



UPDATED: June 14, 2026

BC Sport Cheer Credentialing Policy

1. Definitions

The following terms have these meanings in this Policy:

- a. Coach: person who is applying to credential
- b. Facilitator: person facilitating credentialing
- c. Practical Field Form (PFF): form indicating hours coached
- d. BCSC: BC Sport Cheer
- e. Level: Credentialing is available for Level 1 through in both tumbling and building skills. It is also available for level 7 building skills and Level 7 specialty baskets

2. Purpose

BCSC provides coaches with this credentialing policy to ensure fairness and transparency within the credentialing process.

3. Credentialing Process

- a. There are three parts to the credentialing process
 - i. Technical Course
 - ii. Online test of skill knowledge
 - iii. Virtual in person assessment of skill knowledge and teaching mechanisms
- b. Coaches can access credentialing to the following levels
 - i. Up to level 2 their first time credentialing if they can provide evidence supporting up to level 2 on their PFF
- c. If the coach has enough hours of supervised coaching experience recorded on their PFF, they can then do level 4 and 5 together
- d. If the coach has enough hours of supervised coaching experience recorded on their PFF, they can then do level 6 and 7 together
- e. Requests for exceptions to the above must be sent to coach@bc sportcheer.ca with a detailed explanation of hours of coaching experience at each level.

4. Technical Course

- a. Coaches credentialing to a **new** level after October 2025 must complete the relevant Cheer Canada Technical Course (i.e. if credentialing level 5, they must take the level 5 course.)
- b. Coaches who are **re-certifying** their current level from a certification prior to October 2025 have been legacied in, and will not need to take the Technical Course.

5. Online test of skill knowledge
 - a. Coach will receive a link to online skill knowledge test
 - i. If successful at test, they will move on to the next part of the process
 - ii. If unsuccessful:
 1. Coach will pay a retest fee and take the online test again
 - b. If unsuccessful on the 2nd test, the credentialing administrator will contact the coach to verbally give the test questions that were incorrect. If the coach is able to pass when verbally given the test, they will move on to the next part.
 - c. If the coach is unsuccessful with the verbally administered test, they will need to wait until the next session to retest at a fee.
 - d. Coaches are permitted to try the online test for a level up to 3 times. If they cannot pass in three tries, it will be suggested that they **take/re-take** the technical course or speak to a supervising coach for help. They may retry on the next session.

6. Coach will have a virtual in person assessment set up
 - a. If successful during the in person assessment, they will receive their certification to that specific level
 - b. If unsuccessful at the first attempt
 - i. Credentialing administrator will recommend **taking/re-taking** Cheer Canada online technical course
 - ii. Coach will be given the opportunity to attempt in the **next credentialing session** with the same facilitator or a different facilitator
 - c. If the coach is unsuccessful at the second attempt, the facilitator will offer an in person assessment within the same credentialing session.
 - i. The coach will be permitted to have one athlete present if they feel that would be beneficial to them. The athlete is not permitted to provide any help or tips during the assessment.
 - ii. The facilitator will be paid mileage to travel to the coaches gym.
 - iii. If this option is unavailable due to coach location, an alternative can be discussed by BCSC.
 - d. If the coach is unsuccessful at the in person assessment (6.c.), they will be asked to complete additional experience hours under the supervision of a certified coach before an additional virtual in person assessment can be set up for the following session.

7. Exceptions

Exceptions may be made to this policy due to, but not limited to the following:

 - a. There is a conflict of interest between the coach and facilitator
 - b. The coach has previous certification in another province or country.



8. No shows and cancellations
 - a. Coaches must provide at least 48 hours notice to the credentialing evaluator to change their time or cancel.
 - b. Coaches who provide less than 48 hours notice or do not show up to their appointment will be charged a fee of \$20.