



## 2019 Canada Games Team Head Coach Job Description

**Summary:** The Head Coach plans, executes, participates in, and supervises all aspects of the Canada Games Team program (Training Pool Development Sessions and Team training) including at home and away portions of the program. Canada Games Team Final Selection is planned to take place in June 2018. The planned competition for the 2019 Canada Games Teams is the 2019 Canada Games (Red Deer, AB) from February 14-22, 2019. The tentative Training Period is September-February 2018 (Training Pool Development Sessions) in Toronto and July 2018-February 2019 (Canada Games Team Training). Synchro Swim Ontario is seeking a Head Coach candidate for the 2019 Canada Games Team.

**Reports to:** Executive Director, Liaise with HP Mentor or designate and Sport Development Manager

### Qualifications:

- Minimum fully certified NCCP Comp Dev or Level 3. Higher certification an asset
- Have a current Police Record Check, signed waiver, current/valid passport and other documents as per Synchro Swim Ontario Policies
- Have NLS and SFA/CPR-C
- Have a current Drivers License
- Be a mature, knowledgeable, and experienced Coach
- Be a suitable ambassador of our province at both training events and while away
- Experience with the Provincial Team or National Team program an asset
- Experience in planning training camps, safely traveling with teams by air, ground, etc., dealing with parents, structuring meetings, supervising coaches, evaluating staff, communicating effectively, etc. preferred
- Strong administration and organizational skills
- Be member in good standing with the Association
- Other credentials aligning with the Job Description

### Job Description –Tasks include but are not limited to:

#### General:

- Work with HP Mentor and Sport Development Manager or other SSO staff on development and implementation of the 2019 Canada Games Team Selection Criteria, and planning and preparation of the selection process (including planning/organization of counts/choreography/music/training videos as required for the selection process)
- Prepare and lead Canada Games Team Training Pool Development Sessions from September 2017 to February 2018 (scheduling, practice plans, liaise with SSO staff and guest experts)
- Attend and observe all Canada Games Team selection events
- Prepare and lead Canada Games Team Training from July 2018-February 2019 (training schedule plan, practice plans, routine training and revision, figure preparation)
- Attend all Team Ontario coach training or orientation sessions
- Attend all functions prior to, during, and after the program
- Supervise and care for athletes at ALL times – 24 hours a day while traveling or while participating in an event
- Teach, mentor, educate, delegate to, supervise, and evaluate the Assistant Coach
- Model the principles of fair play, professionalism, and good sportsmanship at all times

#### Policies & Procedures:

- Adhere to Synchro Swim Ontario Policies and Procedures (and Synchro Canada as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Director's of the Association.

#### Communication:

- Effectively communicate with Synchro Swim Ontario, athletes, coaches, and families (including home club coaches as necessary), via emails, face-to-face meetings, and other approved means. For meetings that you run, agendas and minutes, or summaries are to be sent to the Synchro Swim Ontario office. Texting is not an accepted method of communicating with Staff, Athletes, or Parents for official Provincial Team communications.
  - Coach Meetings:
    - Meet with Synchro Swim Ontario staff for planning
    - Coach Meetings - Hold meeting(s) with your team's leadership/coaches
  - Parent/athlete - Hold at least three parent/athlete meetings once the final team is selected prior to the 2019 Canada Games:
    - Meeting #1 (Summer 2018) – First day of practice (1hr) in which the following should occur:
      - Present training and competition information and schedules
      - Distribute and walk through Parent Handbook (sample handbooks are available from the office)
      - Review selection processes and timelines (solos/duets and alternates)
    - Meeting #2 (Nov-Dec) should address announcements, Canada Games plans and any other items or concerns
    - Meeting #3 (Pre-Games) should address final Canada Games plans, and any other items or concerns

