to creating a safe environment.

1.1.4 Whilst the foundation and basis for accreditation and registration is competency of instructors/coaches, it is equally important to develop and maintain general skills, such as ethical behaviour, being role models, punctuality and discipline as these build future SA leaders.

1.1.5 Accredited and registered instructors/coaches are expected to ensure that the CPD activities they undertake are relevant and must contribute to the development and maintenance of specific professional competencies required by SSA.

1.1.6 Whilst SSA via its Provincial affiliates will monitor compliance of its members with the CPD requirements, it is also intent on ensuring that CPD activities are objectively viewed and assessed, accessible and affordable to SSA members. It is SSA's responsibility to ensure that the content of the any workshop is of an acceptable high standard before approval. In this regard, and in line with best practice, SSA will play an active and leading role in the area of CPD administration.

1.2 Continuous Professional Development in context

1.2.1 CPD is based on the following three pillars:

- (a) Professional competence and skills,
- (b) Professional attitude and behaviour; and
- (c) Impeccable business ethics

1.2.2 It is the duty of every accredited and registered instructor/coach to strike a balance between the above mentioned three developmental pillars.

1.2.3 It should be noted that CPD is not only limited to education and development theoretically and practically, but it also extends to learning and development activities such as mentoring, networking, observation, feedback and reflection.

1.3 Application of these rules to registered persons

The rules also apply to recognized service providers approved by SSA, Educational Institutions and other internal and external CPD providers:

- (a) Instructors/coaches who go and work abroad would be expected to comply with the CPD requirements of aquatic federations they will be operating under; when they come back, they must have evidence thereof.
- (b) 6 CPD across all disciplines would have to be provided.
- (c) Instructors/coaches who take up work in other countries that does not involve aquatics they must formally inform their provincial affiliate. The province must ensure that they keep accurate records of such and allow them to activate their membership as soon as they come back into the country and would like to continue operating within aquatics.
- (d) If SSA has introduced any new workshops in the interim, the instructors/coaches would be expected to update himself or herself.
- (e) Educational programs or CPD workshops completed under other aquatic federations will be recognized for CPD purposes.
- (f) In the absence of full compliance with the above, the instructor/coach the accredited instructor/coach shall be expected to fully comply with the SSA CPD Rules.
- (g) In the absence of such proof of compliance as referred to in (1af) or in the case where a formal CPD system is not in place in the country concerned, documentary proof of CPD activities undertaken abroad will have to be submitted to SSA for evaluation against the requirements defined by SSA.

1.4 Objectives and Benefits of the CPD system

1.4.1 SSA and its provincial affiliates will continuously monitor compliancy of accredited instructors/coaches about the three pillars referred to in rule 1.2.1.

1.4.2 Accredited instructors/coaches have a duty of care, in their compliance with SSA's CPD requirements ensure a balance between the three CPD developments pillars stated in rule 1.2.1.

1.4.1 CPD is introduced for all accredited instructors/coaches to:

- (a) Protect the South African public against unaccredited instructors/coaches' practices.
- (b) Generate and strengthen public trust in the aquatic's fraternity.

- (c) Ensure through the creation of a culture of CPD, that all accredited instructors/coaches maintain their competence throughout their period of registration.
- (d) Develop a commitment (positive attitude) to lifelong learning to maintain and develop professional competence.
- (e) Have the required number of CPD for the annual registration requirements.
- (f) Take responsibility for undertaking relevant CPD activities to remain competent in their roles.
- (g) Take responsibility for recording their CPD activities to demonstrate that they have undertaken relevant and appropriate learning activities; and
- (h) Provide High quality service to clients, employers and other stakeholders.

1.4.3 The following are the benefits of the CPD system for accredited instructors/coaches:

- (a) The ability and capacity of accredited instructors/coaches to develop their aquatic and professional knowledge is enhanced and improved.
- (b) Accredited instructors/coaches continuously fulfil their responsibilities and duties competently.
- (c) Career prospects and career progression with current employers of future employers are enhanced; and
- (d) Public trust in their ability to carry out their functions competently is enhanced.

1.5 The role of Swimming South Africa in the Administration of CPD

Swimming South Africa has the responsibility to administer CPD requirements for all the five aquatic disciplines.

- (a) Swimming South Africa is responsible for the monitoring of all CPD providers and activities, and may allocate appropriate credits for such activities; and
- (b) Swimming South Africa will use both internal and external service providers. Internally it will be SSA accredited and registered master and senior instructors/coaches who are subject knowledge experts. Externally it will be at the discretion of the federation.

1.6 Role of employers of accredited instructors/coaches

Swim school owners and club owners (employers) are responsible for creating a suitable work environment, which supports and promotes the participation of accredited instructors/coaches in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered instructors/coaches is assured.

