



2020 Provincial Teams Job Posting

Ontario Artistic Swimming is now accepting coach applications for the **2020 11-12 HP Provincial Team**, **2020 11-12 Development Provincial Team**, **2020 13-15 Provincial Team**, and **2020 Junior Provincial Team**, which will each consist of 1 position of **HEAD COACH** (paid), 1 position of **ASSISTANT COACH** (paid) and 1 position of **APPRENTICE COACH** (unpaid/volunteer). Coaches will report directly to the Ontario Artistic Swimming Senior Manager Sport Development and liaise with the Program Manager who will oversee and monitor the teams.

Minimum (full) qualifications (or equivalent) and intended programs:

Team	Head Coach (1)	Assistant Coach (1)	Apprentice Coach (1)	Planned Program	Planned Timing
11-12 Provincial Team (HP)	Comp Dev Certified	Comp Intro Certified as minimum and Comp Dev an asset	Comp Intro Trained as minimum and Comp Intro Certified an asset	Pre-competition training camp (Toronto) and competition at the 2020 SYNC Invitational & National Development Camp (Calgary)	June 2020 (Final Selection Camp); June/July 2020 (Training Camp); July 15-22 (Competition & CAS Camp)
11-12 Provincial Team (DEV)	Comp Dev Certified	Comp Intro Certified as minimum and Comp Dev an asset	Comp Intro Trained as minimum and Comp Intro Certified an asset	Pre-competition training camp (Toronto) and competition at the 2020 SYNC Invitational & National Development Camp (Calgary)	June 2020 (Final Selection Camp); June/July 2020 (Training Camp); July 15-22 (Competition & CAS Camp)
13-15 Provincial Team	Comp Dev Certified	Comp Dev Trained as minimum Comp Dev Certified an asset	Comp Intro Certified as minimum Comp Dev Trained an asset	Pre-competition training camp (Toronto) and competition at the 2020 SYNC Invitational (Calgary)	June 2020 (Final Selection Camp); June/July 2020 (Training Camp); July 15-19 (Competition)
Junior Provincial Team	Comp Dev Certified	Comp Dev Trained as minimum Comp Dev Certified an asset	Comp Intro Certified as minimum Comp Dev Trained an asset	Training Camp (Details to be finalized)	June 2020 (Final Selection Camp); Program to be finalized

- The Head & Assistant Coach positions will be paid an honourarium, with Competition accommodation/meal plan paid for by Ontario Artistic Swimming.
- The Apprentice Coach position will be an unpaid volunteer position and development opportunity. Attendance is required at the Selection Camp (June) and Training Camp (June/July).

Training Schedule 11-12 & 13-15:

- 11-12 Top 28 and 13-15 Top 16 Camp will be held June 12-14, 2020 in Toronto (pool to be confirmed)

- 11-12 Top 20 and 3-15 Top 10 Pre-Competition training anticipated to take place June 19 – July 13 in Toronto (pool to be confirmed).

Training Schedule JUNIOR:

- JUNIOR Top 16 Camp will be held June 12-14, 2020 in Toronto (pool to be confirmed)
- JUNIOR Top 10 Program to be finalized

The Head, Assistant and Apprentice Coaches must:

- Be fully certified NCCP at the minimum qualification as stated above
- Have NLS and SFA/CPR-C (Required for Head Coach, asset for Assistant/Apprentice)
- Have a current Police Record Check, Respect in Sport, passport, and other signed documents as per Ontario Artistic Swimming Policies
- Have a current Drivers License
- Be member in good standing with the Association
- Be a mature, knowledgeable, and experienced coach
- A suitable ambassador of our province at both training events and at competition
- Other credentials as per the Job Descriptions

APPLICATION PROCESS

Application due date: Friday, January 24, 2020 at NOON

Interview date: Interviews will be scheduled to take place in early February.

All interviews and the determination of successful candidates are at the discretion of the 2020 Provincial Teams Hiring Committee which will be comprised of the Executive Director, the Senior Manager Sport Development and the Program Manager.

Applications include: **Resume** – ensure that in addition to typical resume items, your resume also reflects your coaching experiences, your coach profile, and **a copy of all current certifications.**

Cover letter –clearly indicate the position for which you are applying; what you would bring to the position; your strengths/weaknesses; and your coaching goals.

References – please include 2 references who may be contacted regarding your work as a coach.

Applications will be accepted via email ONLY and they MUST only be sent to the following email address:

provincialteam@ontarioartisticswimming.ca



2020 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. See attached document regarding the 2020 Provincial Team Selection process and competition dates and locations. Ontario Artistic Swimming is seeking Head Coach candidates for the two 11-12 (1 High Performance and 1 Developmental), one 13-15 and one Junior Provincial Teams.

