



Updated May 2017

Element 7 – Head Coach Job description

Role
Plan, organise and oversee the delivery of the coaching programme.
Skills • Have an appropriate level of technical knowledge • Ability to motivate swimmers and volunteers • Administration skills • Good time management skills • Confident and effective communicator
Main Duties • Deliver a poolside programme of at least 20 hours per week personally • Oversee the delivery of the poolside programme by assistant coaches • Deliver a land training programme of at least 2 hours per week for appropriate squads • All preparation work for the training programme including an annual plan • Attend meetings on behalf of the club • Complete necessary administrative tasks • Agree competition programme in conjunction with Event Vice Chair and Meet Secretaries • Incorporate competition programme into annual plan • Attend Open Meets and Galas • Organise coach cover for all club training sessions • Supervise and assist with the professional development of assistant coaches • Allocate swimmers to squads and ensure that training schedules are prepared for all squads • Maintain a portfolio of swimmers to assess their progress • Provide regular reports to the committee through membership of the committee • Liaise regularly with parents through organised parents meetings • Maintain discipline by applying Club's code of conduct • Select teams in consultation with team managers • Obtain ASA qualifications and keep them regularly updated • Keep IOS membership up to date • Attend professional development courses as appropriate • Develop and maintain links with other local swimming clubs • Develop links with local schools and swim schools • Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures • Follow and promote the ASA Child Protection policy • Keep Swimmer contact details current and keep register poolside

City of St Albans Swimming Club

**Commitment**

Determined by the committee but at least 20 hours per week

Benefits to Self

Providing an excellent training programme to allow the swimmers to reach their full potential.

Further Development Support

ASA Team Managers Training Programme

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700.

Useful Websites

ASA webpage	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
CO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org
Hy-Tek	www.hy-tekLtd.com

Signed:

Name:

Date: