

JOB DESCRIPTION – HEAD COACH

JOB PURPOSE:

Responsible for the delivery of swimming coaching within Market Drayton Swimming Club, including practical coaching and administrative duties as agreed by the committee.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To set direction and performance targets for the Club, specifically relating to the Annual Plan and Swim21 Action Plan.
- Provide a committed and professional approach towards coaching, supporting all swimmers to reach their full potential.
- To construct an annual training and competition programme and prepare training session plans for all squads.
- Perform a management role and be responsible for all the clubs coaching staff and ensure that they instruct within the confines of and abide by the nationally expected practices and they coach within the guidelines authorised by the committee.
- Organise regular meetings for all coaching staff.
- To be committed to continual professional development (CPD) for yourself and the coaching team.
- Prepare and update monthly staffing rotas and ensure sufficient coaches/volunteers are on poolside at all times and to advise the committee upon appropriate coaching issues regarding staffing of squad sessions.
- To attend and represent the club at external swimming functions and fixtures or delegate to appropriately qualified coaches and team managers where necessary to ensure that sufficient club representation is maintained at these events.
- To be responsible for entry and organisation of the club into competitions, in conjunction with the Crusader Representative and the Gala Coordinator.
- To ensure that the committee are aware of any behavioural or potential problems involving parents and swimmers in line with the club code of conduct.
- Monitor swimmers' progress and co-ordinate swimmer movements between squads in conjunction with the other squad coaches, and relay information to relevant Committee members in a timely manner.
- Interact and consult with the Executive Committee, and attend Bi-monthly Executive Committee meetings.

- 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).
- 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.