

# Head Coach Job Description (Revised 1/2014)

**Qualifications:** Must have at least three years competitive team swimming experience, hold current Red Cross Certification in First Aid and CPR training as well as previous coaching experience and know NorCal Swim league rules and regulations.

## Job Duties:

1. Attendance is mandatory at all meets, practices, and designated meetings. Absences are permitted only with prior agreement of the board president.
2. Know and apply rules and regulations applicable to swim meets, swimmer eligibility, stroke and turn and other related technical aspects of competitive swimming.
3. Provide direct supervision of all other coaches, overseeing and directing them in all swim team related activities, including, meets and practices.
4. Maintain a positive/open communication with swimmers, parents, coaches, and the Board.
5. Oversee all coach's hours and schedules, as well as time sheets.
6. Oversee setting up of age groups for meets. Will be trained by computer person.
7. **Practices:**
  - a. Arrive 15 minutes prior to all practices, with pool key, to prepare pool area.
  - b. Remain focused on swimmers at all times. (No Cell Phones Please)
  - c. Structure, organize and lead practice plan for all age groups. Accomplish this by creating practice programs/work-out schedules for age AND ability appropriate levels. Practice plan should include stroke instruction, assessment and correction in strokes, as well as endurance. Note: 6 & under and 7/8 coaches will be required to be in the pool during all practices to assist swimmers. NO EXCEPTIONS.
  - d. Once weekly, work with swimmers to address DQ issues from previous Saturday meet.
  - e. Supervise all swim team members to provide for a safe and effective running of swim team by interceding in all issues of safety and deferring to the safest course of action. Make sure a coach is on the pool deck until all swimmers have left the facility.
  - f. Ensure that the pool area is clean after all practices, including bathroom check daily (required by city of Jackson). In addition, pool deck must be sprayed off once weekly.
8. **Meets:**
  - a. Arrive at meets for swimmer "check in time" and assist team computer person in any last minute meet set up, including swimmer changes and relays . Prepare team area for home and away meets.
  - b. Get team together prior to warm ups for team building and team cheer.
  - c. Be available on deck to assist with handling questions or disputes, if needed.
  - d. Be available to discuss and challenge event rulings.
  - e. Assign tasks to coaches as needed.
  - f. Prepare swimmers prior to swim events and be attentive to all team swimmers.
  - g. Promote team spirit and good sportsmanship during meets.
  - h. Ensure that one coach remains until all swimmers have left the pool area.
  - i. With the assistant coaches, at the conclusion of the meet, be sure that the pool area is cleaned up at home and away meets.

- j. Supervise the proper use and maintenance of the pool facility and equipment at all practices and meets. Notify the Board if any equipment needs repair or replacement.
- k. Work cooperatively with the respective team manager(s) to promote a positive team experience.
- l. Other duties as assigned.

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**I have read the aforementioned job duties and agree to abide by all duties.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_