



## 2019 Provincial Team Head Coach (Camp/Competition) Job Description

**Summary:** The Head Coach plans, executes, participates in, and supervises all aspects of the Provincial Team including at home and away portions of the program. This includes Phases 2 and 3 of the Selection Process, as well as the pre-competition Training Camp and Competition Event (see posting for full details).

**Reports to:** Executive Director (or designate); Liaise with Sport Development Manager

### Qualifications:

- Minimum fully-certified NCCP Competition Development or Level 3; Level 4 or 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 a 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 Executive Director (or designate) and Sport Development Manger on implementation of approved Selection Criteria, and planning and preparation of Phase 2 and Phase 3 of the selection process (including planning/organization of counts/choreography/music/training videos as required for the selection process).
- Prepare and lead training schedule plan, practice plans, routine training and revision, figure preparation (including Team routine and extra routines as needed).
- 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 and/or Apprentice 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 Canada Artistic Swimming as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Directors 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 (including pre-camp training program updates as needed). 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 two parent/athlete meetings prior to travel (if applicable):
    - Meeting #1 – first day of practice (1 hr) in which the following should occur if it has not already happened:
      - Distribution of uniforms (staff contact will organize with coaching staff)

- Additional uniform items discussion (facilitated within the team by the coaches)
  - Present competition information
  - Distribute and walk through Parent Handbook (sample handbooks are available from the office)
  - Review selection processes
  - Announce deadlines
  - Distribute travel policies
  - Review practice schedules
- Meeting #2 should address announcements, final plans and any other items or concerns
  - Hold an athlete/parent information meeting at Provincial Team Trials if schedule allows.

#### Administration:

- Prepare all training materials for your team. If applicable, connect with coach of selected team routine, get counts and video with “coloured cap” routine, create pre-camp training programs, 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 Swim Ontario staff
- 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, order in coordination with the office if required, 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, and or Advisor\* on hotel, facility and or travel needs and bookings within budgetary guidelines
- Ensure all competition/program requirements are fulfilled including registration, entries, etc. by working with Synchro Swim Ontario staff as needed.
- Ensure that gifts are purchased and/or picked up from the office as per the budget and the Synchro Swim Ontario guidelines (if applicable to the competition the team is attending).
- Prepare rooming lists to Synchro Swim Ontario in advance of room bookings whenever possible and, if not in advance, provide the list directly to the hotel after Synchro Swim Ontario has blocked the rooms. Ensure any hotel concerns are addressed in advance of booking. International events typically advise and/or place you in a hotel of their choice. In the case of an international camp, you may deal with the Camp Coordinator rather than the hotel itself. Copy the Synchro Swim Ontario staff on all communications.
- Pending schedule, provide an opportunity for parents 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.
- Submit expense requisition forms to Sport Development Manager at the office. Remember there is a minimum two-week turnaround time for processing cheques.
- Organize and submit any approved expenses (as per contract) with receipts and the Synchro Swim Ontario e-expense form to the Sport Development Managers. Receipts are required for reimbursement.
- Synchro Swim Ontario will book a block of pool time for you at the pool where your Ontario training camp will take place. Those participating in a competition training camp will be able to adjust pool time to suit their needs directly with the pool and/or book time at other sites providing the budget and program outline is followed. Camp training programs will be booked by Synchro Swim Ontario and hours are not adjusted without consultation with the office.

#### Travel (if applicable):

- Travel with the team to and from their destination (both ways).
- 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, particularly for younger children.
- 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, passports, health documents, shots, athlete release forms, notary forms, etc. Additionally consider any other monies needed and management of the money for sightseeing, movies, etc. Remember that Synchro Swim Ontario does not fund or get involved in the planning of events outside of the competition.

- Research and arrange for all on-site transportation in advance of the trip. 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 sites.
- The office will work with the agent to secure flights; however, the coach needs to discuss travel needs with the staff prior to blocking of flights, including preferred travel days and times.
- Be at the airport at LEAST three hours prior to your flight. Flying with a team of minors is a time consuming task and if additional items have to be completed (such as overweight bags, paying for baggage, security lineups, etc.) you must have additional time.
- **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.
- Honour 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 include Provincial Program Report, Canada Artistic Swimming Competition Report, Canada Artistic Swimming Gift Report, and Coach Performance Appraisals in specified time limits and as per your program design.

#### Selection:

- May assist with the selection of the Assistant Coach
- May assist with the selection of the 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.