



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: CLUB COACH

JOB TITLE: HEAD COACH

ACCOUNTABLE TO:

- Chairperson/Committee

RESPONSIBLE FOR:

- Coaching squads

RECOMMENDED QUALIFICATIONS:

- ASA Level 3 Club Coaching Certificate or any other suitable internationally recognised qualification
- ASA Lane coaching course
- Child protection courses
- Working with children
- A first aid certificate would also be advantageous
- A rescue teachers certificate/bronze medallion would also be advantageous

SKILLS REQUIRED:

- Ability to gain young swimmers confidence.
- Sound organisational skills.
- Ability to motivate performers and communicate effectively.
- Good time management, ability to use time efficiently and effectively.
- Show an appropriate level of technical knowledge.

MAIN DUTIES:

1. Consult with the Club/Junior squad coach about the main aims of the session.
2. Plan and deliver coaching sessions appropriate to the ability of the participants.
3. Make participants aware of their progress.
4. Liaise with the team manager and swimming committee to ensure that there are regular, appropriate, competitive opportunities for swimmers.
5. Ensure that you are well briefed about any special needs of the swimmers involved i.e.: fitness levels, medical conditions, physical impairments or disabilities.
6. Abide by all policies and codes as required by the club.
7. Ensure that all coaching qualifications are renewed and updated as and when required and a commitment to continual Professional Development.
8. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
9. To follow and promote the ASA Child Protection Policy and attend all mandatory courses as required by the ASA/Child Protection.

Print Name: _____ **Time Commitment:** _____

Signatures: _____ **Date:** _____

Chairperson _____ **Date:** _____