

PICTOU COUNTY MARINERS SWIM CLUB

HEAD COACH

JOB DESCRIPTION

The Head Coach, in conjunction with the **PICTOU COUNTY MARINERS SWIM CLUB (PCM)** Executives, is responsible for the daily, technical operations of the **PCM SWIM CLUB**. The Head Coach is also solely responsible for the supervision of the Assistant Coaching staff. The Head Coach reports to the **PCM** Swim Club Executive - who will formally review the Head Coach annually.

DUTIES

Daily Practices

- Plans and organizes practice sessions for all groups with help from the assistant coaches.
- Responsible for daily technical operations for at least one swim group or training level. Operations include daily/monthly/annual workout plans, swimmer motivation, development, and discipline.
- Teaches proper swimming technique, race strategy and mental skills as outlined and agreed upon by Coaching Staff.
- Ensures safety of swimmers by following all facility rules and guidelines.
- Acts as the final authority on pool deck during practices. Maintains a positive, supportive, and disciplined environment.
- Arrives to practice early enough to sufficiently prepare for the upcoming practice. Remains after practice until all team members have cleared the pool area and all participant and parent inquiries have been addressed.

Supervision of Assistant Coaches

- Responsible for hiring the Assistant Coaching staff.
- Holds regular Coaches meetings to review training plans.
- Acts as the point of contact for all Assistant Coaches regarding parent and club communications.
- Schedules coaching coverage and responsibilities for practices.
- Supervises all Assistant Coaches in all aspects of daily poolside operations (parent communication, conflict resolution, attendance keeping, etc.).
- Mentors and develops the coaching skills of the Assistant Coaches.
- Reviews the performance of each Assistant Coach on an ongoing basis and addresses issues as they arise.
- Review Assistant Coaches annually.
- Ensures all Coaches meet Swim Nova Scotia membership requirements, including coach certification, CRC's, etc.

Meets

- Attends all meets for the program they are responsible for. (Usually, the Head Coach is responsible for the top Senior group in the club, but not mandatory)
- Attends meets with other swim groups (NovaTech) as required.
- Schedules adequate coverage from Assistant Coaches if not attending a meet.
- Determines swimmer's entries for each swim meet
- Works with the Team Manager to ensure entries are submitted to host clubs in a timely manner. Receives the meet entry fee summary from the Team Manager and receives a cheque from the Club Treasurer to deliver at the start of the meet. The Head Coach may also be the Team Manager.
- Supervises and motivates swimmers. Assists in determining race strategies, directs warm-up exercises, and evaluates swimmer performance.
- Interacts with other Coaches, Meet Officials, Volunteers, Parents and Swimmers with an even demeanor and a positive attitude.
- Informally reviews swimmer performance after meets with athletes.
- Maintains accurate records on personal best times and meet statistics.
- Updating social media and public relations for the Club.

General Responsibilities

- Holds parent meetings as needed to review the goals for the swimmer and cover any issues.
- Maintains accurate attendance records. Notifies Register and/or Executive of any changes to attendance.
- Attends all general meetings and presents coaches report. Attends executive meetings as requested.
- Attends (may also plan for) special functions planned by **PCM**
- Attends the yearly Awards Banquet. Works in tandem with Assistant Coaches to prepare and present seasonal and yearly awards.
- Works in the community to promote the team. This may include school visits.
- Works with the Club Executive to develop programs and swimmer rates for the swim season.
- Works with Website Administrator to keep website and social media sites up to date.
- Works with the Club Treasurer to keep track of athlete movement, coaching expenses, and Assistant Coaching Staff payroll.

Qualifications

- NCCP Swimming Level 2 (or equivalent) trained and / or working on this certification
- NCCP Safe Sport Training
- Ability to gain membership with the Canadian Swim Coaches Association
- Provide a valid/clear Criminal Records Check including Vulnerable Sector Search
- Previous competitive swimming and/or coaching experience
- *Current CPR, and First Aid certification.*
- *National Lifeguard Certification an asset*
- Knowledge of hytek Team Manager an asset