



<b>Job Description:</b>	<b>2022 Provincial Team Head Coach</b>
<b>Term:</b>	<b>Term, Contract</b>
<b>Reports to:</b>	<b>Technical Director</b>
<b>Direct Reports:</b>	<b>Provincial Team Assistant Coach, Apprentice Coach</b>
<b>Number of Positions:</b>	<b>3</b>

## **SUMMARY**

Ontario Artistic Swimming (OAS) is seeking Head Coaches for the 2022 11-12, 13-15, and Junior Provincial Teams. The Head Coach will be responsible for the development, planning and execution of all training and competitive activities related to the team. The Head Coach will uphold the OAS Values while abiding by all relevant OAS policies and procedures as they work to advance the level of performance of Provincial Team athletes.

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

#### **General:**

- Participate in the athlete selection process.
- Prepare and lead training schedule plan, practice plans, routine training and revision (including Team routine and extra routines as needed), and figure preparation (if applicable).
- Teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Attend all functions associated with the program.
- Supervise and care for athletes.
- Teach, mentor, educate, delegate to, supervise, and evaluate the Assistant Coach and/or Apprentice Coach.
- Effectively communicate with Ontario Artistic Swimming, athletes, coaches, and families (including home club coaches as necessary)
- In conjunction with OAS staff, ensure all competition/program requirements are fulfilled including registration, entries, etc.
- Book specialists as needed and as per budget.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- 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 Directors of the Association.
- Other duties as assigned or needed.

**Selection:**

- In collaboration with the Technical Director and Assistant Coach, determine the process and criteria for Phase 2 of the provincial team selection process.
- Act as the lead for the Final Selection Camp, participating in and supervising the Phase 2 selection process.
- In collaboration with the Technical Director, 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.
- Adhere to the OAS Selection Policy and the 2022 Provincial Team Selection Criteria at all times.
- Escalate parent/club concerns or questions about selection process and decisions to the Technical Director as appropriate.

**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).

**Communication:**

- Effectively communicate with Ontario Artistic Swimming, athletes, coaches, and families (including home club coaches as necessary), via emails, virtual meetings, in-person meetings, and other approved means (including pre-camp training program updates as needed)
- Provide copies of meeting agendas and summaries to the Ontario Artistic Swimming office.
- Attend and lead meetings with team coaches/leadership for planning purposes as needed.
- Ensure the following are communicated to athletes/parents in an effective and timely manner:
  - 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

**Administration:**

- Prepare all training materials for the team. If applicable, connect with coach of selected team routine, get counts and video, create pre-camp training programs, and distribute to athletes/club coaches as appropriate and as early as possible.
- Prepare training camp schedule in accordance with facility bookings made by Ontario Artistic Swimming and in consultation with the Technical Director.

- 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, and equipment needs.
- Secure and monitor all equipment needed for training, 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.
- 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. 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.
- Organize and submit any approved expenses (as per contract) with receipts and the Ontario Artistic Swimming e-expense form to the Technical Director.

#### **Travel:**

- Travel with the team to and from their destination (both ways).
- Ensure that the athletes are safe and cared for at ALL times. There are no chaperones at any point in the program. When traveling, the Head Coach and Assistant Coach are responsible for the athletes 24 hours a day.
- Discuss travel needs with the staff prior to blocking of flights, including preferred travel days and times.

#### **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.

#### **Qualifications:**

- CAC Competition Development certified or equivalent
- Respect in Sport for Activity Leaders certification, complete NCCP Making Head Way in Sport and NCCP Making Ethical Decisions modules.
- Have a current Police Record Check, signed waiver, and other documents as per Ontario Artistic Swimming Policies
- NLS-Pool and SFA/CPR-C certified.

- Be a mature, knowledgeable, and experienced Coach
- Have a current Drivers License and passport
- 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 and communicating effectively is preferred.
- Strong administration and organizational skills.
- Be member in good standing with the Association.
- Be fully vaccinated against COVID-19 as per the Ontario Artistic Swimming COVID-19 Vaccination Policy.
- Other credentials aligning with the Job Description are an asset.

#### **ADDITIONAL JOB REQUIREMENTS**

- Ability to travel and work irregular hours including evenings and weekends as required to meet the needs of the position.
- Some lifting, up to 23Kg may be required.
- Must have a valid driver's license and access to a personal vehicle.
- Compensation commensurate with qualifications and experience.