



Cleethorpes and District Swimming Club Limited

HEAD COACH

ASA level 3 or ASA level 2 (working towards Level 3)

Key Function:

Your primary role is to set direction and performance targets for the club swimmers, which relate to the Swim21 Action Plan, whilst providing a committed and professional approach towards coaching, mentorship and supporting all swimmers in reaching their full potential across the swimming genre.

Through your leadership you will deliver core swimming coaching standards to all levels of the club from Academy to Nationals and underpinning your practical coaching time you will be allocated protected administration time so that you may focus upon the annual training and competition programme as defined by the Athlete Development Support Pathway (ADSP) concept.

Skills & Core Requirements:

- Prepare training session plans for all squads and allocate water time to the squads accordingly.
- Ensure that the appropriate level of coaching is available for all training sessions including land training.
- Provide a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues where appropriate.
- Attend all appropriate competitions and training camps.
- Delegate to appropriately qualified coaches and team managers lower level competitions and training sessions where necessary (at the discretion of yourself as Head Coach)
- Liaise with other local Clubs on combined team events and training opportunities.
- Monitor swimmers' progress and co-ordinate swimmer movements between squads and relay information to relevant committee members in a timely manner.
- Perform a management role and organise regular meetings for all coaching and teaching staff.
- Follow Health & Safety Procedures and the ASA Child Protection Policy. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).

Meetings and Extra Curricular Attendance:

- Interact and consult with the Executive Committee and attend Bi-monthly Executive Committee meetings.
- Attendance at other meetings, events and club promotional opportunities associated with the post of Head Coach.
- Interact and consult with the Chairperson on a regular weekly basis, with any updates and requirements needed for the club.



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Swim England and ASA Requirements:

Each Head Coach will ensure they possess the following skills and uphold the expectations of a customer facing community environment and in addition, provide copies of all relevant standard certificates to the Executive Committee on appointment, and following this on renewal or requalification.

Qualifications and Employment Requirements:

- Fully enhanced Disclosure and Barring Check (DBS)
 - Safeguarding Level 1 (Adults and Children's)
 - Minimum ASA Coach Level 2 (or equivalent)
 - PT / Fitness Qualification equivalent to Level 2 or above suitable for Land Training Sessions
 - A lifeguard/rescue test/ first aid qualification – Desirable.
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- Self-Motivated
 - High levels of technical knowledge
 - Excellent communication skills
 - Punctuality
 - Reliability
 - Time management skills
 - Management skills
 - Ability to motivate others

Reporting to: Executive Committee | Cleethorpes and District Swim Club Executive Committee.

Appearance / Attendance:

- As Head Coach you will wear appropriate clothing poolside, and for all external events, competitions and meets wear full club clothing – which defines your role as Head Coach.
- Arrive at all coaching sessions 15 minutes prior to the start of the session and ensure that all swimmers are accounted for and collected at the end of each session. If your coaching team are covering any sessions, you will as head coach, ensure they are aware of and follow these requirements.

Disclaimer: Please note that at times the Head Coach may be expected at times to perform any other duties assigned to enhance the needs of the club and the Bubbles swim school provision and in addition, the allocated job descriptions does not constitute as a contract of employment and the organisation may exercise its employment-at-will rights at any time.

This Job Description sets out the main aspects of the job, but it should not be taken as a complete description of the job in its entirety.