

# Assistant Head Coach Job Description (Revised 1/2014)

**Qualifications:** Must be 21 years of age and have at least two years competitive team swimming experience and hold current Red Cross Certification in First Aid and CPR training as well as previous coaching experience.

## Job Duties:

1. Attendance is mandatory at all meets, practices, and designated meetings. Absences are permitted only with prior agreement of the board president and head coach.
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 assistant coaches and Coaches in Training when head coach is unavailable, overseeing and directing them in all swim team related activities, including, meets and practices.
4. Maintain a positive/open communication with swimmers, parents, head coach and the Board.
5. **Practices:**
  - a. Arrive 15 minutes prior to practice to prepare for practice. If first age group practicing you must make sure to always have keys to unlock pool area and have pool set up for practice before set time to begin.
  - b. Remain focused on swimmers at all times. (No Cell Phones Please)
  - c. As instructed by Head Coach: Structure, organize and lead practice plan for your age group assigned. 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. Know assistant coaches specific tasks and assist head coach to ensure they are carried out.
  - f. 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.
  - g. Ensure that the pool area is clean after practice and that one coach remains until all swimmers have left the pool area.
6. **Meets:**
  - a. Before the meet assist with meet planning where appropriate or requested by the Head Coach/ Board.
  - b. Arrive 15 minutes prior to warm ups to prepare team area for home and away meets.
  - c. Assign tasks to Assistant coaches and Coaches in Training as head coach requests.
  - d. Assist head coach in coordinating all swimmer changes, including relays, at the meet.
  - e. Prepare swimmers prior to swim events and be attentive to all team swimmers.
  - f. Promote team spirit and good sportsmanship during meets.
  - g. Ensure that one coach remains until all swimmers have left the pool area.
  - h. With the assistant coaches and Coaches in Training, at the conclusion of the meet, be sure that the pool area is cleaned up at home and away meets.
7. 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.
8. Work cooperatively with the respective team manager(s) to promote a positive team experience.
9. Other duties as assigned.

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

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