

EDMONTON PHOENIX SWIMMING CLUB

JOB DESCRIPTION

Job Title: Head Coach

Reports to: The Committee

Brief Description: Lead a team of enthusiastic coaching staff, developing and implementing continuous improvement programmes for both swimmers and staff. Have overall responsibility for the coaching of the Senior Squad and attend training sessions for both Junior (and Primary Squads) at agreed regular intervals. To attend regularly at galas, both team and open, to help supervise, motivate and encourage all club swimmers.

Location: To attend on pool side for agreed Senior Squad Training Sessions and to provide adequate Coaching cover for other sessions and 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 14 hours per month).

Hours:	Personal Attendance	To arrange cover for
<i>Hours stated are specific to current available sessions and are subject to change:</i>	Monday (am): Southbury 1 hour Monday: Albany 2 hours Tuesday: Southbury (EBSS) 1½ hours Wednesday: Southbury 2 hours Friday (am): Southbury 1 hour Friday: Southbury 2 hours	Thursday: Edmonton Green 2 hours Sunday: Southbury 2 hours
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 relevant committee members, compile articles for magazines, local press and the Web Site in order to publicise the achievements of Senior squad swimmers and the Competitive Section of the club in general.
3. Put together a programme of balanced training for the swimmers in order that a consistent standard of training is achieved throughout all the coaching sessions.
4. Receive telephone enquiries regarding vacancies for competitive swimmers. Invite prospective swimmers to attend a training session and arrange trial swims as necessary.
5. Arrange regular meetings with the other Coaching Staff to ensure consistent standards throughout the Competitive Section of the Club.

6. Report to the Committee at their monthly meetings on the progress of the Squad swimmers and any other relevant information about the Competitive Section of the Club.
7. Represent the Club at meetings as agreed.
8. (Ensure that all coaching staff) attend seminars and courses as required to meet CPD requirements.

Staff

1. Arrange cover for periods of absence, if necessary with the assistance of the Committee.
2. Liaise with Teaching Co-ordinator with regards lifeguard cover for Coaching only sessions.

Swimmers

1. Implement agreed programme of balanced training throughout the competitive section of the club to ensure a consistent standard of achievement for all levels of swimmers. To include land based training sessions as well.
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 Senior Squad members to set targets and to help and encourage them to achieve their full potential in the sport.
4. Attend Junior (and Primary Squad) training sessions on an agreed regular basis with the support of members of the Senior Squad to promote the Competitive Section of the Club and encourage and motivate the younger squad swimmers.
5. Be responsible for the selection and management of swimmers to represent the Club (and EBSS) at all galas, both team and open.
6. Attend National, Regional, County and Borough Championships as well as Open Meets when Club Senior 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. 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.
2. Attend seminars and courses as required to meet CPD requirements.
3. Maintain high standards of customer care representing the Club in a professional manner.
4. Follow and promote the ASA Child Protection policy.

Signature ... *B Thomas*.....

Signature of Club Official

NameBARRY THOMAS

Name: ...FRANK BROWNE – CHAIR.....

Date18/08/2007.....

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