



Cleethorpes and District Swimming Club Limited

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# ASSISTANT COACH

ASA level 2 or ASA level 1 (working towards Level 2)

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## **Key Function:**

Your primary role is to support the Head Coach in the provision of a committed and professional approach towards coaching and mentorship, whilst ensuring our members reach their full potential across the swimming genre.

As an Assistant Coach you will be supported by the Head Coaching / Senior Team and have the opportunity to develop your skills and potential, through our supportive succession planning programme.

To enable you to provide the supportive role required within the club you will possess the following:

## **Skills & Core Requirements:**

- Implement training session plans for all squads and allocate water time to squads accordingly.
- Attend all appropriate competitions and training camps.
- Work alongside the Head Coach in the delegation to appropriately qualified members and team managers of lower level competitions and training sessions where necessary.
- Assist in the arrangements of combined team events and training opportunities.
- Monitor swimmers' progress and discuss swimmer movements between squads with the Head Coach.
- 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 Head Coach on a weekly basis to ensure session provision is implemented in a timely manner and in line with the ASA requirements.
- Attendance at other meetings, events and club promotional opportunities associated with the post of Assistant Coach.

## **Swim England and ASA Requirements:**

Each Coach working within the ASA guidelines 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.



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### **Qualifications and Employment Requirements:**

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

### **Reporting to:**

Directly: Head Coach / Senior Team.

Indirectly: 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.