1.7 Exemptions from the CPD Rules

1.7.1 Accredited instructors/coaches

The following accredited instructors/coaches are exempted from obtaining full CPD credits:

- (a) Accredited instructors/coaches who have retired completely and no longer teach and/or coach aquatics.
- (b) Accredited instructors/coaches who are sixty-five (65) years of age or more, who remain active in aquatics are exempted from the requirement. They are expected to accumulate at least six (6) credits per annum in any of the categories (if they comply with Group A&E).
- (c) Accredited instructors/coaches who take extended leave from aquatics for whatever reason (including but not limited to unemployment, illness or incapacitation) must in writing inform their district/provincial affiliate and communicate when they are ready to start teaching/coaching.
- (d) Classroom based teachers who teach swimming as an extra-mural or extra-curricular activity they are required to submit 6 CPD points per annum. (Must comply with Group A&E).
- (e) University students who take LTS as an additional requirement, will be required to register and submit 6 CPD points. (Must comply with Group A&E)
- (f) Teachers who don't earn an income from teaching swimming will also be required to register and submit 6 CPD points on annual registration. (Must comply with Group A&E).

1.7.2 Should an exempted accredited instructor/coach, listed in rule 1(c) above resume teaching/coaching work without notifying their district affiliate this would amount to misconduct.

1.7.3 Accredited instructors/coaches to whom exemption is granted are required to re-apply for exemption of their registration status on an annual basis with their district/affiliate.

1.7.4 The following grounds are deemed adequate by SSA for partial application of the CPD rules:

- (a) Partial retirement by any accredited instructor/coach.
- (b) Accredited instructors/coaches undertaking teaching/coaching work on a part-time basis by working less than 9 hours per week;
- (c) Teaching/coaching outside the borders of South Africa.

1.7.5 Should an exempted accredited instructor/coach resume teaching/coaching work or related activities after a significant period during which such activities were not performed, SSA may require the instructor/coach to undertake additional relevant CPD activities or to provide a plan which sets out in detail how the registered person will update their knowledge and ensure that they can perform their responsibilities competently and with due care.

1.7.6 The above exemption are not automatic. A formal application by the accredited instructor/coach to their district/affiliate, accompanied by supporting documentation as well as a sworn statement/affidavit outlining the circumstances and reasons for their application is required, SSA shall then communicate its decision to the member.

1.8 The CPD Allocation and Measurement

Workshops can be either theoretical or practical.

- a. Evidence of the required number of CPD points must accompany annual registration and this is submitted to the district/province.
- b. CPD points required annually must be at the highest accreditation one has.
- c. Instructors/coaches must always ensure that for all CPD activities they undertake they receive authentic certificates or registers.
- d. There are 5 groups, A-E and everyone must ANNUALLY COMPLY with A and the rest of the points can come from any other group as guided by the table, unless if group E is a necessity.
- e. All aquatic disciplines must comply with the CPD table provided below (it is noted that diving and water polo don't have an SSA qualification yet).

	GROUPS	ACTIVITIES
MANDATORY	<p>GROUP A – GROWTH AND DEVELOPMENT</p> <p>Attending workshops, conferences, seminars, refresher courses</p>	<p>1 Aquatics specific workshops (Safeguarding)</p> <p>2.Sport generic workshop</p> <p>3.Aquatics related workshops</p>
COMMUNITY	<p>GROUP B - WORKBASED ACTIVITIES</p> <p>At club level, swim schools, galas</p>	<p>1.Senior and master instructors/coaches mentoring *</p> <p>2. Allowing loggers/ conducting waterman ship *</p> <p>3. MPP programs</p> <p>4. Outreach Programs</p>
ADDITIONAL	<p>GROUP C - SERVICE BASED ACTIVITIES</p> <p>within the province</p>	<p>1.National and provincial team manager</p> <p>2.National and provincial coach</p> <p>3. Coordinating provincial and national camps.</p> <p>4.Officiating at SSA provincial and national galas (instructors)</p> <p>5. Officiating at continental and international competitions</p>
	<p>GROUP D - PLATFORM SHARING ACTIVITIES</p>	<p>1. Facilitating workshops and courses nationally & internationally</p> <p>2. Presenting academic papers at conferences</p> <p>3. Publications of research papers in journals</p> <p>4. New sports inventions</p>
PRE-REQUISITE	<p>GROUP E - COMPULSORY ACTIVITIES</p>	<p>1. CPR *</p>

- f. Every accredited instructor/coach must ensure that the CPD activities that they embark upon are approved and validated. Non-approved and non-validated CPD activities will result in these activities not being recognized SSA.

- g. Accredited instructors/coaches applying for registration with SSA must provide proof that he/she complied with the CPD requirements and all the compulsory areas have been complied with.
- h. CPD activities acquired in the first year of being accredited can be carried over to the new financial year. (First year of being accredited instructors/coaches don't need CPD points BUT they must register).

