

EDMONTON PHOENIX SWIMMING CLUB

JOB DESCRIPTION

Job Title: Primary Squad Coach

Reports to: Head Coach/The Committee

Brief Description: Work within a team of enthusiastic coaching staff under the leadership of the Head Coach, developing and implementing continuous improvement programmes for Primary Squad Swimmers. Have overall responsibility for the coaching of the Primary Squad. To attend regularly at galas, both team and open, to help supervise, motivate and encourage club primary swimmers.

Location: To attend on pool side for agreed Primary Squad Training Sessions and to provide adequate Coaching cover for periods of absence. To undertake all necessary administration work outside of coaching hours in order to maintain required standards of achievement. To attend galas as agreed (expected to average approximately 2 hours per month).

Hours:	Personal Attendance
<i>Hours stated are specific to current available sessions and are subject to change:</i>	Thurs: Edmonton Green 1 hour Friday: Southbury 1 hour Sunday: Southbury 1 hour
Salary:	

Duties and Responsibilities – all to be carried out whilst working in close association with the other Coaching Staff, and where necessary, members of the Committee.

Administration

1. Keeping of accurate registers for both swimmers and staff attendance, to include the signing of staff time sheets.
2. In association with the Head Coach and relevant committee members, compile articles for magazines, local press and the Web Site in order to publicise the achievements of Primary squad swimmers and the Competitive Section of the club in general.
3. In association with the Head Coach, put together a programme of balanced training for the Primary Squad in order that a consistent standard of training is achieved throughout all the coaching sessions.
4. Attend a regular meetings with the other Coaching Staff to ensure consistent standards throughout the Competitive Section of the Club.

Staff

1. Arrange cover for periods of absence, if necessary with the assistance of the Head Coach/Committee.

2. Liaise with Teaching Co-ordinators with regards lifeguard cover for Coaching only sessions.

Swimmers

1. Implement agreed programme of balanced training for the Primary Squad to ensure a consistent standard of achievement for all swimmers. .
2. Be responsible for the wellbeing of all swimmers in attendance at Training Sessions and to supervise the safe collection of all non adult swimmers at the end of each training session.
3. Encourage Primary Squad members to set targets. Help, encourage and motivate them to achieve their full potential in the sport.
4. In association with the Junior Squad Coach, promotion of swimmers to Junior Squad as they progress.
5. Be responsible for the selection and management of primary squad swimmers to represent the Club at galas, both team and open.
6. Attend Team and Open Meets when Club Primary Swimmers are competing. Arrange appropriate cover in periods of absence.
7. Provide regular opportunities to communicate with parents regarding their swimmers and the Club.
8. Implement suspension of water time for those swimmers who do not pay their swimming fees.

General

1. Report to the Committee, either in person or via the Head Coach, at their monthly meetings on the progress of the Primary squad swimmers and any other relevant information about the Primary Squad.
2. Support the Committee in the effort to achieve Swim 21 accreditation for the Club and following success, support the implementation of all elements of the Swim 21 Programme.
3. Attend seminars and courses as required to meet CPD requirements.
4. Maintain high standards of customer care representing the Club in a professional manner.
5. Follow and promote the ASA Child Protection policy.

Signature ... *S Thomas*.....

NameSARAH THOMAS.....

Date ...18/08/2007.....

Signature of Club Official ... *Frank Browne*...

Name: ...FRANK BROWNE - CHAIR.....

Date:18/08/2007.....