



CHEAM MARCUDA SWIMMING CLUB



JOB DESCRIPTION FOR HEAD COACH

The Head Coach shall report directly to the Committee.

The responsibilities of the Head Coach can be summarised as follows:

- To formulate swimming policy at all levels.
- To implement swimming policy and deal with matters directly relating to this policy.
- To take responsibility for senior squad training.

Specific Responsibilities of the Head Coach

1. To be responsible for liaising with the Club Committee/Competition Secretary for the planning of the annual competition programme. In consultation with the Team Manager/Coaching staff, organise and select teams for galas.
2. To attend a selection of galas and Open Meetings, incorporating all levels, and to ensure that, in the event of his or her inability to attend, a suitable coach is in attendance at all galas. No expenses will be paid for Galas attended, however, entry fees and parking costs will be reimbursed. For attendance at The National Championships, petrol and meals will also be reimbursed but no payment will be made for time travelling or spent at the event.
3. To liaise with the other coaches/teachers to ensure that a competitive training programme allows for progression of swimmers up through the squads and to organize at least quarterly meetings with the other coaches/teachers to ensure implementation of this programme.
4. To report directly to the Club Committee, and in writing to the Club Secretary, any grievances.
5. Not to act in any manner which may bring the Club into disrepute, or is contrary to the Club constitution or ASA laws.
6. To prepare and conduct training sessions to the methods and standards set by the National Governing Body for Swimming (Amateur Swimming Association).
7. To be committed to attending punctually, all sessions agreed between the head coach and committee in order to provide consistency for the swimmers.

8. To conduct a risk assessment of the class and swimming lesson environment prior to delivering lesson and to notify the pool manager of any health and safety issues.
9. To maintain a receptive and professional relationship with swimmers, parents and other teachers/coaches.
10. To answer all queries from parents where possible – never on poolside during a training session.
11. To encourage swimmers to participate in internal club galas.
12. To promote the club at galas, by wearing, and encouraging others to wear the correct team kit.