



SSA REGISTRATION PROTOCOL

Requirements for Annual Registration of Teachers & Coaches

1. Registration starts on the 1st May of each year for LTS/Coaches/Todd Swim.
2. NEW Candidates must apply on receipt of SSA LTS or coaching certificate.
3. Registration is via the Provincial Affiliate or through their Clubs who are registered to the Affiliate.

Registration Requirements

(DO NOT Fax or Email documents)

- Certified copy of Identity Document (ID) → NO COPIES of a certified copy
- Copy of SSA LTS, Todd Swim or Coaching Certificates.
- First Aid Level 1 (Department of Labour approved service provider) NO CPR will be accepted if no valid First Aid Certificate is handed in. CPR certificate to be submitted each year till Level 1 First Aid Certificate expires.
- Name Clearance Certificate (From any licensed company will be accepted)
- Proof of payment of the prescribed fee – which will be determined on the **highest qualification** of registration.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

LTS, Todd Swim & Coaching Certification certificate remains current provided that continuous professional development (CPD) workshops are attended and 8 points are earned and that registration is completed at the beginning of each swimming year on the 1st May.

- 8 points needed per annum; evidence of the points presented on registration.
- If more than 8 points are accumulated the remaining points can be carried over
- Provinces must create an environment that will enable teachers and coaches to accumulate the CPD points by running workshops and conferences.
- Encourage teachers and coaches to update themselves and to renew their annual registrations
- SSA will assist and provide guidance

The above will be subject to amendments from SSA head office

*Should you have any queries, please do not hesitate to contact your **Provincial Education & Training Administrator.***