



2019 Provincial Team Assistant Coach Job Description (Camp/Competition)

Summary: The **Assistant Coach** assists the Head Coach in completing all tasks. This includes planning, executing, participating in, and supervising all aspects of the Team both at home and abroad. 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: Provincial Team Head Coach, Executive Director (or designate); Liaise with Sport Development Manager.

Qualifications:

- Fully certified Competition Development/Level 3 or higher certification an asset
- Have a current Police Record Check, signed waiver, valid/current passport, and other documents as per Synchro Swim Ontario Policies
- NLS and SFA/CPR-C is an asset
- Have a current Drivers License
- Be a mature and knowledgeable Coach
- Be a suitable ambassador of our province at both training events and at competitions
- Strong or developing 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 closely with the Head Coach and when necessary, office staff.
- Attend all functions prior to, during, and after the program.
- Work as requested with Head Coach, 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.
- Assist as requested by the Head Coach on training schedule planning, practice planning, routine training and revision and figure preparation
- Supervise and care for athletes at ALL times – 24 hours a day while traveling or while participating in an event.
- Assist with the supervision of athletes (for conduct, safety, etc.) during travel and at all training sessions, competition(s), special events, and any other Team Ontario activity in which the team/athlete participates.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- Maintain a professional and respectful environment at all times.
- Maintain a relationship with athletes based on mutual respect and trust.
- Act decisively and appropriately in emergency situations.

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 Director's of the Association.

Communication:

- Effectively communicate with Synchro Swim Ontario, athletes, and families (including home club coaches as necessary), via emails, face-to-face meetings, and other approved means as directed by your Head Coach or office staff.
- Attend any required meetings with Synchro Swim Ontario staff
- Attend coach meetings for your team as organized by the Head Coach or office staff
- Attend and participate in parent/athlete meetings (minimum of two)
- Attend parent meeting at Provincial Team Trials if held

Administration:

- Assist in all areas of administration of your team as directed by Head Coach or office staff. This may include:
 - Preparation and/or distribution of training materials, uniforms, programs, schedules, handbooks,
 - Securing, picking up, and/or dropping off equipment, gifts, etc.
 - Working with Synchro Swim Ontario staff
 - Working on items related to travel and accommodation
 - Arranging for specialists or guests and their remuneration
 - Assisting in the planning of a watershow, athlete event, or other like activity

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.
- Assist in communication and document management for your team.
- Assist in the arranging of on-site transportation in advance of the trip.
- 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:

- In conjunction with the coaching plan, 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.

Reports and Evaluation:

- In consultation with Head Coach and/or office staff, develop, submit and complete any personal development assignments
- Complete required reports which include Provincial Program Report and Head Coach Evaluation
- Submit a copy of all documents, handbook, etc. to Synchro Swim Ontario for future use.

Selection:

- May participate in the selection of the team routine, duet & soloist, and in-house alternates as per Synchro Swim Ontario Selection Criteria as approved and posted.

Other:

- Other duties as assigned or needed.