1.9 Recording of CPD activities for Registered Persons

1.9.1 Accredited instructors/coaches are responsible for the safeguarding of CPD records for the different professional development activities, which they have undertaken. This is in addition to instructors/coaches' responsibility for planning and undertaking activities that maintain and develop their professional competence.

1.9.2 Accredited instructor/coaches are required to demonstrate participation in a relevant CPD activity by keeping record of their CPD activities in the following manner.

- (a) CPD certificate with their particulars, order number, topic and approval from their affiliates.
- (b) Affiliate registers with the above information signed and approved.
- (c) Signed spreadsheet from the affiliate with particulars of the attendees.

1.10 Monitoring of CPD activities

1.10.1 SSA shall undertake a monitoring process to ensure:

- (a) That CPD undertaken is relevant and appropriate to the current and future role of the registered person.
- (b) That records and supporting documentation such as certificates, a list of results and records of attendance are verified.
- (c) Affiliate is keeping accurate records of all CPD activities.

1.10.2 The onus rests on the accredited instructor/coach to provide evidence to demonstrate that competence was developed and/or maintained.

1.10.3 In the event that an accredited instructor/coach is selected for auditing purposes, that instructor/coach, must have all documents verifying attendance of CPD activities.

1.10.4 If a recognized or approved service provider offered the CPD activity, written verification from such recognized body will be accepted as sufficient evidence of attendance.

1.11 Non-Compliance with these rules

1.11.1 If after consideration of an application for registration SSA is convinced that the applicant has failed to comply with the requirements of these rules, the provincial/district will:

a. Inform the non-complaint applicant of this fact and afford such applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to comply with the requirements.

1.11.2 If, after consideration of the applicant's response province/district accepts the explanation and remedial measures proposed by the instructor/coach affiliate may grant an extension of time to enable the applicant to comply with the requirements.

1.11.3 If affiliate does not accept the explanation or the remedial measures proposed by the applicant, affiliate will determine which other remedial measures must be taken to comply with the requirements and also determine the period of extension to be granted in order for the applicant to meet the requirements.

1.11.4 The instructors/coach must, within two weeks before the end of the period determined by affiliate, submit documentary evidence of compliance.

1.12 Refusal by Registered person to comply with these rules:

Any registered person who wilfully refuses to undertake CPD activities or to comply with these rules will lose their accreditation.

1.13 Service providers

1.13.1 They constitute of external and internal service provider.

1.13.2 Internal service providers are SSA accredited and registered senior and master coaches and instructors. They are members of a district, a province and SSA.

1.13.3 External service providers will be non-SSA members who hold certain generic sports specialties or sports related qualifications that might add value to SSA instructors/coaches.

1.13.4 External could also include provincial sports councils, universities and other aquatic federations.

1.14 Verification of CPD Providers

1.14.1 All external CPD providers will have to make application and go through a formal verification process with SSA to obtain approval for offering category 1 CPD activities.

1.14.2 In verifying a CPD provider, the CPD validator must ensure that the following criteria have been met.

- a) The CPD provider submits a company profile.
- b) The CPD provider submits a detailed CV.

1.15 Validation of CPD activities

1.15.1 Any provider who desires validation of a group A CPD activity must apply to Swimming South Africa's Education and Training unit for approval of such activity, using Form (A) which is published on the SSA website.

1.15.2 In validating a category 1 CPD activity, the CPD validator must ensure that the following aspects are covered:

- (a) The accessibility of the activity to registered people (the location of its offering).
- (b) The relevance of the activity to aquatics.
- (c) The extent to which the activity is to serve to maintain or enhance the knowledge, skills and competence of the aquatic instructor/coaches.
- (d) The extent to which the activity meets an educational and developmental need to provide an effective learning experience for the instructors/coaches.
- (e) The participant or group of participants must be specified and where appropriate, the discipline should also be specified.
- (f) The depth and breadth of the subject matter covered must be appropriate allowing sufficient time for discussion.
- (g) The subject covered should provide a balanced view and should not be unduly promotional.
- (h) The presenters should have proven practical and/or academic experience and be good communicators; and
- (i) Post-activity evaluation forms (for obtaining feedback from participants on the activity) must be provided for rating of the relevance, quality and effectiveness of the activity.

1.16 Amendment of the rules

If SSA at any stage decides to amend these rules, SSA will:

- (a) Consult its provincial affiliates,
- (b) Provincial affiliates will consult with all the active districts.
- (c) Inform all recognized service providers and provide them with the proposed amendments.

1.17 Additional Information

- 1.17.a CPD points can be carried over to a maximum period of 4 years.
- 1.17.b It is important that all members comply with the CPD table above and keep evidence of their attendance/participation.
- 1.17.c The E&T Coordinator is advised to keep an accurate record of members CPD points and ensure that points are not reused.
- 1.17.d It is also important for the district/provincial coordinator to redeem all the points that have been used for registration and ensure that members don't reuse redeemed points.
- 1.17.e No order number and points will be allocated after a workshop has happened.