Reports to: Senior Manager Sport Development; Liaise with the Programs Manager

Qualifications:

- See attached document for team specific Artistic Swimming qualifications
- Have a current Police Record Check, signed waiver, current/valid passport and other documents as per Ontario Artistic Swimming Policies including a Respect in Sport Certification
- 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 Senior Manager Sport Development and Programs Manager with additional phases of the selection process if required.
- 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming, 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 Ontario Artistic Swimming office. Texting is not an accepted method of communicating with Staff, Athletes or Parents for official Provincial Team communications.
 - Coach Meetings:
 - Meet with Ontario Artistic Swimming 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 Ontario Artistic Swimming staff
- Prepare programs including schedules, practices, agendas, coaching/training, travel, equipment needs, uniforms, Handbook etc., securing and monitoring all equipment, which can include metronomes, iPads, 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming staff as needed.
- Ensure that gifts are purchased and/or picked up from the office as per the budget and the Ontario Artistic Swimming guidelines (if applicable to the competition the team is attending).
- Prepare rooming lists to Ontario Artistic Swimming in advance of room bookings whenever possible and, if not in advance, provide the list directly to the hotel after Ontario Artistic Swimming 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 Ontario Artistic Swimming 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 Senior Manager Sport Development 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 Ontario Artistic Swimming e-expense form to the Senior Manager Sport Development. Receipts are required for reimbursement.
- Ontario Artistic swimming 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming 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 Senior Manager Sport Development.

Other:

- Other duties as assigned or needed.



2020 Provincial Team Assistant Coach Camp/Competition Job Description

Summary: The Assistant Coach works with 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. See attached document regarding the 2020 Provincial Team Selection process and competition dates and locations. Ontario Artistic Swimming is seeking Head Coach candidates for the two 11-12 (1 High Performance and 1 Developmental), one 13-15 and one Junior Provincial Teams.

Reports To: Provincial Team Head Coach, Senior Manager Sport Development and Liaise with Programs Manager.

Qualifications:

- See attached document for team specific Artistic Swimming qualifications
- Have a current Police Record Check, signed waiver, current/valid passport, and other documents as per Ontario Artistic Swimming Policies including a Respect in Sport Certification
- 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.
- 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming, 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 Ontario Artistic Swimming 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)

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 Ontario Artistic Swimming 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.
- Honour 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 Ontario Artistic Swimming for future use.

Selection:

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

Other:

- Other duties as assigned or needed.



2020 Provincial Team Apprentice Coach Camp/Competition Job Description

Summary: The Apprentice Coach works with the Head Coach & Assistant Coach in completing all tasks. This includes planning, executing, participating in, and supervising all aspects of the Team both at home and abroad. The Apprentice Coach position is a development opportunity to learn from some of the top coaches in Ontario – Apprentice Coaches participate in all aspects of Pre-Competition Training however, Apprentices do not travel with the team to the competition (if applicable). This is a volunteer position. See attached document regarding the 2020 Provincial Team Selection process and competition dates and locations. Ontario Artistic Swimming is seeking Apprentice Coach candidates for the two 11-12 (1 High Performance and 1 Developmental), one 13-15 and one Junior Provincial Teams.

Reports To: Provincial Team Head Coach, Senior Manager Sport Development and Liaise with Programs Manager.

Qualifications:

- See attached document for team specific Artistic Swimming qualifications
- Have a current Police Record Check, signed waiver, and other documents as per Ontario Artistic Swimming Policies including Respect in Sport Certification
- 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 training events
- Strong or developing administration and organizational skills
- Be a 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 & Assistant Coach and when necessary the office staff.
- Attend all functions prior to, during, and after the program.
- Assist as requested by the Head Coach/Assistant Coach on training schedule planning, practice planning, routine training and revision and figure preparation.
- Assist with the supervision of athletes (for conduct, safety, etc.) at all training sessions, 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 Ontario Artistic Swimming 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 Ontario Artistic Swimming, 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/Assistant Coach or OAS staff.
- Attend any required meetings with Ontario Artistic Swimming staff
- Attend coach meetings for your team as organized by the Head Coach/Assistant Coach or office staff.
- Attend and participate in parent/athlete meetings (minimum of two)

Administration:

- Assist in all areas of administration of your team as directed by the Head Coach/Assistant 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 Ontario Artistic Swimming staff
 - Assisting in the planning of a watershow, athlete event, or other like activity

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.
- Honour 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 Ontario Artistic Swimming for future use.

Other:

- Other duties as assigned or needed.