What the club should have?

1. Job Description, as detailed as possible.
2. Contract, with salary and benefits listed as well as duration of the contract
3. Mission and Vision Statement
4. Strategic Plan if available
5. Plan for growth and what has been done already to facilitate the plan
6. Current budget and financial reports to share with candidates
7. Level 1 Club Recognition Program completed
8. Proof of longevity – long term pool contract, history with pools & time
9. Economic / demographic costs of living.
10. Organization flow chart. Board/Staff.
11. Resources for spouse/ job connections.
12. School recommendations for children.
13. Provide statistics about the team: fee structure, number of swimmers, retention, performance
14. Provide current workout schedule, training groups, pool time
15. Information about current assistants: number, experience, salaries
16. Information about team activities (meets hosted, social events, fundraising)
17. Club should provide info about the board.....activities, membership

What the club should do?

1. Place ad at website with USA Swimming, Swimming World Magazine the ASCA as well as on their local LSC website.
2. Create a hiring committee, 3 – 5 people, use some non-board members and if possible a professional business person (possibly Human Resource) not currently on the team.
3. Call your Sport Development Consultant
4. Set a timeline for the hire; set an applications accepted date, dates to conduct interviews and most important the hire and start dates being proposed.
5. Have the candidate meet with existing staff and possibly the senior swimmers.
6. Be certain to check references, as well as checking with the LSC General Chair, Senior Chair, Coaches Representative, Age Group Chair or even the Officials Chair from either that LSC or the previous LSC of the candidate.
7. Perform an employment background check as well as doing a ‘Google’ style internet search.

What the club should ask for?

1. Resume
2. References
3. General Coaching philosophy, ask for information both on coaching style and developmental philosophy. Also ask for the candidates vision for themselves and for the team, as well as where he sees the team in five years.
4. A previous years seasonal plan
5. Athlete progression plan and how they plan to grow and educate themselves and the staff
6. Salary/Benefit requirements
7. Candidate’s professional goals
8. What brought the candidate to the job? Why did he/she apply?
9. Other aquatic management experience – e.g. Learn-2-Swim or Aquatic Director
10. If appropriate, pool operating experience or certification
11. If your candidate is not already a USA-S coach – a background screen before signing contract