#### Administration:

- Prepare all training materials for your team. Connect with coach of selected team routine (if applicable), get counts and DVD with “coloured cap” routine, etc. and distribute to athletes/club coaches as appropriate and as early as possible.
- Determine effective distribution of bathing suits and uniforms, which will be ordered by the Synchro Ontario staff or coordinated with Team Ontario.
- Prepare programs including schedules, practices, agendas, coaching/training, travel, equipment needs, uniforms, Handbook etc., securing and monitoring all equipment, which can include metronomes, cameras, sound system, etc. Coaches pick up, sign out, drop off and are responsible for all equipment they sign out.
- Determine competition bathing suit needs and ensure all suits are ready for athletes. You can use parent volunteers to assist in this function.
- Ensure effective administration of the program – this includes working with Synchro Swim Ontario staff, and/or Assistant Coach, on hotel, facility and or travel needs and bookings within budgetary and Team Ontario/Canada Games guidelines.
- Ensure all competition/program requirements are fulfilled including registration, entries, etc. by working with Synchro Swim Ontario staff as needed.
- Prepare rooming lists to Synchro Swim Ontario as per Team Ontario guidelines.
- Pending schedule, provide an opportunity for families to see the routines prior to travel. The design of such a program is at the discretion of the Head Coach. This may be done in partnership with other teams or on your own. There is no budget for this event.
- Book specialists as needed and as per budget in coordination with the Sport Development Manager.
- Submit cheque requisition forms to Sport Development Manager at the office.
- Organize and submit any approved expenses (as per contract) with receipts and the Synchro Swim Ontario e-expense form to the Sport Development Manager. Receipts are required for reimbursement and there is a minimum two-week turnaround time for processing cheques.
- Synchro Swim Ontario will book a block of pool time for you at the pool where your Canada Games Team training sessions/camps will take place. The coaches will be able to adjust pool time to suit their needs and/or book time at other sites providing the budget and program outline is followed and there has been consultation and approval from the Sport Development Manager.

#### Travel:

- Travel with the team to and from their destination (both ways) as designated by Team Ontario who will coordinate travel for the 2019 Canada Games.

- Ensure that the athletes and coaching team are safe and cared for at ALL times. There are no chaperones at any point in the program. When traveling you are responsible for the athletes 24 hours a day. When dismissing athletes back to their parents, consider a sign-out system.
- Ensure all travel needs are covered, communicated to parents, and in place in plenty of time. This includes amount of money athletes need to take, how money will be handled on your team while away; general information, health documents, or other forms as required by Team Ontario, etc.
- Research and educate the team regarding all on-site transportation in advance of the Canada Games. This includes the safe transport of your athletes to and from the hotel, to and from the pool, and to and from restaurants and other Games sites.
- The team will travel as directed by Team Ontario.
- Be at the airport as directed by Team Ontario.
- KNOW YOUR AIRPORT! Coaches must be acquainted with the airports they are utilizing in advance. Print maps and plan routes, restaurants and bathroom stops in advance. Ensure a safety plan is in place.

#### Coaching:

- Teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Honor the sport as well as the letter of the sport's rules.
- Conduct and evaluate all practices, training workshops and special activities and/or work on such items with assigned mentors/supervisors (when applicable).

#### Evaluation:

- Complete required reports which will include the Canada Games Team Head Coach Report and the Assistant Coach Performance Appraisal in specified time limits and as per your program design.

#### Selection:

- May assist with the selection of the Assistant Coach
- Selection of team routine, duet & soloist selection, and in-house alternate selection as per Synchro Swim Ontario Selection Criteria as posted and approved. The Head Coach implements these policies.
- Unresolved parent or club concerns will be forwarded to the Selection Committee for review and resolution (which includes the determination of whether Criteria was properly followed). This includes prior to and during the training and competition parts of the program. It is essential that the prescribed process is followed and if there are questions that they are asked prior to decision making.
- Clarification questions on criteria should be forwarded to the Sport Development Manager

#### Other:

- Other duties as assigned or needed.