

## Head Coach NBSC

### 1 – Program Management

\*Responsible for all levels of swimming in the NBSC program

- Direct Coaching duties for swimmers marked by achievement at meets
- Ensure sustaining and ever growing developmental and age group base within the organization and Metro Milwaukee area (as measured by the number of swimmers in the club)
- Design and oversee training plans for ALL AGE GROUPS
- Oversee seasonal progression of athletes and monitor phases of development with individual swimmers taking into consideration cognitive, behavioral, and motor skill development

\*Have prompt attendance at all scheduled workouts and meets

\*Set workout schedules for age groups and criteria for advancement from groups to group for the entire club with input from assistants

\*Assign all necessary staff for scheduled swim meets and practice within the financial guidelines set by the board

Determine, with input from assistants, relays for swim meets

Set NBSC goals and report goals to the NBSC Board of Directors in September and April

Facilitate individual age group goal setting processes with all swimmers

Handle discipline with swimmers per club guidelines

Establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, and responsibility

Provide stroke clinics and tryouts as needed

### 2 – Talent Management

Recruit and retain coaching staff within budget determined by the Board of Directors. Individual coaches salaries will require Board of Directors approval

Plan and direct staff meeting once per month

Provide assistance with annual staff development goals and set training calendar to ensure progression by all coaching staff.

Take responsibility for ensuring appropriate placement of staff within club programs for educating, supervising, and mentoring all staff members

Ensure healthy coach/athlete relationship

Provide written appraisals of staff on an annual basis that provide strengths and areas of development needed

**Have authority to dismiss staff providing a simple majority approval of Board of Directors. All assistant coaches report directly to the Head Coach.** The head coach reports directly to the Board

### 3 – Communication

Provide monthly written/oral reports to the Board of Directors at monthly open meetings

Maintain a healthy professional relationship with the Board of Directors marked by timely written, spoken, and electronic communication

Make themselves available for meetings with the membership of NBSC as requested

Contact and update Board President regularly regarding Club issues and programs

Attend all NBSC Board open meetings

Communicate regularly and appropriately with general membership via monthly newsletter, team and training group meetings, email, and individual meetings as needed.

### 4- Administration

Administer and enforce team policies regarding membership and coaching staff

Support and facilitate strategic planning annually

Be a contributing presence within Wisconsin LSC marked by attendance at meetings

Help oversee the website for NBSC, disburse meeting notes, meet results, and other team information – Communicate directly with our website facilitator

Maintain daily attendance records

Assist in marketing and fundraisers

Review USA Swimming Code of Conduct for/with all coaches

#### 5- Financial

Head Coach takes part in budget discussions with the Board of Directors

Provide the Board with labor requirements for training schedules, practice, and meet coverage

Communicate all capital expenditures needed and turn in receipts after prior approval in a timely fashion

Maintain Staff levels consistent with agreed upon budget by the Board of Directors

#### 6 – Facilities

Coordinate daily, monthly, and seasonal use of pools for NBSC

Work with Board of Directors regarding contractual agreements for facility space

Set daily practice schedules that maximize resources and swimmer development

Advise board on long-term facility needs