



2023 Provincial Development Team Lead Coach Job Description

Summary:

Ontario Artistic Swimming (OAS) is seeking Lead Coaches for the 2023 Youth and 12U Provincial Development Teams. The Development Team Lead Coach is responsible for program planning and delivery for the Development Team under the oversight of the 2023 Youth and 12U Performance Team Head Coaches. The Development Team Lead 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.

Reports to: Technical Director, Performance Team Head Coach.

Compensation: Commensurate with qualifications and experience.

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.
- 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 Performance Team Head Coach, assist in determining the process and criteria for Phase 2 of the provincial team selection process.
- Participate in the Phase 2 selection process.
- Participate in the selection of the team routine, duet & soloist, and in-house alternates at the discretion of the Technical Director and Head Coach
- 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 Head Coach and/or the Technical Director as appropriate.

Coaching:

- In accordance with the training 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.
- 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 and Performance Team Head Coach.
- 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.
- 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 (if applicable):

- 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.
- In collaboration with the Head Coach, discuss travel needs with the staff prior to blocking of flights, including preferred travel days and times.

Reports and Evaluation:

- In consultation with Performance Team Head Coach and/or Technical Director, develop, submit and complete any personal development assignments.
- Complete required reports which include Provincial Program Report and Head Coach Evaluation and submit to Ontario Artistic Swimming.

Qualifications:

- CAC Competition Development certified.
- Have a current Respect in Sport for Activity Leaders certification, 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
- Other credentials aligning with the Job Description are an asset